# 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 🞏 The Cwtch |
| **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* | £20 per hour | £17 per hour | £33 per hour | | *The Cynon Room /Library* | £18 per hour | £17 per hour | £33 per hour | | *Lower Gallery* | £33 per hour | £26 per hour | £66 per two hours (min.) | | *Mezzanine Gallery* | £65 per hour | £50 per hour | £130 per two hours | | *The Cwtch* | £10 per  Week  (Only) | £8 per week |  | | *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 Cwtch 2- 10  The Museum: 70 - 80 |
| **Equipment** | 🞏 Projector  🞏 Flipchart  🞏 Laptop  🞏 PA system |
| **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. | 🞏 Yes  🞏 No |
| **Please note any other requirements/ information regarding layout, access, etc.** |  |

Using our hire rooms:

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: [events@cynonvalleymuseum.wales](mailto:events@cynonvalleymuseum.wales)