Logo, company name

Description automatically generated with medium confidence

**Activity Room Booking Form**

Please complete and return this form to give formal notice of your requirements in terms of hiring the Activity Room.

* Post: Gairloch Museum, Achtercairn, Gairloch IV21 2BH
* E-mail: office@gairlochmuseum.org

**Your Details:**

|  |  |
| --- | --- |
| Name & Address of Group/Organisation: |  |
| Contact Person: |  |
| Email: |  |
| Telephone: |  |

**Your requirements:**

|  |  |
| --- | --- |
| Date or dates required: |  |
| Hire start time: |  |
| Hire end time: |  |
| Activity/event type: |  |
| If you require table and chairs to be set up in advance, please indicate your preferred layout (e.g., grouped around one big table/individual tables): |  |

I have read and agree to abide by the terms and conditions of use:

Signed: Dated:

If signing on behalf of an organisation, please make all users aware of the conditions of let.

**Terms and Conditions**

1. Charges & Payments

Current charge rates are as follows:

Hourly rate £18 (£15 + £3 VAT)

Half day £60 (£50 + £10 VAT)

Full day £96 (£80 + £16 VAT)

Regular users/block bookings day rate £60 (£50 + £10 VAT)

Hire at times or on days where there would not otherwise be staff at Gairloch Museum may incur an additional charge. Payment by BACS is preferred, but cash and cheques will also be accepted. We will issue an invoice to the hirer.

1. Confirmation of Booking

The booking will only be confirmed upon receipt of a fully completed booking form. Terms and conditions for the booking will be confirmed in writing by email.

Bookings cannot be accepted from organisers under the age of 18 years.

We reserve the right to decline any booking for an activity/event that returns a risk assessment with high/unmanageable hazards, or failure to submit a risk assessment on request.

1. Cancellation

We understand that cancellation may happen due to unforeseen circumstances. Where appropriate notice of cancellation is given, no cancellation fee will be charged. However, where inadequate or no notice is given, 50% of agreed costs will need to be charged.

1. Health & Safety

Users must adhere to Fire Safety Regulations and Emergency Procedures. Emergency Exits must be always accessible. A No Smoking Policy applies to the building. This includes the use of e cigarettes/vapes. Users should carry out their own risk assessment for the activity/event.

1. Liability

Organisers of events/activities in the Museum will be responsible for the good and safe conduct of all attending.

Organisers will have sole responsibility for the administration and organisation of their event unless otherwise agreed with Gairloch Museum.

Gairloch Museum does not provide insurance cover other than Public Liability. The Museum strongly recommends that for the protection of those attending activities/events, the organiser has Public Liability Insurance to cover injury and property damage to third parties as a result of their negligence.

Gairloch Museum is not responsible for any equipment or valuables left in any part of the premises. Users may wish to source insurance to cover losses of and damages to personal equipment or valuables.

Gairloch Museum is not responsible for damage to or theft from vehicles within the Museum car park – those using the car park choose to do so at their own risk.

Users are responsible for leaving the rooms/equipment used and surrounding areas outside clean and in the manner found. Tables, chairs & worksurfaces must be left clean and as found and any floors must be swept/vacuumed, and any spillages must be cleaned.