



Conditions of use for Weddings & Civil Partnerships at People's History Museum (PHM)

Conditions applying to all museum spaces

- The Engine Hall is sometimes a Community Gallery Exhibition space. All artwork displayed will remain on the walls or hanging at all times. People's History Museum (PHM) reserves the right to set up any Venue Hire event with the exhibitions still displayed.
- The museum's other galleries and archives contain unique objects. Food and drink are not permitted to be consumed in these spaces. If this happens the client/group booking the Venue Hire event will be liable for a professional cleaning charge.
- Under no circumstances must anyone directly or indirectly connected to the wedding/civil ceremony interfere with, change or damage the exhibitions or property of the museum. Any damage to the museum's unique spaces, collections, exhibitions, fixtures and fittings will be charged to the client/group booking the Venue Hire event at replacement cost.

Confirmation and charges

- All unconfirmed bookings will be held for one week. Confirmation must be in writing by post, fax or scanned email. An invoice address must be given when making the initial booking. The signed confirmation of a booking will be taken to indicate the organiser's acceptance of these conditions and is binding.
- All details or changes appertaining to the booking i.e. numbers attending, times for refreshments, menu and equipment required must be provided in writing by the Final Changes Date on the Confirmation Booking Form and agreed with People's History Museum.
- The museum and caterer will endeavour to comply with any requests for variations. For the avoidance of doubt the museum and caterer shall not be obliged to make any such variations.
- Please note that PHM's prices are prepared on the basis of specific guest numbers. In the event of the final numbers falling below the minimum numbers agreed at the time of booking, you will be charged for the agreed minimum numbers at the time of confirmation.
- Standard linen, tableware and staffing numbers are included in the prices – additional charges will be made if the requirement differs.

Invoices

- Events costing over £1,000.00 will be liable to a 50% cleared deposit before confirmation. The final 50% of the agreed costs will need to be paid and cleared at least two weeks before the function.
- Subsequent invoices after the event will be issued for any additional activity, catering or beverages consumed.
- The invoice may differ from the amount quoted on the Confirmation Booking Form depending on numbers catered for and the sale or return of wine that has been consumed. Food, beverages and wine prices are correct at the date of

- printing, but such items are subject to alteration without notice.
- People's History Museum will endeavour to send invoices the next working day following the event.
- Payment terms are 30 days from the invoice date; an 8% surcharge will be added to any unpaid invoices.
- People's History Museum is registered for VAT. It will be charged on all room hire, equipment hire, catering and related services.

Cancellations

Cancellations must be given in writing or by email. The following cancellation charges apply:

- Within 24 weeks of the event – 25% of the total invoice
- Within 16 weeks of the event – 50% of the total invoice
- Within 8 weeks of the event – 100% of the total invoice

Whilst taking every care to honour commitments, PHM will not accept liability for any errors, omissions or cancellations howsoever caused including conditions outside of its control (e.g. weather conditions, transport problems whether local or national, acts of terrorism, fire, etc.). In the event of unforeseen circumstances, the museum reserves the right to cancel any booking.

Liability

- 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.
- No liability is accepted for loss, damage or consequential loss, except to the extent required by law caused by the museum or the caterer's failure to perform its obligations (whether that failure is due to negligence on the part of the museum or the caterer, their officers, employees or sub-contractors or due to other causes), but nothing here in shall exclude the museum or the caterer's obligation to pay compensation for death or personal injury as required by law.
- All clients and contractors must have public liability insurance of £5 million for an event. Weddings, civil partnership ceremonies and receptions will be covered under People's History Museum's public liability insurance.
- If any issues arise from the services supplied by a third party company or companies and individuals that are connected to a venue hire event, the organisation that booked the venue hire event will be liable and not the museum or the caterer. All contractors must have public liability insurance of £5 million for any event they are providing services for.
- If a particular item included in one of the menus cannot be supplied, a similar item of comparable value and quality will be offered.
- Under no circumstances must food or drink be brought into People's History Museum without the museum or the caterer's permission.
- It is against the law to smoke or vape in the building; smoking or vaping must be away from any entrance.
- A charge will be made for any additional cleaning required as a result of your event.

- Any equipment which is the property of the museum or the caterer should only be used for its intended purpose.
- The museum cannot be held responsible for any loss or damage to personal possessions brought onto 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.
- Force majeure – no liability is accepted for failure of performance due to strike, lock out, hostilities or any other circumstances outside the museum or the caterer's control.
- No verbal representations or arrangements are recognised by the museum or the caterer and these terms and conditions shall only be modified by a supplementary written contract.
- People's History Museum reserves the right to alter these conditions at any time.

General housekeeping

- There are no parking facilities at the museum and only limited delivery/dropping off facilities.
- Items may be sent to the Venue Hire team, anything remaining will be disposed of after two weeks.
- The museum's premises licence is available on request.

Complaints

Any complaint must be received by the museum in writing no more than three days following the event.

Privacy

PHM is committed to protecting your privacy. Personal information may be collected on a voluntary basis, including name, email address, postal address and telephone number. The information retained is only used by to process an enquiry and/or for marketing and services. Personal information is not disclosed to third parties.

For more information, please contact:

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