

## **TERMS AND CONDITIONS FOR HIRE OF MUSEUM PREMISES**

### **1. Administration and Charges**

1.1 The Ashmolean Museum, (the Museum), is prepared to offer facilities for functions to be held within specified accommodation. The Museum houses the University's collections of art and archeology, the safety of which is of paramount importance, as are the Grade I listed building and the Rick Mather building in which it is housed. Application for use of accommodation for functions will be accepted only if functions are considered reasonable and appropriate for the Museum as a venue.

1.2 All bookings must be confirmed in writing on the Museum's booking form. Those placing bookings (the Hirer) must fully and fairly represent the purpose for which accommodation is required. The signed form constitutes acceptance of the Museum's "Terms and Conditions for Hire of Museum Premises". Any misrepresentation may result in cancellation of the function at any time by the Museum. Under no circumstances may the Hirer sub-let or further offer for hire any of the accommodation booked.

1.3 The full cost of opening the Museum, including a gallery hire fee and associated staffing costs, must be met by the Hirer. A gallery hire fee will normally be charged on the basis of the number of galleries occupied. Gallery security staff costs are included in the hire fee, unless otherwise stated.

1.4 The Museum reserves the right to reduce or waive the facility hire fee for functions organised by the Friends of the Ashmolean Museum, by other allied institutions or departments of the University of Oxford, or for functions for the benefit of the Museum.

1.5 Under no circumstances may the function or tickets sales be advertised to the general public in national or local circulation papers or magazines, or in posters or handbills, without the prior approval in writing of the Museum's Events Manager. Tickets may not be offered for sale in the immediate vicinity of the Museum.

1.6 Hirers should note that the front doors will be closed at 6.00pm and will not be opened again until the commencement of the event. Preparations by organisers for events will not be permitted in the public galleries before 6.00pm when the Museum shuts to the public.

1.7 A non-refundable deposit of 50% of the venue hire is required when making a booking, the balance will be invoiced after the event and the payment is due in 30 days.

### **2. Equipment and catering**

2.1 Due to the unique nature of the collection and the Museum as a venue, it has been necessary to ensure that any supplier fully respects the delicate nature of the collection, for this reason you must choose one of the suppliers who bring equipment into the Museum from our approved list. The contract between the Museum and the Hirer is limited to the hire of the Museum. The Museum will not accept responsibility for the performance of services outside the hire of the Museum. The Museum reserves the right to change displays of art and objects at

any time.

2.2 The Museum's exclusive caterer is Clerkenwell Green Events Catering, a subsidiary of benugo Ltd. Contact details can be supplied on request.

2.3 Events must finish at midnight at the latest. The bar will close half an hour before. Any music must stop 20 minutes before the event is to end.

2.4 The time agreed on the confirmation of booking form at which the event must finish must be strictly adhered to: all guests must have left the Museum premises by that time.

2.5 Naked flames are not permitted in any part of the Museum. Red wine or coloured drinks are not permitted at standing receptions in galleries.

2.6 No alterations may be made to the layout or appearance of any room unless discussed in advance with events staff.

2.7 No equipment brought by the Hirer or its sub-contractors may be connected to equipment belonging to the Museum unless approved by the Museum Building Services Manager via the events staff.

2.8 Any equipment brought in the Museum must have been tested in accordance to the Health and Safety regulations. An up-to-date certificate must be provided.

### **3. Insurance**

3.1 The Museum does not accept responsibility for any property or article placed or left on the premises by a Hirer, or by any person for the use of the Hire, or by any person who is on the premises by the consent of the Hirer.

3.2 The Hirer will be responsible for the security and insurance of his works, products and equipment on the premises.

3.3 While the Museum will indemnify the Hirer against claims resulting from the Museum's negligence the Museum does not accept any responsibility for claims arising from the Hirer's own personnel, guests and suppliers employed by the Hirer. The Hirer will be responsible for arranging any insurance to cover such risks.

### **4. Capacity**

4.1 Hirers must ensure that the number of guests does not exceed the Museum's stated capacity limits nor the numbers as shown on the confirmation of booking form. Organising personnel are to be included in the number of guests.

### **5. Security**

5.1 The Museum reserves the right for their representatives to be present in the Museum during the hire period.

5.2 Museum employees will staff the front entrance, and will ward the areas in use. A member of the Hirer's organisation should be on hand in the front entrance to identify guests.

5.3 The Hirer must take instructions from the Museum's Events Manager, and while functions are in progress, from the security and invigilation personnel. The

senior member of the uniformed warding staff on duty will assume full control and responsibility for procedures, including, where appropriate, evacuation procedures in the event of his or her perception that any security matter, including bomb, fire, or the behaviour of those attending events, warrants such control and implementation of procedure.

5.4 A member of security must be present for all events that take place in the Ashmolean Café. The hirer will agree this charge with the Events Manager. This will be stated on the signed booking form.

5.5 The Hirer will be responsible for keeping proper order and shall ensure that all persons attending the event shall behave safely and in a seemly manner and comply with any instructions they may receive from a Museum official.

5.6 Organising personnel, and other personnel employed by the Hirer, should not arrive before 6.00pm. Personnel arriving at 6.00pm should report to the Museum's entrance. Names and contact numbers are to be provided in advance.

5.7 Copies of the invitation card and a guest list must be sent to the Museum's Events Manager prior to the event. Should the invitation show the Ashmolean logo or Museum images, a proof must be approved by the Events Office before it is sent.

## **6. Other conditions**

6.1 Children must be supervised at all times. It is the parents' or accompanying adults' responsibility to ensure that children are behaving appropriately.

6.2 Smoking is not permitted in any part of the Museum

6.3 The Museum reserves the right to check the identity of guests consuming alcohol on the premises. The Museum reserves the right to refuse to serve individuals who are not behaving in a seemly manner.

6.4 The Hirer and his/her representatives have full responsibility for all aspects of health and safety precautions are taken.

6.5 After the event, the Hirer must remove from the Museum anything brought and placed therein by any person, and ensure that the accommodation and the access routes are left in a tidy condition to the satisfaction of the Museum's Events Manager. The Museum will not accept responsibility for loss or damage to any articles brought into the Museum by organisers or guests.

6.6 The Museum is responsible for general cleaning after an event, but may make an additional charge for any cleaning considered by the Museum to be in excess of normal use.

6.7 The Museum reserves the right to change or alter these terms and conditions at any time and to impose further conditions, if necessary.