



# Terms and conditions of use for Events and Meetings at the People's History Museum

## Confirmation and Charges

- All bookings will be confirmed in writing by post, fax or scanned e-mail, which is binding.
- All details appertaining to the booking i.e. numbers attending, times for refreshments and lunch and equipment required must be given at least seven working days prior to the event. In most cases the number of attendees given will be what is charged for.
- Unconfirmed bookings will be held for three weeks only, after which time the venue may be re-booked.

## Invoices

- Events catering for more than 50 people will be required to pay a 50% deposit prior to the event.
- The invoice may differ from the amount quoted on the confirmation form depending on the number catered for and the sale or return of wine that has been consumed.
- Invoices will be sent out the next working day following the event. An invoice address must be given when making the initial booking.
- Payment terms are 30 days from the date of the invoice; otherwise an 8% surcharge will be added to the bill.
- The People's History Museum is registered for VAT. VAT will be charged on all room hire, equipment hire, catering and related services.

## Cancellations

- Cancellations must be given in writing or by email. There will be a cancellation charge invoiced to the invoice address given with the following charges.
  - Within 4 weeks of the event – 25% of the total invoice
  - Within 2 weeks of the event – 50% of the total invoice
  - Within 3 days of the event – 100% of the total invoice
- In the event of unforeseen circumstances, the museum reserves the right to cancel any booking.
- If a particular item included in one of the buffet menus cannot be supplied, a similar item of comparable value and quality will be offered.



## Liability

- All clients and contractors must have public liability insurance of £5 million for their event.
- The People's History Museum has a unique site and collections and a public responsibility to care for them. Their safety and care is of paramount importance and this must be borne in mind by all booking parties.
- Under no circumstances must food or drink be brought into the People's History Museum. Only food or drink purchased from the café may be consumed on the premises
- It is against the law to smoke in the building; we would be obliged that anybody wishing to smoke outside does so away from the front door.
- Should there be any excessive cleaning required as a result of your booking, a charge will be made.
- All damage to fixtures and fittings will be charged to the organiser.
- The museum cannot be held responsible for any loss or damage to personal possessions brought on to the museum site, which must be entirely at the owner's risk.
- Whilst on the premises, all users must adhere to the museum's fire and evacuation policy.
- The People's History Museum reserves the right to alter these conditions at any time.
- Confirmation of a booking will be taken to indicate the organiser's acceptance of these conditions.
- Registered as the National Museum of Labour History, Charity no: 295260

The museum's premises licence is available on request.

## Privacy

The PHM is committed to protecting your privacy. Personal information may be collected on a voluntary basis. This may include name, e-mail address, address and telephone number. The personal information retained is only used by us to process an enquiry and/or for marketing and services. We do not disclose personal information to third parties.

For more information please call Sarah Vince - 0161 838 9190 or email - [sarah.vince@phm.org.uk](mailto:sarah.vince@phm.org.uk)

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