

Soldiers of Gloucestershire Museum

Room Hire Booking Form

Booking Contact		Company Name	
Address			
Telephone No.			
Email Address			

Date of Hire		Numbers attending	
Event Title			
Event Info			
Timings			

The museum can provide the following free of charge. Please tick if needed			
Smart TV Screen		Wi-Fi	
Lap Top		DVD Player	

Room Hire Charges

Charities	Non-Charities	Bar (stocked and staffed)
£18 per hour	£23 per hour	£20 per hour

The museum is also available to hire as a whole. Please email (enquiries@sogm.co.uk) directly for more information.



Custom House,
The Docks,
The Docks,
Gloucester,
GL1 2HE

T: 01452 522682
E: enquiries@sogm.co.uk

Catering Requirements

Option	Price (per person)	Numbers	Total Cost
Hot Drinks			
Tea & Coffee	£1.00		
Tea, Coffee & Biscuits	£1.50		
Cold Drinks			
Orange Juice	£1.50		
Bottled Water (still)	£2.00		
Bottled Water (sparkling)	£2.00		
Food			
Sandwich platter (standard selection)	£2.10		
Sandwich Platter (vegetarian option)	£2.10		
Selection board (Charcuterie)	£6.00		
Selection board (Indian)	£6.00		
Selection board (West Country)	£6.00		
Cheese board	£6.00		

All prices are charged per person, per serving, unless otherwise stated. Final numbers for all catering requirements need to be received at least 10 working days in advance of the hire. There is no guaranteed refund should your catering requirements be reduced after this date. Please note: Customers are not permitted to bring their own catering to an event without prior permission.

Please return your signed and completed booking form to us via post, email, or in person, along with your 20% deposit. Deposits can be paid via card, in person, or by cheque (made payable to 'The Soldiers of Gloucestershire Museum'). Terms and conditions of hire are attached to this form.

Room Hire Fee (Sub-total)	£
Catering Fee (Sub-total)	£
Total	£

I hereby make application to hire the above spaces and services for the purpose set out above. I have read and agree to abide by the terms and conditions of hire. I confirm that I am over 18 years of age.

Signature of hirer		Date	
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Terms and Conditions

TERMINATION BY THE SOLDIERS OF GLOUCESTERSHIRE MUSEUM (hereafter referred to as 'The Museum')

- The Museum reserves the right to terminate the Agreement at any time. Upon such termination the Museum shall return to the Hirer any monies paid in respect of the application (including the deposit), but shall be under no liability to the Hirer for loss or damage which the Hirer may sustain as a result of such termination.
- The Museum shall be entitled to cancel the hiring and effect immediate vacation of the Premises if the Hirer fails to observe the terms and conditions of hire.
- The Museum shall be entitled to cancel the hiring if at any time prior to the commencement of the function it appears to the Manager that the Hirer has made material omission or misstatement in the application form.
- The Museum shall be entitled to cancel the hiring if the hirer fails to return the appropriate booking form, and agreed deposit prior to the date of the hire.
- In the event of termination being due to the first three points or to some default of the Hirer, the Museum will retain the deposit and any other such sums to cover expenses incurred by such a termination.

TERMINATION BY THE HIRER

- The Hirer shall have the right to terminate the Agreement in writing to the Manager at any time prior to the date of hiring.
- If the cancellation is made prior to 10 working days before the event, the Museum will retain the deposit only.
- If the cancellation is made within 10 working days of the event the Museum will be due 33% or 1/3 of the hire charges or the deposit whichever is the greater.
- If the cancellation is made within 5 working days of the event, the Museum will be due 100% of the hire fees.

USE OF PREMISES HIRED

- No part of the Premises shall be used for any purpose or purposes other than those specified on the agreement or for which they are intended.

STATE OF THE PREMISES

- The Hirer shall leave the Premises in a good and clean condition. If, in the opinion of the Manager, the hiring shall cause excessive amounts of litter or the Premises are left in an



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unsatisfactory condition, the Hirer shall pay the extra cost involved in its removal and cleansing.

- Unless the Hirer shall show before the commencement of the hiring that any property of the Museum is damaged, all property on the Premises shall be deemed to have been undamaged at that time.

EXTRA TIME

- If any part of the Premises shall be used for any purpose before or after the times specified in the agreement, the Hirer shall pay the Museum on demand for such use in accordance with the scale of charges set out.
- The Museum or their staffs reserves the right to insist that a function commences and terminates at the times stated by the Hirer when making application for hire.

DATA PROTECTION

- Your personal data will be kept securely and will be destroyed three years after your event.
- If your personal data changes on the lead up to your event, please make the Museum aware.
- We will only contact you in relation to your event.
- We will never share your data with a third party.