

## Terms and conditions of venue hire

1. The hire fee covers the appropriate number of staff to cover the health and safety and security of the Museum and your guests (not for serving food and drink) and standard cleaning after the event.
2. Hiring is strictly at the discretion of the Director who reserves the right to withdraw permission at any time.
3. Rooms are not available for public hire for profit.
4. Events must finish by 10.00pm
5. No responsibility can be taken by Pitt Rivers Museum or the University of Oxford, for the loss of property, accident or mishap to persons using the premises.
6. Hirers must understand they are not covered by insurance whilst in the building.
7. Hirers are responsible for any damage to property and any additional cleaning required.
8. Because of conservation issues and concerns hirers may only use catering suppliers that have been fully briefed by the Museum's Head of Conservation. At this time these are Lamb Catering and A&J Catering.
9. There are some restrictions on food/drink served in the Museum Court.
10. Candles or any other naked flames are not permitted within the Museum buildings.
11. The Museum cannot guarantee what collections will be on display.
12. After discussing your event, reservations can only be made in writing by completing the Venue Hire Booking Form.
13. A booking can be secured by providing a £50 non-refundable deposit.
14. After the event the balance of the invoice must be paid within 30 days.