



**Hertford Museum Andrews Room  
Booking and agreement form**

*(Please complete a separate form for EACH booking you are making)*

Name: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

*(All room hire times and charges need to include sufficient time for setting up and clearing away)*

**Hire rate and facilities (please tick):**

<b>DAYTIME (9.00 am – 5.00 pm)</b>	Commercial rate (£15 per hour)	<input type="checkbox"/>	Charity rate (£10 per hour)	<input type="checkbox"/>
<b>EVENING (5.00 – 10.00 pm)</b>	Commercial rate (£28 per hour)	<input type="checkbox"/>	Charity rate (£18 per hour)	<input type="checkbox"/>
<b>Equipment hire</b> (laptop, projector, leads etc.) £20 per session				<input type="checkbox"/>
<b>WiFi</b> (free but must be requested in advance)				<input type="checkbox"/>

Total hours hired: \_\_\_\_\_

Room hire total  
(hours x rate): £ \_\_\_\_\_

Equipment hire (if any)  
£20 **FINAL TOTAL: £** \_\_\_\_\_

Please enclose non refundable deposit  
10% of **FINAL TOTAL** : £ \_\_\_\_\_

Remaining balance  
(please pay by the date of hire) : £ \_\_\_\_\_

**I have read and consent to the ‘Conditions of Hire’ for The Andrews Room at Hertford Museum**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to:** Hertford Museum, 18 Bull Plain, Hertford, SG14 1DT. Or via email to:  
[hertfordmuseum@btconnect.com](mailto:hertfordmuseum@btconnect.com)

**Conditions of Hire**  
**The Andrews Room at Hertford Museum**

**Please read the following conditions before signing the booking form**

1. Bookings to be made directly to the museum on 01992 582686. Booking enquiries can also be emailed to [hertfordmuseum@btconnect.com](mailto:hertfordmuseum@btconnect.com)
2. Bookings cannot be made more than 3 months in advance.
3. We ask for a non-refundable 10% deposit to be returned along with your booking form to secure your booking.
4. All remaining balances are to be paid in full on the day of hire
5. Any cancellation made less than 2 weeks in advance will be charged in full.
6. Please keep all fire exits clear whilst using The Andrews Room.
7. It is the responsibility of the room hirer to leave The Andrews Room clean and tidy. Please clear ALL rubbish tied securely in the bin bags provided and leave any facilities used (including crockery and cutlery) clean and cleared away. Please report all damages and/or concerns immediately.
8. Please sweep the floor, turn off the lights and close any opened windows and doors upon departure.
9. Please note that Hertford Museum is a non-smoking venue. **IT IS AGAINST THE LAW TO SMOKE ON THE PREMISES.**
10. If you would like to secure anything to the walls, please discuss this with us prior to the date of your booking.
11. Please note Hertford Museum is a public building, open Tuesday – Saturday 10.00 am – 5.00 pm.
12. Hirer's should ensure they have appropriate public liability insurance. Hertford Museum cannot be responsible for any loss, damage, theft or injury of or to items or persons whilst the room is being hired.

## Facilities

### Furniture:

6 tables  
40 chairs  
12 benches  
4 rugs  
Children's additional floor level individual seating

(Furniture can be laid out upon request as required)

### Capacity:

Seated for a presentation – 40 people  
Table meeting – up to 20 people  
Children – up to 35 maximum

### Equipment available to hire

Laptop  
Projector  
Extension cables  
Wifi (free but must be booked)  
Display boards & case (please contact us for details and a quote)

### Other:

Tea and Coffee making facilities  
Cutlery  
Crocery  
Hot water urns  
Hearing loop  
3 doors which lead out to the museum garden (Fire Exits)  
Adjacent to toilet facilities (including one accessible toilet)

### Refreshments:

You are welcome to make your own arrangements for refreshments and use the facilities given above. Alternatively we are able to provide tea, coffee and juice with biscuits (please contact the museum for a quote)