

## Buckingham Old Gaol Exercise Yard – Venue Hire Booking Form

Name "The Hirer": \_\_\_\_\_

Organisation/Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Member/Charity Ref: \_\_\_\_\_

Date required: \_\_\_\_\_

Purpose of booking: \_\_\_\_\_

Start time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Hours Required: \_\_\_\_\_

### Daytime rentals (10am to 4pm Monday to Saturday)

*All rates are per hour, or part thereof.*      Standard      Charity/Member      Tick rental option

Daytime Rental Gallery only	£21/hr	£5/hr
Daytime Rental Whole Yard	£32/hr	£11/hr
Children's Birthday Party package Includes hire for 3-hours for up to 20 children	£64	£33
Museum tour option	£30	£20

Daily hire gallery only 10am to 4pm	£99/day	£39/day
Daily hire of whole yard 10am to 4pm	£159/day	£55/day

### Evening rentals (4pm to 11pm and anytime Sundays and Bank Holidays)

Evening Whole Yard	£42/hr	£11/hr
plus caretaking fee	£21	£11
Evening Event 4-hour package Includes caretaking and setting up of chairs and tables (saving £20)	£189	£55

### Optional Extras

Standard

Charity/Member

Tick if required

Setting up tables/chairs	£20	£5
Provision of tea/coffee and biscuits	£3.50/head	£2.25/head
Projector (computer not provided)	£20	£5
Slide projector	£20	£5
Use of glassware/china/cutlery	£20	£5
Private museum viewing (evening only)	£60	£50
Meet and Greet (up to 1hr only)	£50	£45

**Booking times to be inclusive of preparation and clearance.**

*A booking is not confirmed until a deposit of 50% of the total booking is received.*

Total Booking Fee    £ \_\_\_\_\_

**Hirer to sign** \_\_\_\_\_

**Date** \_\_\_\_\_

*Signing acknowledges receipt and acceptance of the terms and conditions overleaf.*

*Cheques to be made payable to **Buckingham Heritage Trust***

**Office Use:** Booking Confirmed/Deposit Received  In diary  Full Payment received

## Terms & Conditions for the hire of the Exercise Yard

### Buckingham Heritage Trust

The Old Gaol, Market Hill, Buckingham, Buckinghamshire MK18 1JX Telephone: 01280 823020

The following Terms and Conditions shall regulate the hire of the Exercise Yard at the Old Gaol Museum and shall apply to all hirers:

1. All applications for the hire of the Exercise Yard shall be made on the Exercise Yard Venue Hire booking form, a copy of which shall be provided to the hirer when a booking is confirmed
2. Deposit of 50% must be paid at time of booking. Full payment is required no later than two-weeks prior to booked date
3. Cancellation fees: We hope you do not need to cancel your booking, but if you no longer need the booking we charge the following cancellation fees:
  - Up to 14-days before event - deposit is retained
  - Less than 14-days of event - full payment is required
  - If the event is rescheduled at the time of cancellation, the cancellation fee is reduced by half
4. The hirer shall agree to comply with the directions provided by the Museum Manager or other designated person in respect of all fire, health and safety issues applying to the hirer and others using the facility during a hiring, and in respect of Museum property
5. The hiring relates to the Exercise Yard, to its established entry and exit points and to the toilet. No other part of the premises shall be accessed during the hiring unless booked
6. The hiring is limited to a maximum number of fifty persons at any one time and the hirer shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the accommodation
7. The hirer shall ensure that acceptable noise levels are maintained at all times
8. The hirer shall ensure that all catering arrangements comply with current food safety and other relevant regulations, and that no food or beverages is taken outside of the Exercise Yard. The hirer is responsible for clearing away any debris
9. The hirer must make themselves familiar with the operation of any equipment that has been booked before the hire date, as assistance may not be available on the day of the booking
10. Smoking is strictly prohibited anywhere in the premises, including the toilets
11. The hirer shall indemnify Buckingham Heritage Trust against any loss or damage or residual cleaning up to the premises, or to any artifacts or equipment contained therein, howsoever the damage may be caused during the hire period
12. The Old Gaol does not hold entertainment or alcohol licences so hirers are responsible for checking and obtaining these if required by any relevant licensing bodies
13. Due to the historic nature of the building fabric it can sometimes be difficult to maintain constant temperatures. Hirers are reminded to be more tolerant of temperature variations than they might expect in a modern building
14. No alterations shall be made by the hirer to the existing lighting, heating, fixtures, fittings etc. No bolts, nails or tacks shall be driven into any part of the venue
15. The hirer shall repay the Trust on demand for the cost of reinstating or replacing any part of the building or fittings which shall be damaged, or destroyed during the period of rental
16. Events that over-run their booked time by more than 30 minutes will be charged the additional time at 2x the agreed hourly rate. Sometimes due to caretaking commitments, events cannot over-run, and the hirer may be asked to vacate the premises at the pre-booked time. There are no refunds for bookings that finish earlier than the booked time
17. Buckingham Heritage Trust will not be responsible for any loss or damage suffered by the hirer in the event of the venue not being available, by reason of accident, war, civil commotion, force majeure, strike, lock-out or other like cause. The Trust may, however, in such event without admitting any legal obligation so to do, return the charges paid by the hirer
18. Member rates are available to those who have been a member of the Trust for at least 12 months. Member and charity rates cannot be used for commercial bookings
19. No variation to these hire conditions shall be permitted unless they are confirmed in writing by the Museum Manager.

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[www.buckinghamoldgaol.org.uk](http://www.buckinghamoldgaol.org.uk)