

DEPARTMENT OF EDUCATION & CULTURAL SERVICES
FORM OF APPLICATION FOR HIRE OF ROOMS AT THE WILLIAMSON ART GALLERY &
MUSEUM, SLATEY ROAD, BIRKENHEAD,
TEL. 652 4177

Please fill in form and return to:

Admin. Assistant
 Williamson Art Gallery & Museum
 Slatey Road
 Birkenhead Wirral CH43 4UE

NAME OF ORGANISATION			
NAME OF HIRER			TEL. No.
ADDRESS OF HIRER			
TYPE OF FUNCTION			
DATES			
TIMES		N.B. Hirers should vacate rooms by 9.45p.m.	
No. OF ROOMS	Large	Small	APPROX. ATTENDANCE
Is there any Admission Charge or Course fees?			YES / NO
ARE YOU A REG. CHARITY?	YES / NO	CHARITY NO.	

REQUIREMENTS

USE OF KITCHEN (incl. Crockery) (cups or glasses? please state)	
SEATING REQUIRED	
PROJECTOR (35mm Slide)	PROJECTOR SCREEN
EXHIBITION SCREENS	BLACKBOARD
TABLES	
PIANO	YES / NO OR NO (you will be invoiced directly from tuner) TUNING YES
OTHER(S)	
REMARKS i.e. How room is to be set out	

I HAVE READ AND AGREE TO THE CONDITIONS OF THIS BOOKING

(conditions can be found on attached sheet)

SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY

INVOICE NO:

**METROPOLITAN BOROUGH OF WIRRAL
DEPARTMENT OF EDUCATION & CULTURAL SERVICES**

WILLIAMSON ART GALLERY & MUSEUM

Rules, Regulations and Conditions to be observed by Persons to whom room(s) at the Williamson Art Gallery & Museum be let:

1. On receipt of your completed booking form an invoice will be issued for payment direct to the Finance Department. Payments should not be made to the Gallery.
2. The Education & Cultural Services Committee of the Metropolitan Borough of Wirral reserve the right to refuse to let any room or rooms.
3. If any room is used by any person/s for a purpose other than that for which it was taken, the Curator or his/her representative(s) may at any time put a stop to the proceedings and no compensation shall be payable by the Council.
4. The Curator and his/her representative(s) shall at all times have free ingress or egress to and from any room or rooms.
5. No decorations or hangings shall be introduced into the building unless the same have first been approved by the Curator.
6. No room shall be sub-let.
7. No smoking, also naked lights i.e. candles shall be allowed in any of the rooms.
8. The Hirer or Hirers are requested to vacate rooms by 9.45p.m. in order that rooms may be cleared and the premises secured. If hirers do not vacate by 9.45p.m. a supplement will be charged after the event.
9. The Hirer or Hirers will hold themselves responsible for all claims in respect of loss or damage to clothing or property.
10. Any damage caused by a Hirer or Hirers or any person connected with a Hirer which may be done in the building to any property belonging or on loan to the Council, shall be paid for by the Hirer or Hirers.
11. The gallery cannot guarantee that a particular room will be available to any Hirer when requested, though an alternative will always be offered, nor that the room will be appointed with paintings.
12. Temperature and humidity controls in the rooms are intended to maintain conditions for the 95% of gallery time when rooms are either unoccupied or have visiting public walking around. This may mean that they are not always ideal for meetings where people are seated for long periods. While we regret this and will make efforts to accommodate hirers our first priority must be to the maintenance of museum collections and we must also work within the limitations of the equipment available to us.
13. **FIRE REGULATIONS** - Maximum number of 150 chairs is allowed in the large rooms, the layout of these chairs and any other items is covered by fire regulations and will be determined in consultation with gallery staff who will be the final arbiters of any room layout.
14. **FIRE** - The Hirer or Hirers are responsible for appointing two stewards (one male and one female) to act in the event of an emergency to aid staff in evacuating the building.

15. In the event of a breach of any of the foregoing Regulations, the Council reserve the right to cancel all or any further bookings.
16. Rooms may be reserved but will be confirmed only on receipt of a booking form. Reservations which are not confirmed within a month will be erased from the gallery's diary.
17. Hirer/s are responsible for washing all cups and saucers or glasses etc.
18. The Hirer shall not exhibit or permit to be exhibited any advertisements or notices anywhere in connection with the event for which the premises have been hired except in accordance with the Town and country Planning (Control of Advertisements) Regulations 1992, further details of which may be obtained from the Director of Planning and Economic Development, North Annexe, Municipal Buildings, Brighton Street, Wallasey, Wirral, L44 8ED. Please note that if any person displays an advertisement in contravention of the above mentioned Regulations he/she shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.

METROPOLITAN BOROUGH OF WIRRAL
DEPARTMENT OF EDUCATION & CULTURAL SERVICES

Wirral Museum
Birkenhead Town Hall
Hamilton Square
Birkenhead, Wirral CH41 5BR
Tel. 0151 666 3995 or 652 4177

GREEN ROOM

FORM OF APPLICATION FOR THE HIRE OF THE CONFERENCE ROOM AT WIRRAL MUSEUM, BIRKENHEAD TOWN HALL TO BE RETURNED TO MRS P. RAMSDEN, ADMIN. ASSISTANT AT THE ADDRESS ABOVE.

Name of Applicant.....

For & on behalf of
(Society or Organisation)

Address

Postcode Tel. No.

Date of Hiring

Time of Hiring From.....To
(To include any setting up time, and clearing up after function)

Purpose of Hiring

Estimated number attending
(See rule No. 12)

Equipment required (i.e. urn/ohp/screen)
.....

How is room to be set out (i.e. conference/casual/theatre style) **A diagram can be helpful.**

.....
I/We have received a copy of the rules and Regulations and hereby undertake to observe such rules and regulations and if the function should be cancelled, I further agree to pay any cancellation fee referred to in Rule 2 of the General conditions.

SignedDate

Please note all alcohol consumed will be purchased through the bar manager

METROPOLITAN BOROUGH OF WIRRAL
DEPARTMENT OF EDUCATION & CULTURAL SERVICES

Wirral Museum
Birkenhead Town Hall
Hamilton Square
Birkenhead, Wirral CH41 5BR
Tel. 0151 666 3995 or 652 4177

CONFERENCE ROOM

FORM OF APPLICATION FOR THE HIRE OF THE CONFERENCE ROOM AT WIRRAL MUSEUM, BIRKENHEAD TOWN HALL TO BE RETURNED TO MRS P. RAMSDEN, ADMIN. ASSISTANT AT THE ADDRESS ABOVE.

Name of Applicant.....

For & on behalf of
(Society or Organisation)

Address

PostcodeTel. No.....

Date of Hiring

Time of Hiring From.....To

Purpose of Hiring

Estimated number attending

Equipment required (i.e. urn/ohp/screen)
.....

How is room to be set out (i.e. conference/casual/theatre style) **A diagram can be helpful.**

.....
I/We have received a copy of the rules and Regulations and hereby undertake to observe such rules and regulations and if the function should be cancelled, I further agree to pay any cancellation fee referred to in Rule 2 of the General conditions.

SignedDate

Please note all alcohol consumed will be purchased through the bar manager

ASSEMBLY ROOM
DEPARTMENT OF EDUCATION & CULTURAL SERVICES
FORM OF APPLICATION FOR HIRE OF ASSEMBLY ROOM AT WIRRAL MUSEUM, TOWN
HALL, HAMILTON SQUARE, BIRKENHEAD
TEL. 666 3995 or 652 4177

Please fill in form and return to: Mrs P. Ramsden, Admin. Assistant
 Wirral Museum (Birkenhead Town Hall
 Hamilton Square, Birkenhead Wirral CH41 5BR

NAME OF ORGANISATION		
NAME OF HIRER		TEL. No.
ADDRESS OF HIRER		
TYPE OF FUNCTION		
DATES		
TIMES FROM: TO:		APPROX ATTENDANCE:
<i>(to include setting up and clearing up time)</i>		
ARE YOU A REG. CHARITY?	YES / NO	CHARITY NO.

REQUIREMENTS

KITCHEN	YES / NO	URN	YES / NO	BAR	YES / NO
<i>Bar will close one hour before end of room hire. There is a further charge for bar extensions. Please note all alcohol consumed will be purchased through the bar manager</i>					
SEATING REQUIRED					
OVERHEAD PROJECTOR	YES / NO	PROJECTOR SCREEN	YES / NO		
TABLES					
MUSIC YES / NO	TYPE OF MUSIC		CLASSICAL / POP / VARIETY SHOWS / THEATRICAL PRESENTATION / OTHER (please state)		
<i>(Also note you may be liable to PRS charges)</i>					
PIANO	YES / NO	TUNING YES / NO <i>(cost of tuning invoiced by Council Contractors)</i>			
THEATRE LIGHTING REQUIRED		YES / NO	<i>(There is a charge for hire of lighting)</i>		
OTHER(S)					
REMARKS					

I HAVE READ AND AGREE TO THE CONDITIONS OF THIS BOOKING
 (conditions can be found on attached sheet, **please read before signing**)

SIGNATURE

DATE

FOR OFFICE USE ONLY

INVOICE NO:

METROPOLITAN BOROUGH OF WIRRAL

EDUCATION & CULTURAL SERVICES DEPARTMENT WIRRAL MUSEUM

GENERAL CONDITIONS

1. The council may cancel bookings at any time without payment of compensation. All charges will then be refunded.
2. The full hire charge is to be paid at least one calendar month before the date of hire, unless otherwise agreed in writing with the Director of Education & Cultural Services or his representatives. Cancellation by the hirer will be subject to a retention fee of 20% of the hire charge to cover the Council's expenses. Cancellation within a week of the function will be liable for full payment of the hire charge.
3. Hirers must comply with all instructions given or requirements made by the Council's representatives in connection with the hiring.
4. Hirers are responsible for complying with all legal requirements relating to the hiring.
5. The Council does not accept any responsibility for any loss or damage suffered by hirers unless caused through the negligence of the Council or its officers.
6. The hirer is responsible for good order and conduct throughout the letting and shall ensure nothing occurs on the premises which could constitute a public nuisance.
7. Any damage caused to the premises or its contents used in connection with the hiring shall be paid for by the hirer.
8. No naked lights i.e. candles shall be allowed in any of the rooms.
9. Smoking allowed in designated areas only.
10. The hirer shall leave the premises in a clean condition to the complete satisfaction of the Director of Education & Cultural Services and any expenses incurred by the Council in putting the premises in a clean condition following the letting shall be recoverable from the hirer.
11. Hirers must not sub-let or transfer hirings and the premises must be used only for the purposes indicated at the time of booking.
12. The maximum accommodation numbers indicated to the hirer must not be exceeded. The Director of Education & Cultural Services or his representative has full authority to exclude any person in excess of that number.
13. The hirer shall, when required to do so by the Director of Education & Cultural Services appoint an agreed number of responsible adult stewards.
14. The hirer must ensure the premises are vacated at the hour agreed or at any time during the period of hire if required in the interests of the public safety.

15. No catering arrangements can be made except as agreed with and directed by the Director of Education & Cultural Services
16. Should the conditions of the Performing Rights Society necessitate the completion of a form, the hirer must complete and return such form to the Society.
17. The hirer shall not exhibit or permit to be exhibited any advertisements or notices anywhere in connection with the event for which the premises have been hired except in accordance with the Town and Country Planning (Control of Advertisements) Regulations 1992, further details of which may be obtained from the Director of Planning and Economic Development, North Annexe, Municipal Buildings, Brighton Street, Wallasey, Wirral, CH44 8ED. Please note that if any person displays an advertisement in contravention of the above mentioned Regulations he/she shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.
18. If the hirer fails to comply with any condition of the Director of Education & Cultural Services the Director may take any action he thinks fit or necessary in connection with the hire.
19. If the hirer/ or their appointed caterer does not leave the kitchen facilities as clean as they were found, then a charge for cleaning same will be made to the hirer.
20. No alcohol will be consumed on premises, other than that purchased through Bar Manager.
21. Bar will close one hour before end of hire, in order that people can finish their drinks and vacate building.