

Wycombe Museum:

Children's Birthday Parties

1. Booking details

a) Provisional Bookings

Will be held for 2 weeks only without a deposit. Bookings are to be confirmed by paying the deposit within the 2-week period, or the booking will automatically be released due to the volume of enquiries for our rooms.

b) Bookings

Will only be considered from persons 18 years or older. Bookings are not transferable. Access is not permitted before the time stated on the invoice. This includes time for caterers etc. If time is exceeded, extra charges will be made.

c) Numbers

Final details with final numbers must be received to the Museum Co-Ordinator no less than 7 days prior to the party – this includes any special dietary requirements where catering has been arranged through the Museum. It is the hirers responsibility to check for any allergies and special diets for guests.

d) Adults Attending

The hirer or named representative must be present throughout the booking in the party area.

2. Charges

The museum reserves the right to amend charges. The hirer will be given at least 30 days notice and may, within 14 days of notification being sent, cancel the booking and receive a full refund.

a) One off bookings

A £50 deposit for Museum themed children's parties is required. The deposit will be deducted from the total hire charge. Any additional amount must be paid at least 24-hours before the event day.

b) Live music and suppliers

Live music is permitted until 11pm inside the event rooms and 10.30pm outdoors. For later allowances hirers must apply to the council for a personal TEN (Temporary Event Notice) for the event. Please allow 6 weeks for a reply from the council. The cost is currently £30. Please advise if any other activities or suppliers will be at the party as this could incur additional costs and will require safety checks and possibly a risk assessment.

3. Cancellations

Notice of cancellation or changes must be made in writing to Julie Vartiainen, Room Hire Co-Ordinator. If the museum is unable to re-let, the following charges will apply based on the date we receive written notification.

- More than 2 months prior to booking date – no charge
- 2 months to 31 days prior to booking date – 25% of all quoted rates
- 30 to 15 days prior to arrival date – 75% of all quoted rates
- 14 days or less prior to arrival date – 100% of all quoted rates

A booking is only deemed cancelled when we reply to and confirm receipt of your written cancellation. Quoted rates include all room hire, AV, refreshments and catering.

4. Cancellation by the Museum

The museum reserves the right to cancel any booking and to impose further conditions if necessary. The museum will not be liable for any loss caused by the cancellation. In an emergency situation or due to staff illness we will provide 2 hours-notice of a party cancellation. A full refund will be given. If the cancellation is due to staff shortage and we have been unable to find a replacement, Hirers may still use the room free of charge and basic craft items will be provided. This will not be possible if the emergency is caused by an issue with the building or site. In this event we would attempt to find an alternative location, although this may not be possible.

5. Maximum permitted numbers

The hirer is under a legal duty to ensure the permitted number of people allowed in each room is not exceeded. The agreed number of children for parties must not be exceeded. If additional numbers of children turn up on the day they will not be allowed to join the party. A maximum of 20 children are allowed with 1 member of staff. The number of adults in the room may be limited to one per child if the legal number of people in the room is exceeded.

6. Set up and take down

Table and seating set up will be done by the party host. All additional rubbish must be removed by the hirers. Where a client fails to clear their rubbish a £20 clearing surcharge will be applied.

7. Conduct and safety

- a) Fire safety** - The hirer must be aware of the Fire Safety Plan and emergency evacuation procedure. The Fire Action Notices located around the building should be read and the layout of the building and escape routes (as indicated by the green 'running man') are familiarised.
- b) Safeguarding children** - Activities for children under eight years of age need to comply with the Children Act of 1989. Only fit and proper persons should have access to any children. One adult per 5 children must be present during the party due to safeguarding. These adults should be able to take responsibility to care for any child attending the party if necessary.
- c) Additional Support** – Should any child attending the party have additional support or care needs it is the hirers responsibility to inform Museum staff at the time of the booking or as soon after as possible. It is the hirers responsibility to ensure the guardian/parent of the child is present at the party to take responsibility for the child.

- d) Standards** - Hirers must not promote views or allow activities that contravene the Museum's equal opportunities policy. A duty of care should be exercised for the health, safety and welfare of all persons using the facilities. Ensure compliance with the Museum's Health and Safety Policy, Fire Evacuation procedures and No Smoking policy. The premises should not be used for any unlawful purpose, or in any unlawful way, nor do anything or bring onto the premises anything, which may endanger the same or render invalid any insurance policies. Alcohol is not allowed to be consumed by adults whilst attending a children's party.
- e) Facilities** - All facilities should be left clean and tidy. Fixtures and fittings must not be tampered with. The affixing of signs, displays or posters may only be carried out with prior permission. Any damage or hazards should be reported immediately. Decorations may not be fixed to the walls, inside or outside.
- f) Parking** – Vehicles should be parked in a manner as to not cause obstruction or danger. If cars are obstructing the drive-way guests will be asked to move them. If disabled or accessible parking is required please notify us in advance so we can reserve suitable bays.
- g) Personal** - Neither the museum or duty manager can accept responsibility for goods, clothing, materials or other property brought into, or left in the building. The museum accepts no responsibility for injury arising out of use of premises other than arising from the Museum's responsibility for maintenance of the accommodation and equipment supplied.

8. Damage

The hirer is responsible for all damage to the premises including the event rooms, the entrances, passageways, sinks, toilets, courtyard, lawns etc. and to any property on the premises. This applies during the period of hire or whilst persons are entering or leaving the premises pursuant to the event. The hirer shall reimburse the Museum for the cost of any repair or any damage done.