

## Important Information – Garden Gallery Hires

### General

- The Garden Gallery operates as a ‘dry hire’ venue meaning that the hirer is responsible for the operation of their event, including the set-up and takedown of the space.
- Music turned off by 11pm and events finished by 11.30pm. Hirers should be off-site by 12am.
- Maximum capacity is 40 seated or 60 standing.
- Alcohol (the sale of, not giving it away) and Entertainment (groups and dancing) require a licence from Waverley Borough Council.

### Booking Process & Payment

- All bookings are considered provisional until the Contract is signed by both the Museum and the hirer. Provisional bookings will be held for seven days, after which the booking will be released unless a signed Contract has been received.
- Once the Contract is signed and returned, an invoice will be generated. Full payment is required within 30 days of receiving an invoice unless alternative arrangements have been made.
- The balance is payable by cheque or BACS. Amendments may be invoiced/credited after the Event.
- Bookings cancelled or postponed within 14 days of the event date will be charged the full hire fee. Bookings cancelled within 28 days of the event date will be subjected to 50% of the hire fee.

### Accessing the gallery

- You must book the room for all the time you need, including the time to set-up and take down. You will not be able to access the gallery outside of your booking.
- You will need to collect a key prior to your booking from the Museum reception. This should be done the week of your booking, as close to the booking date as possible. The Museum reception is currently open 10am – 4pm, Wednesday – Saturday. Key collection can also be made on a Monday and Tuesday but will need to be arranged in advance with the Museum team.

### Parking & Facilities

- There is no car parking available at the Museum. Hirers must unload/load from the parking bays at the front of the museum (metered, but free after 6.30pm).
- We ask all hirers to refrain from parking or turning their vehicle around in Bishops Mead next to the Museum. Instead, there are parking bays on West Street for loading/unloading. We suggest that guests park in one of the two Hart car parks (next to Waitrose), which is a 5-minute walk away.

- The kitchenette and sound system can be used free of charge. The sound system can be used to play MP3 players/iPods/phones. We supply an iPhone adapter cable and a normal headphone jack adapter which will fit most Android phones.
- The kitchenette includes a kettle, microwave, under the counter fridge and some crockery and cutlery. We do not have glasses of any sort.
- We do not have the facilities or insurance for raw food to be cooked on site. People usually have a cold buffet, hire caterers who will bring the food ready prepared or have the equipment to cook food such as a pizza oven. This does need to be discussed with us first and the caterers must have their own Public Liability Insurance of which we will need a copy.
- No disco smoke, vapour producing machines or naked flames are permitted within the building. This includes birthday candles.

### **Decorating the gallery**

- You are welcome to decorate the Garden Gallery however you like, but we do ask that you refrain from sticking things directly onto the painted walls. There are hooks around the edge of the room you can use.
- Tables and chairs are included in the hire. There are: 8 x 4ft by 2.6ft tables, 13 x 6ft by 2.6ft tables and 55 x Folding Chairs
- We do not provide table and chair covers/decorations.
- We require the Garden Gallery to be left as the hirer finds it. This means all tables and chairs put back in the storeroom. Any obvious spillages and dirt should be cleaned for the next user. All decorations, gas canisters, rubbish should be removed from the Garden Gallery. All rubbish and/or recycling needs to be taken away by the hirers.
- Balloons which are tied to the external gallery or entrance gate need to be taken down and disposed of at the end of your hire.
- The Museum reserves the right to recoup any costs associated with cleaning or damage to the gallery, the garden or its equipment.
- No bouncy castles are allowed in the Garden Gallery or the walled garden.

### **Liability**

- Farnham Maltings does not accept liability for any failure to provide the contracted services for reasons which are due to circumstances beyond its control, including (but not limited to) force majeure, external events not associated with the museum, failure of gas, electricity or water supply, delays to the postal services, industrial action, failure of plant or equipment, which may cause the premises to be temporarily closed or the event interrupted or cancelled.