# Office use Only

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| **Invoice number:** | **Refreshments:** | |  |
| **Invoice date:** | **Authorised by:** |  |
| **Fee:** |  | |

Please PRINT all information

|  |  |
| --- | --- |
| **Organisation** |  |
| **Contact name** |  |
| **Invoice address (including postcode)** |  |
| **Telephone** |  |
| **Email** |  |
| **Date of function**  **(if a repeat please indicate date of first booking)** |  |
| **Repeat bookings only –** please indicate frequency and number of repeat bookings | **Frequency**, e.g. weekly, monthly, etc.  Date of final booking (if known): |
| **Number in group** |  |
| **Does the group include children, young people or vulnerable adults?**  **YES\*/NO** | If Yes does your organisation have a safeguarding policy? Yes/No  *CVMT may request to see this policy and relevant safeguarding documents.* |

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| **Room choice** | 🞏 Parry Room  🞏 Cynon Room (Library)  🞏 Lower Gallery  🞏 Cynon Gallery  🞏 The Museum |
| **Timings required**  Please include any set up/take down time required |  |
| **Rates** | |  |  |  |  | | --- | --- | --- | --- | | **Room** | **Standard Rate** | **Charity and Community Rate** | **Evening rate (5pm – 7pm)** | | *Parry Room* | £18 per hour | £15 per hour | £30 per hour | | *The Cynon Room /Library* | £18 per hour | £15 per hour | £30 per hour | | *Lower Gallery* | £30 per hour | £24 per hour | £60 per two hours | | *Mezzanine Gallery* | £60 per hour | £48 per hour | £120 per two hours | | *The Museum* | £480 per day | £420 per day | N/A | |
| **Current maximum capacity** | Parry Room: 30 - 50  Cynon Room (Library): 12 - 20  Lower Gallery: 30 - 50  Mezzanine Gallery: 30 - 40  The Museum: 70 - 80 |
| **Equipment** | 🞏 Projector  🞏 Flipchart  🞏 Laptop |
| **Music License** | Will you be playing live or recorded music?  This includes background music on a CD, radio or music channel. You do not need a licence to play royalty-free music.  The license quote will be included in the final invoice. |
| **Refreshments**  We are able to provide basic refreshments – tea and coffee – at £1 per serving or £2 per serving with biscuits. Please specify if you would be interested.  We cannot currently provide catering, but can advise you on a catering service to use if you wish. |  |
| **Please note any other requirements/ information regarding layout, access, etc.** |  |

**COVID-19 Procedure:**

At the museum site:

* Each person that enters the museum site will be asked to give their details for our Test and Trace records, or be asked to scan the QR code for the NHS app.
* All visitors will be advised to sanitise their hands and wear PPE (face masks) unless exempt.
* If visitors do not have face masks/ visors, they can be provided at museum reception.
* The museum encourages contactless/ cashless payment.
* We encourage individuals to use the lift one at a time.
* Please do not enter the premises if you are experiencing COVID-19 symptoms or have COVID-19 in the previous 10 days.

Using our hire rooms:

* We have introduced capacity to our rooms to allow for social distancing. Capacity numbers may increase as Welsh Government guidance changes/ develops.
* We encourage visitors to practice social distancing as much as possible.
* All visitors must follow the one-way system when moving between the rooms and around the museum site.
* Perspex screens are installed in the Parry room and Cynon Room to limit face-to-face contact.
* Maximum capacity of users may depend on the room layout required e.g.
  + Library = 8 (full board)
  + Library = 12 (theatre)
  + Parry Room = 12 (full board)
  + Parry Room = 25 (theatre)
* Where social distancing is not possible due to the nature of the booking. CVMT will require from the room hirer an outline of how they will minimise the risk of covid-19 e.g. through the use of covid-19 passports or use of lateral flow tests prior to the room booking. CVMT reserves the right to refuse a room booking if the measures proposed do not ensure the safety of staff volunteers and visitors to the museum.
* In events where guests are standing it is recommended social distancing of 1m is ensured.
* Where social distancing is not possible due to the nature of the booking CVMT will require from the room booking an outline of how they will minimise the risk of covid-19 e.g. through the use of covid-19 passports or use of lateral flow tests prior test. CVMT reserves the right to refuse a room booking if the measures proposed do not ensure the safety of staff volunteers and visitors to the museum.
* Physical interaction / touch between individuals and groups is not encouraged. If it is necessary, then PPE should be worn as appropriate.
* We do not encourage the shared use of equipment amongst groups. If it is necessary, then PPE should be worn as appropriate.
* The museum will carry out regular cleaning of surfaces, including before and after hire sessions.
* We encourage visitors to regularly sanitise their hands. Sanitiser stations will be provided throughout the museum site.
* The museums will ensure all hire rooms are well ventilated, by using air conditioning and/or opening windows.
* Waste bins will be provided for anything used to clean surfaces / areas that can come into contact with potential COVID-19 particles.
* COVID-19 risk assessment documents will be made available for each room/area.

Please notify us ASAP of any changes to your booking(s). A cancellation fee of 30% is enforced for cancelled bookings. Cancellations made 2 weeks prior to the booking will not incur a cancellation fee.

CVMT’s Health and Safety Policy is made available in each room, with emergency exits clearly marked. It is your responsibility to ensure your members are familiar with the emergency exit routes.

It is the organisation’s responsibility to ensure that all necessary insurances and any safeguarding checks, if required, are in place and must be appropriate to the activity to be undertaken during the period of hire.

*CVMT reserves the right to cancel any booking if there is any emergency or if it is necessary to carry out any unavoidable repairs to the building or its fabric/fixtures/ fittings/furnishings by giving written notice as promptly as possible. It is emphasised that this will only happen in exceptional circumstances.*

By returning a signed Booking Form the organization is deemed to have read all the necessary information and agrees to abide by the conditions set out in this document.

Name:

Position in organization:

Signature:

Date:

Please return this form to the museum or electronically to: Museum Co-ordinator via email: [admin@cynonvalleymuseum.wales](mailto:admin@cynonvalleymuseum.wales)