

Notes

Evening hire charges apply from 1700 until lock-up time.

1 hours set up time is allowed free with minimum of 4h Venue Hire

Live music must finish before 2300

Additional late charges apply after 2200

Our latest lock up time is 2330

Maximums:

Seated dinner: 80

Theatre-style: 120

Standing reception: 125

Fire limit: 137

Event management & cleaning

Our standard cleaning fees cover, toilets and floors tidy and to keep our costs down, our standard rental includes clients being responsible for managing their own events: setting out the venue as required and leaving the site in the same state in which it was found, including cleaning where necessary. All rubbish and recycling to be removed from site by client.

Caterers or a 3rd party event manager may be engaged to carry out all the above instead of you, but we require notice of who will be responsible.

Payment Terms

On booking: Deposit & 50% of hire fee

2 weeks before event: balance 50% of hire fee

Cancellation charge:

1 week or less before the event date: £150 damage deposit

Please note that cancellations must be made in writing or email and then confirmed by the museum before they are operative.

VAT

The museum is VAT Reg: 361 1166 28 Company Reg: 024 888 77. Please note, all prices are VAT inclusive.

What if we have to cancel because of COVID-19?

If the current government guidelines change or we are required to close the venue for any other reason, you will be notified immediately, and we will endeavour to find a suitable alternative date.

Noise

We like our neighbours, and they like us! To be fair to them, we have a sound limit of 92dB measured outside the building with the shaft door closed. The decibel level will be regularly monitored throughout the evening by our staff.

Toilets

The following toilets will be available for use in the lower floor of the museum

- 1 cubicle for ladies/accessible
- 1 cubicle/2 urinals for men

Additional toilet facilities can be hired in by the client.

Accessibility

As an historic site, we are currently restricted in our accessibility to those of limited mobility.

- Access to the floor of the Shaft is by 3 flights of stairs down, with no lift. A viewing platform at the top is accessible by wheelchair users.

Fire Safety

Before the start of your event, you will be briefed about site evacuation procedures. You will need to nominate two or more people to be in charge of fire evacuation procedures to attend this meeting.