

Venue Hire - Confirmation

Your venue hire booking is now confirmed. Please check the details, adjusting numbers if necessary, and return to museuminfo@maidstone.gov.uk. If you have not already, please sign and return the terms and conditions attached.

Please pay final balance by _____

Date (Today)		
Booking Name		
Client/ Business		
Booking Contact Name		
Email address		
Telephone number		
Date of Event		
Times of booking		
Location	Library Withdrawing Room	Glass Room
Layout required	Boardroom Theatre Style	Open Square
Number of Delegates		
Tea/Coffee (@ £2 per delegate)	Yes	No
Equipment Required	Projector & Screen	Flipchart & pens
Any other information		

Please pay the attached 50% non-refundable deposit. The balance invoice will be sent 3 weeks before your booking and should be paid 2 weeks before your booking.

If there are less than 2 weeks before your booking the attached invoice will be for the full cost.

Access to the room will be available 15 minutes prior to the meeting but please note that for Health & Safety there will no access to the room for delegates until the coordinator has arrived. Please see T's and C's below.

Parking is available for coordinator & Blue Badge holders only

For office use only

Room Hire £

Tea/coffee £

Total cost of booking £

Venue Hire – Terms & Conditions

All community room hire, conferences, meetings and events booked at Maidstone Museums (“the Venue”) in association with Maidstone Borough Council by the Client (“the Client”) shall be subject to these Terms and Conditions (the “Terms”).

This contract is made between Maidstone Museums who operate the Venue and the Client specified on the confirmation form. The person signing for and on behalf of the Client warrants to Maidstone Museums that they have the authority to do so.

All meeting rooms are available Wednesday to Saturday from 10am to 4pm with access 15 minutes prior to this time and all meetings must be vacated within 15 minutes. Failure to vacate the room within the allotted times will incur an additional charge.

Community hire is available on Saturdays when the Museum is open.

The rooms shall not be sublet by the client to any third party without the prior written consent of Maidstone Museums.

BOOKING

A non-refundable deposit of 50% of the room hire is required at the time of booking with the balance of the room hire plus refreshments payable not later than 7 days before the date of hire. The full payment will be required should a room be required within 7 days.

PRICES

All prices are stated in Pounds Sterling. If catering is provided, VAT will be added to the total cost.

NB Ticket sales cannot be made in conjunction with hire of room.

Should any damage or loss be incurred during your hire period, Maidstone Museums will invoice for any costs incurred. Any queries should not affect immediate payment of outstanding amounts. Payment options will be shown on the invoice, all made payable to “Maidstone Borough Council”.

SUITABILITY/AVAILABILITY OF FACILITIES

It is the Client's responsibility to ensure that the facilities and services available are suitable for their needs. Community hire at Maidstone Museums shall attempt to accommodate late changes, but the Client should be aware that it might not be practical to do so. It is suggested that the client visit Maidstone Museums prior to the booking date to discuss room setup, Maidstone Museums shall do what is reasonable to ensure that the rooms and equipment hired are available and in good working order. In the event of any difficulties or failure of equipment, Maidstone Museums will take reasonable steps to remedy the problem. Maidstone Museums do not accept liability for any consequential costs incurred by the Client as a result of any such difficulties or failure. The Client should, where he/she considers this to be appropriate, take out insurances to cover any such consequential costs.

INSURANCE/DAMAGE

The Client shall be responsible for any damage caused to the Venue or the furnishings, utensils and equipment therein by the wilful act or default of the Client or guests of the Client and shall pay Maidstone Museums on demand the amount required to make good or remedy any such damage. The Client must arrange Public Liability (third party) Insurance to cover such damage and injuries to third parties with a minimum indemnity limit of £2 Million and produce documentary evidence of same from either their insurers or insurance brokers before hire of the premises will be permitted.

Venue Hire – Terms & Conditions

SMOKING & ALCOHOL POLICY

Clients and their representatives/delegates are advised that Maidstone Museums as the Venue operate a policy of no smoking within any building, to include e-cigarettes; smoking is permitted in the external areas away from access doors. Clients are asked to ensure that their delegates and representatives refrain from using the front of the Venue for smoking.

SAFETY & SECURITY

Clients are asked to ensure that his/her event or meeting host/representative signs in at our reception desk, at which point they will be informed of our general housekeeping, evacuation procedures and any planned alarm tests for that day. The host/representative must produce and complete their own delegates/guest attendance list as they are responsible at all times.

The Client shall report immediately to Maidstone Museums reception any accidents, incidents and/or personal injuries that occur during the course of the event. On entry to the Venue's meeting space, the Client's event or meeting host/representative must ensure that all general housekeeping and fire and evacuation procedures are relayed to all attendees/delegates. The Client takes full responsibility for the evacuation of their delegates to the assembly point and their management thereafter.

Should Maidstone Museums staff or their representative determine that any activity of the Client is in breach of local health and safety rules then the Client shall take immediate action upon notification to remedy such breach. In the event that the Client fails to take such action or is unable to remedy the breach, Maidstone Museums reserve the right to cancel the booking with immediate effect. In the event of such cancellation Maidstone Museums will not accept liability for any losses howsoever incurred by the Client due to cancellation.

The Client shall not arrange for the delivery of any goods or materials to the Venue unless agents of the client are available and ready to accept delivery or by prior arrangement with Maidstone Museums. The Client shall not store or place on the premises of the Venue any inflammable, combustible or objectionable substances or liquid.

Photography within the Museum and of the Museums artefacts is allowed only for personal and education use. Any professional photography needs to be agreed with Maidstone Museums representative in advance and it cannot include members of the public.

LIMITATION OF LIABILITY

Maidstone Museums total liability in contract, tort, misrepresentation or otherwise, arising in connection with the performance or contemplated performance of this Agreement shall be limited to the consideration paid by the Client to Maidstone Museums.

Maidstone Museums shall not be liable to the Client for any indirect or consequential loss or damage (whether for loss of profit, loss of business, depletion of goodwill or otherwise), costs, expenses, or other claims for consequential compensation whatsoever (howsoever caused) which arise out of or in connection with this Agreement.



Maidstone Museum, St. Faith's Street, Maidstone, Kent, ME14 1LH,
Tel: 01622 602838, Email: museuminfo@maidstone.gov.uk

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DATA PROTECTION ACT

To view our full statement to see how your data will be stored and processed please visit <https://maidstone.gov.uk/dataprotection>

ENTIRE AGREEMENT

The Terms supersede all prior representations, arrangements, understandings, and agreements between the parties relating to the subject matter hereof and sets forth the entire agreement and understanding between the parties hereto relating to the subject matter hereof.

LAW & JURISDICTION

The Terms shall be governed by and construed in accordance with English law and each party agrees to submit to the exclusive jurisdiction of the English Courts as regards any claim or matter arising under the application of the Terms.

I have read, understood, and agree to abide by the above Terms and Conditions.

Signature (Client): _____

Date: _____

Print: _____

Position & Company: _____

Maidstone Museums would like to keep you informed of special offers and promotions we believe are of interest to you. We do not disclose personal information to any other organisation.

We use opt-in boxes, PLEASE TICK