## 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

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| **Hire charges** | **Rate** | **Hours** | **Total** |
| Exclusive day rate from 10am-5pm | **£210/hr** (£175+VAT) |  | **£** |
| Exclusive evening rate from 5pm-11pm | **£300/hr** (£250+VAT) |  | **£** |
| Late-night rate from 11.30pm-12.30am | **£400/hr** (£333.33+VAT) |  | **£** |
|  |  |  |  |
| **Additional charges**  |  |  |  |
| Bechstein small grand piano inc. tuning | **£60** (£50+VAT) |  | **£** |
| High-power HDMI projector & screen | **£150** (£125+VAT) |  | **£** |
| Additionals |  |  | **£** |
| **TOTAL HIRE FEE** | **£** |
| **Or special fee by arrangement** | **£** |

Evening hire charges apply from 1700 until lock-up time. 2 hours set up time is allowed free.

Live music must finish before 2300

Additional late charges apply after 2330

Our latest lock up time is 0030

## Facilities included

**WIFI:**  Superfast Broadband with an average speed of 67MPS. Access points can support up to 250 people on site altogether, though speeds for individuals will slow as more people use the data.

**Lighting**: DMX lighting system with 10 motorised gobo-enabled coloured LED spotlights

**PA:**  Mixer deck, amplifier and speakers for your MP3 player/laptop/sound system

## Additional Experiences/Facilities Available

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| --- |
| **Bechstein small grand piano**: for live performance, includes tuning fee |
| **High-power projector Sony VPL-FHZ700L, 4m x 2.3m screen**: for display from your laptop/device |

## Damage deposit

**£150.00** 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)

## Event management & cleaning

## 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.

## Contract Terms

**Payment**

On booking: Deposit & 50% of hire fee

1 month before event: 50% of hire fee

**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**

**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.

**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

Please fill in your power requirements in the Additional Information section below and we will check for compatibility.

**WIFI**

Superfast Broadband with an average speed of 67MPS. Access points can support up to 250 people on site altogether, though speeds for individuals will slow as more people use the data.

Enterprise WIFI for delegates is available at extra cost.

**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.

**VAT**

The museum is registered for VAT, which will therefore be charged on all hires.

**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.

**Additional Information**