



The Brunel Museum are delighted that you'd like to hire us for your event, and look forward to working with you to make your event a success

To find out available dates and book Venue visit please email us at

event@thebrunelmuseum.com or hello@thebrunelmuseum.com

Hire charges	Rate
Exclusive day rate from 10am-5pm	£230/hr
Exclusive evening rate from 5pm-10pm	£330/hr
Late-night rate from 10pm-11.30am	£440/hr
Damage deposit (refundable within 5 days of the event provided the hire ends with no damage, and the building is left clean and tidy as it was found)	£150
Facilities included	
Wi-Fi	-
PA - 1xStereo PA speakers & amp (no microphone) – for your own MP3 player/laptop	-
Lighting - 8xDMX coloured wall lights, controlled by our laptop computer	-
Chairs - 130	
Café tables - 20	
Long tables - 6	
Additional charges	
Bechstein small grand piano inc. tuning	£90
High-power HDMI projector & screen	£165
Standard cleaning fees	£55

Areas included	Additional Areas hireable
Brunel's Grand Entrance Hall (= The Shaft)	Piazza
Engine House lower floor & toilets	Kitchen prep area
Engine House upper galleries	Garden (extra charge, if not using Midnight Apothecary)
Office	Space for food wagon outside back doors

Power in Brunel's shaft

The shaft has a dedicated 100A 3-phase electricity supply which is used to power the DMX lighting, sound and heating systems. Spare capacity is available and variable depending on demand and equipment usage. Normally there is:

1 x 32A socket plus extension leads

1 x 13A socket

Notes

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

1 hours set up time is allowed free with a 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 and 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.