ELY MUSEUM

Aedwen Room Terms & Conditions

Please read these terms and conditions thoroughly before sending in a room booking application.

Room use and Capacity

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

The room's maximum capacity is strictly 42 people due to fire regulations.

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

The Aedwen room seats up to 20 people boardroom style and 40 lecture style. Alternative layouts are available and may be set up in advance, please specify your requirements. There are 8 rectangular tables and 40 chairs available to hirers

Charges
Community/Charity Use

- Full day (8.30am - 5.30pm): £120.00
- Hourly Charge (Only between 8:30am – 5:30pm, minimum 2 hour charge): £18.50
- Evening booking (From 6-10pm): £45.00

Commercial use

- Full day (8.30am - 5.30pm): £152.50
- Hourly charge (only between 8.30am – 5.30pm, Minimum 2 hour charge): £23.50
- Evening booking (From 6-10pm): £57.50

The timings of the booking must take into account set up and clearing up time. The Museum is staffed between 9:30am – 5pm on weekdays, from 10:30 – 5pm on Saturdays and from 12-5pm on Sundays. Room hirers outside of these times will need to collect a key from the museum during our opening hours & return it after their booking.

Equipment

The Aedwen room is equipped with chairs, tables, Flipchart (please supply your own paper) a kitchenette with crockery, cutlery, glasses, a kettle and a small fridge.
There is a projector available which has an 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 Network:Museums_Guest Pasword: Cathedral2020

Refreshments

Self-service kitchenette facilities are available for use and the hirer may bring their own supplies.

Tea, coffee, milk and biscuits can be provided by the museum for the hirers use@£2.50 per person and must be booked 3 days in advance.

Hirers are required to leave the kitchenette and room clean and tidy with all crockery washed and put away.

Refreshments may not be taken into the main museum building.

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

The Aedwen Room is within a self-contained wing adjoining The Old Gaol. Where entry to the museum galleries is required during opening hours, normal admission charges will apply unless otherwise agreed. Out of hours access and tours of the museum are available by appointment and subject to an additional charge.

Keys , Access and Security

The Aedwen Room can be accessed through the car park door at Ely Museum, or from Market Street through the museum reception (during opening hours). There is a doorbell at the back door which rings in the Aedwen Room.

Where agreed keys may be signed out by the hirer but must be collected and returned at an agreed time and date and will remain the responsibility of the hirer from collection until return.
Hirers who open and close for themselves will be responsible for ensuring the building **is secure at all times** during their hire and at the end of the hiring period.
When you are inside the building, the top and bottom locks on the external door should NOT be locked from the inside, so as to allow quick egress using the handle, in the event of a fire. The top and bottom locks should be secured, from the outside, once everyone has left the building.'

****The back door must be kept closed, when unsupervised, at all times. This is the responsibility of the key holder**.

Hirers collecting the key will be asked to complete a sign out form, which highlights this requirement, and we may ask to see identification.

Lost keys must be reported as soon as possible to the museum. A charge will be made for keys lost, or not returned.

There is no museum car park, however the council car park next to the museum is available for public use in the evening and at weekends.

There is level access to the Aedwen Room from the street, by way of a lift. 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 48 hours notice: **100% of invoice payable**
- Rescheduled bookings are available subject to availability

Payment

Payment may be made on the day by cash or card during museum opening hours or an invoice can be provided.

Bank transfer is preferred, cash or cheque by agreement. Cheques should be made payable to Ely Museum.

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 Aedwen room must be turned off on leaving – the lights in the hallway and downstairs entrance will turn off automatically after a set amount of time.
- 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 Aedwen room must keep noise to a reasonable level. This is especially important when the museum is open to the public. If noise from the Aedwen room disturbs museum visitors then the hirer will be asked to lower the noise level.
- Ely Museum is an entirely no smoking site.
- No Candles, burning of other items or naked flames are permitted
- A discretionary cleaning fee may be charged if the room is left in a state such that it requires additional cleaning. Extra bin bags and cleaning equipment can be provided on request.
- Ely Museum should be informed if the meeting for which the Aedwen 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 Ely Museum and recorded in their accident book.
- No animals, other than assistance dogs.
- All hirers will familiarise themselves with and observe fire regulations.
- No decorations or fixtures to be attached to the Aedwen Room
- No equipment or materials may be left in the room between bookings
- Hirers are expected to hold appropriate insurance for their own needs.