



VENUE HIRE TERMS & CONDITIONS

Museum Hire Terms & Conditions

1. A non-returnable deposit of £250 or 50% of the agreed hire fee is payable on booking. The balance of the hire fee will be settled within one week before the event. The Client will be invoiced for the outstanding balance and this should be settled immediately. Booking is confirmed only when the Client has completed the booking form and the Museum has received the deposit.
2. The Client and persons authorised by him/her for the purposes of the function shall have permission to enter upon and use those parts of the property discussed and expressly agreed between the Client or his/her nominated representative and the Hack Green Secret Nuclear Bunker.
3. It is agreed that permission hereby given access to any room or location of the Property except those which are expressly excluded by the Hack Green Secret Nuclear Bunker.
4. A minimum of one months' notice is required for Full Museum Hire during normal operating hours. We would strongly recommend the Client visits the site prior to the hire to discuss arrangements with an appropriate staff member.
5. Caterers and the Client will have access to the museum for evening events from 5pm at earliest convenience. Any storage or early delivery needs must be discussed and approved by management.
6. It is the responsibility of the Client to provide both catering provisions and catering staff to ensure the efficient operation of the event, where catering has not been arranged with the Museum. Museum staff will be on site for the duration of the event but will not be responsible for catering duties, serving of food / beverages, clearing of plates or cloakroom services, unless otherwise arranged. It is advised that events of 50 guests or more will necessitate a catering team of 4 people.
7. Drinks are only permitted in the designated event spaces. Drinks may not be served in any other area of the Museum, unless otherwise agreed, so as to upkeep and conserve the décor, furniture and objects within the museum.
8. Food is only permitted in the designated event spaces. Food is not permitted in any other areas of the Museum, unless otherwise agreed, so as to upkeep and conserve the décor, furniture and objects within the Museum.
9. All equipment (such as flowers, linen, cutlery etc.) brought into the museum for the event must be first agreed with management. The original layout of any room in the museum / café may not



Hack Green Secret Nuclear Bunker

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be altered unless previously agreed with management and completed under supervision of staff. The rooms must be returned to original layout upon close of the event.

10. The Client must ensure that all guests are vacated from the museum by midnight. All parties, including catering staff must leave the premises by 12:30am at latest. We suggest that taxis and transport are arranged prior to this time.
11. Due to Health and Safety restrictions, the museum can comfortably hold 200 guests. The maximum number of guests is 275 people, this must be agreed with management and any party with a guest list greater than 100 people may be subject to an additional staffing surcharge.
12. The Client agrees to make good forthwith to the satisfaction of the Hack Green Secret Nuclear Bunker or at the option of the Hack Green Secret Nuclear Bunker to pay the reasonable cost of making good or full compensation for any loss or damage to the property or to the contents thereof arising out of the facilities granted to the Client, providing always that each claim for loss or damage is notified to the Client within 14 days of such completion. In the case of historic artefacts or other items of value the Client will accept the decision of an expert appointed by agreement between the Hack Green Secret Nuclear Bunker and the Client (and in default of any agreement by the current president of the Royal Institution of Chartered Surveyors) as to the reasonableness of the cost of making good or as to the amount of full compensation.
13. The Client will indemnify and keep indemnified the Hack Green Secret Nuclear Bunker against all actions, proceedings, costs, claims and demands which may be brought or made against the Hack Green Secret Nuclear Bunker in respect of personal injury and damage to property arising directly or indirectly out of the activities in connection with this event.
14. The Client or his/her representative will ensure that staff and visitors of the Client will not smoke within the Hack Green Secret Nuclear Bunker.
15. In the event of hiring under this agreement being prevented by force majeure or by any cause whatsoever beyond the reasonable control of the parties hereto or in the event of any breach or non-observance by the Hack Green Secret Nuclear Bunker of any of the terms and conditions of the Agreement, the Client (without prejudice to any other remedies) may forthwith determine this Agreement but hereby undertakes to discuss with and pay to the Hack Green Secret Nuclear Bunker reasonable compensation to take account of any expenses or losses incurred by the Hack Green Secret Nuclear Bunker prior to the date of such determination.

We will do our best to accommodate individual requirements and ensure you have a comfortable and pleasant event. Please note that the Museum Staff have a responsibility to conserve and protect the Museum and contents and ensure