

## **Adventure Hunter Party**

### **Terms and Conditions of Hiring**

**Please read this carefully before signing, dating and returning the booking form.**

‘The venue’ refers to either Peterborough Museum or Flag Fen depending on your booking.

‘Vivacity’ refers to Vivacity Culture and Leisure, the cultural trust which manages Peterborough Museum and Flag Fen.

#### **1. What ‘the venue’ may be used for:**

- 1.1. Vivacity reserves the right to refuse any event it considers unsuitable or inappropriate.
- 1.2. Any booking may be cancelled at any time should Vivacity Learn that the event differs in any substantial way from the agreed purpose set out in the booking form.
- 1.3. Any variation from the original booking should be agreed in writing with Vivacity.
- 1.4. The venue shall only be used for the agreed purposes set out on the booking form and shall not be sub-let or assigned.

#### **2. Provisional bookings:**

- 2.1. Provisional bookings may be cancelled if the booking form is not completed and returned along with the appropriate deposit within two weeks of it being forwarded.
- 2.2. Provisional bookings are only confirmed when a completed and signed copy of the booking form and terms and conditions are returned to the museum with the appropriate deposit paid.

#### **3. Payment:**

- 3.1. 20% deposit is payable to confirm booking.
- 3.2. Payment in full must be made at least two weeks before the date of hire.
- 3.3. Cheques should be made payable to ‘Vivacity Culture and Leisure’. Card payments can be made over the phone on 01733 864663 or in person at Peterborough Museum.
- 3.4. Should payment not be received in advance Vivacity reserves the right to cancel the event without notice.

#### **4. Cancellation:**

- 4.1. All deposits are non-refundable.
- 4.2. In the event that a confirmed booking is cancelled after payment in full, the following charges will apply:
  - Deposit is non refundable
  - Between 1 and 2 weeks of the event – 75% of hire charge, full refund on catering, full refund on party bags
  - Between 1 week and 48 hours of the event – 75% hire charge, 100% catering charge, full refund on party bags
  - Less than 48 hours of the event – 100% of hire charge, 100% catering charge, full refund on party bags

#### **5. Liability**

- 5.1. The hirer shall be responsible for all damage to the venue and to any property in the venue during the period of hire resulting directly from the hire.

- 5.2. The museum shall not be responsible for any loss, damage or injury to anybody attending the venue for the purpose of the hire whether guests, staff working for or contracted by the hirer.
- 5.3. The museum shall not be responsible for any loss, direct or indirect, due to any breakdown of machinery, failure of electricity supplies, leakage of water, fire, government restriction or *Force Majeure* which may cause the venue to be temporarily closed or the hire to be interrupted or cancelled.

## **6. Conditions of hire:**

- 6.1. The hirer is responsible for the behaviour and conduct of all those attending the event, to make guests aware of the Fire Instructions (copy attached) and to ensure that they leave by the agreed time.
- 6.2. Children under 14 must be accompanied by a parent/guardian at all times. A ratio of 1 supervising adult to 6 children must be observed at all times whether using the designated party room, following a museum trail or taking part in activities.
- 6.3. Hirer and supervising adults to have medication and procedures for known individuals with specific needs.
- 6.4. Hirer is responsible for informing venue staff immediately of any hazards/spillages arising.
- 6.5. Smoking is strictly prohibited throughout the building and its grounds.
- 6.6. Candles are only permitted on a birthday cake and of a simple/traditional style. Firework style candles are strictly forbidden. A member of venue staff must be present during this time. Other use of naked flames are strictly forbidden.
- 6.7. Activities and craft in hosted parties are dependent on staff availability and age of children attending.
- 6.8. The hirer is responsible for return of all art and craft resources and/or equipment supplied on loan, and in good faith, for the purpose of the event. Vivacity reserves the right to charge the hirer a minimum charge of £25 for unreturned supplies.
- 6.9. In no circumstances may electrical equipment be installed or used without the prior written agreement of Vivacity and under the supervision of venue staff. Vivacity reserves the right to refuse the use of any technical equipment it reasonable considers to be unsafe or inappropriate or which has not been properly approved.
- 6.10. Nothing shall be attached or suspended from any part of the venue without the prior approval of Vivacity and in conjunction with the venue's staff.

## **7. Vivacity Staff**

- 7.1. All Museum and Flag Fen staff work under the sole guidance and instruction of Vivacity and to ensure that the conditions of hire are adhered to.
- 7.2. If the conditions of hire are breached the supervising officer on duty is authorised to ask for appropriate steps to be taken to rectify the breaches up to and including cancellation or suspension of the event.

## **8. Catering**

- 8.1. Where catering has been requested a full allergen list is available on request.
- 8.2. All allergies must be fully disclosed prior to ordering food.
- 8.3. Unless otherwise agreed, party food will be set up and served in the designated party room.
- 8.4. Birthday cakes are **not** supplied within the catering package. Please bring your own.

8.5. If hirer is providing their own catering, they are permitted to use the small kitchenette (museum). No kitchen facilities are available at Flag Fen – water and kettles can be provided.

**9. Cleaning**

- 9.1. The cost of hire includes reasonable cleaning of the venue although as a courtesy it would be appreciated if parents/guardians could help venue staff with tidying after the craft/activity.
- 9.2. Vivacity reserves the right to levy an extra charge to the hirer should unnecessary and excessive cleaning be required due to negligence of the hirer, their guests or contractors.