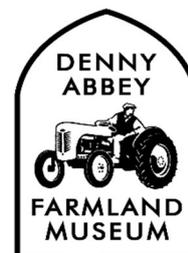


Farmland Museum Delanoy Education Room

Terms & Conditions



Room Use and Capacity

The Education Room is available for small meetings, lectures, presentations, exhibitions, workshops and educational activities. The Education Room may only be used for the purpose for which it has been booked, which must be agreed in advance.

The room hirer is responsible for all persons using the premises during the period of hire.

There are 8 rectangular tables and 26 chairs available to hirers.

The Education room seats up to 16 people boardroom style and 26 lecture style.

Alternative layouts are available and may be set up in advance, please specify your requirements.

Charges

- Full day (8.30am - 5.30pm): £110.00
- Hourly Charge (Between 8:30am – 5:30pm, minimum 2-hour charge): £15.00
- Evening booking: Please enquire about rates.

The timings of the booking must take into account set up and clearing up time.

Equipment

The Delanoy Education Room is equipped with chairs, tables, flipchart (please supply your own paper).

A screen is available for use, which has a HDMI connection, if your laptop requires a different connection, please supply your own adaptor.

Other equipment may be available on request.

Wi-Fi is available.

Refreshments

Catering options are available, ranging from tea, coffee and biscuits, to buffet lunches. Please contact us to discuss your requirements.

The hirer will undertake to provide any licence required for the serving of alcohol.

Breakages

All breakages must be paid for. Damage to the equipment, fixtures and fittings of the building will be charged according to the cost of repair or replacement.

Access to the museum galleries

Hirers of the Delanoy Education Room and their guests are permitted to visit the Farmland Museum and Denny Abbey at no additional charge on the day of their booking.

Parking

The museum car park is situated at the entrance to the museum. Free parking is available to all those using the Delanoy Education Room.

Access

There is level access to the Delanoy Education Room. There is an accessible toilet on the ground floor.

Cancellation charges

- More than 14 days notice: no charge
- 14-2 days notice: 25% of invoice payable
- Less than 2 days notice: 100% of invoice payable
- Bookings may be rescheduled, subject to availability

Payment

Payment can be made on the day by cash or card, or an invoice can be provided and payment made by bank transfer.

Payment must be made within 30 days of the invoice date or further bookings will be cancelled. No further bookings can be made until payment has been received in full. Repeated failure to pay in a timely fashion may lead to refusal of future bookings.

General

- Lights in the Delanoy Education Room must be turned off on leaving..
- Any live or recorded music must be agreed in advance. The hirer must, in such cases, organise directly with PRS or other bodies for any licence required or use of copyrighted materials.
- Groups using the Delanoy Education Room must keep noise to a reasonable level. This is especially important when the museum is open to the public. If noise from the room disturbs museum visitors, then the hirer will be asked to lower the noise level.
- The Farmland Museum & Denny Abbey is an entirely no smoking site.
- A discretionary cleaning fee may be charged if the room is left in a state such that it requires additional cleaning.
- The Farmland Museum should be informed if the meeting for which the Delanoy Education Room is being hired is open to the public.
- The hirer is liable for the behaviour and safety of attendees at their function. Any accidents should be reported to The Farmland Museum and recorded in their accident book.
- All hirers will familiarise themselves with and observe fire regulations.
- No decorations or fixtures to be attached to the walls of the room.
- No equipment or materials may be left in the room between bookings.
- Hirers are expected to hold appropriate insurance for their own needs.