



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

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

[event@thebrunelmuseum.com](mailto:event@thebrunelmuseum.com) or [hello@thebrunelmuseum.com](mailto:hello@thebrunelmuseum.com)

Hire charges	Rate
All-day wedding 1Pm-11pm	<b>£2750</b>
Evening-only reception 5pm-11pm	<b>£1870</b>
Mid-afternoon ceremony 11pm-3pm	<b>£880</b>
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)	<b>£150</b>
<b>Additional Experiences/Facilities Available</b>	
High-power projector Sony VPL-FHZ700L, 4m x 2.3m screen: for display from your laptop	<b>£165</b>
Bechstein small grand piano inc. tuning	<b>£90</b>
The Museum Guide: a unique experience for your guests. Personal guided tours of the museum galleries throughout the event.	<b>£220</b>
Museum gifts: a selection of prints, books and cards available at discounts to give your guests a memento of your event.	<b>Depending on requirements</b>
Garden (Monday-Thursday only)	<b>£200 flat fee</b> (waived if using Midnight Apothecary for drinks)
Standard cleaning fees	<b>£55</b>

#### Notes:

If you've hired it, use of the garden needs to cease by 2200

Live music must finish before 2300

Additional late charges apply after 2300 (£440/h)

Our latest lock up time is 2330

**Maximums:**

Seated dinner: 80

Theatre-style: 120

Standing reception: 125

Fire limit: 137

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 (for ceremony signing)	Space for food wagon outside back doors

Facilities included	
Wi-Fi	for organisers only
Lighting	8xDMX coloured wall lights, controlled by our laptop computer
PA	1xStereo PA speakers & amp (no microphone) – for your own MP3 player/laptop
Black chairs	130
Café tables	20
Long tables	6

**Power in Brunel's shaft**

The following is available at the base of the Shaft:

1 x 32A socket, plus an extension lead leading to a 2x13amps sockets

1 x 13A socket

Total power must not exceed these requirements

### Facilities bookable with 3<sup>rd</sup> party suppliers, or self-provided

n.b. In Q1 2020, we will be introducing an official suppliers' list. Prior to its introduction, please verify your choice of supplier with us, as they will be required to comply with our terms and conditions.

### 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 3<sup>rd</sup> 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: 1 <sup>st</sup> 50% payment & deposit
1 month before event 2 <sup>nd</sup> 50% payment

### Cancellation charge:

Less than 1 month notice before event: 100% full hire cost

Less than 2 months before event: 50% hire cost

More than 2 months before event: 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.

### **Are balloons allowed?**

We do not allow balloons in the Tunnel Shaft.

### **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.

### **Staff on site**

A museum invigilator will be on site throughout the evening, who will be sited in the Engine House. Final clearing up must be done with their verbal sign-off before you leave the site.

### **Who do I contact regarding a registrar for the day?**

Please contact Southwark Registrar if you need to be legally married – this is a separate cost from the hire of The Brunel Museum and we would not organise on your behalf. [Please see our list of approved suppliers.](#)

### **Can I have access the night before/day after?**

Access the night before and day after can be booked in at an extra cost depending on availability.

### **Where can guests park?**

In our bid to be as sustainable as possible, we encourage as many guests as possible to travel using public transport or consider car or taxi sharing to minimise the impact on the environment. The Brunel Museum maintains two car parking spaces for accessibility. If you require these spaces please let us know on your booking form. [To find out how to get to the Brunel Museum click here.](#)

### **Accessibility**

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

- Wheelchair users can access the lower floor of the museum (where there is an accessible toilet), and the upper entrance area of the Shaft where there is a viewing platform for the concert.
- 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.
- Access to the upper floor of the museum is by a half-flight of stairs with no lift

### **Fire Safety**

Before your guests arrive on the day, you will be briefed about site evacuation procedures. You will need to nominate two or more additional people who will be responsible for evacuating the Shaft in the event, who will need to attend this meeting.