



Florence Nightingale Museum Venue Hire Terms and Conditions

Bookings of functions with The Florence Nightingale Museum (FNM) are subject to the following conditions:

A booking cannot be confirmed until a completed and signed booking form has been returned together with a deposit equal to 50% of the total contract price (as agreed on the booking form).

Please note there is a cancellation charge:

If you cancel this booking within 1 month of the booking date, the museum will retain the deposit

The customer shall pay:

- a) An agreed deposit as stated, to be received within 14 days of the date being provisionally held, and
- b) The balance of the contract price and any other sums outstanding to be paid within 30 days after the hire date

The function must end at the agreed time, but in the event of any over-run FNM reserves the right to make an additional charge. Pack away and clear up time should be allocated into your hire time (for example if you book the museum from 6pm – 9pm then the museum needs to be cleared by 9pm to enable museum staff to lock up and leave) if your guests are leaving at 9pm you need to incorporate extra clear up time

If the customer does not meet payments in accordance with these conditions FNM reserves the right to cancel the function by informing the customer in writing at the address held on file.

The customer shall take all reasonable precautions to ensure that no damage occurs to the property of FNM or its employees or catering contractor. Damage caused to the museum premises, its fixtures or fittings during the function, unless caused by the direct action of FNM employees or contractors, will be charged to the customer on a repair or renewal basis (whichever is reasonably deemed appropriate by FNM)

Please note this agreement is for the use of the museum space.

Catering and Equipment

The FNM's exclusive caterer is St Thomas' Hospital Hospitality. For any additional catering requirements please discuss with museum staff.

Additional equipment hire and any other requirements need to be arranged by the customer in discussion with museum staff.

The customer must comply with fire regulations and statutory requirements concerning licensing and entertainment relevant to the event

No nails, screws, adhesives or fastenings may be used to attach signs, banners or decorations to the wall, doors, cases and equipment without the consent of museums staff.

The museum cannot be held responsible for circumstances and events outside our control such as power failure, road closures around the venue, flooding, evacuation

A few points:

- No red wine is permitted in the museum.
- No candles or naked flame permitted anywhere inside the museum.
- Any children in the museum should be supervised at all times.
- Due to the fact that we are a part of St Thomas' Hospital only low ambience music is permitted.
- The museum contains items of international significance and therefore respect for the surroundings is essential at all times.
- After the event the Hirer must remove anything brought into the museum and ensure that the museum is left in a tidy condition to the satisfaction of museum staff. The museum will not accept responsibility for loss or damage to any articles brought into the Museum by organisers or guests.
- The Museum is responsible for general cleaning after an event, but has the right to charge the Hirer for any cleaning considered by the Museum to be in excess of normal use.
- Organisers can gain access to the museum to set up from 5pm (or with agreement from 4pm).

Signed:

Name:

Date:

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St Thomas' Hospital
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London
SE1 7EW**

020 7188 4400

VAT Registration No. 494 5531 19

Registered Museum No. 581

Registered Charity No. 2245683

Company Registration No. 299576