

Preston Hall Museum

Ballroom Information Pack

Thank you for your interest in connection with the hiring of the ballroom suite at Preston Hall Museum.

If you have need of any further clarification of this document, or you wish to check availability, please contact:

Visitor Services Co-ordinator
Stockton Borough Council Museums Service
Children, Education and Social Care
Preston Hall Museum
Yarm Road
Stockton on Tees
TS18 3RH

Telephone (01642) 526474
Fax (01642) 527571
Email paul.lake@stockton.gov.uk

The information contained within this pack relates to the use of the ballroom at Preston Hall Museum only. If you wish to use the park in addition to the Museum for your event please contact

Ms. Val Clingo
Stockton Borough Council
Parks and Countryside Section
1st Floor Stirling House
Thornaby
TS17 9JP

Telephone (01642) 526871
email valerie.clingo@Stockton.gov.uk



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Conditions Applying to the Hire of the Ballroom

In addition to the conditions detailed below, the bye-laws relating to Museums also apply. A copy of these bye-laws can be inspected at the Museum Reception.

1. No parking upon landscaped or grassed areas, or the Museum forecourt without prior written consent of the Head of Arts and Culture. Vehicular access to the Museum is allowed for the purposes of delivery and removal.
2. The Hirer shall provide either, or both, Third Party or Public Liability Insurance if necessary. Please enclose a copy of either, or both, of these documents with the completed application form. Insurance Value to be £5 Million.
3. During the event every effort should be made to keep the areas used neat and tidy. At the end of the event all litter, debris etc. must be cleared and removed from the site immediately, leaving the area in the same condition it was prior to the event.
4. The rectifying of any damage shall be the responsibility of the event organiser, with the work being carried out by the Authority's agents on a recharge basis.
5. During Museum opening hours, the general public shall be excluded from the area booked, but not the rest of the Museum. Outside of normal opening hours all of the Museum will be available to the hirer.
6. a) The organisers may be allowed to serve alcohol at their event if agreed in advance with the Museum Service. But if a charge is made, either directly or indirectly, a licence to serve alcohol must be obtained by the organisers before the event.

b) The organisers may stage music, singing and dancing at their event but if a charge is made, either directly or indirectly, a Public Entertainments Licence must be obtained by the organisers before the event.
7. The Head of Arts and Culture reserves the right to prohibit any activity from taking place within the event which he/she considers may be a danger or nuisance to either the public or the museum.



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8. Table and chairs can be laid out in advance for the hirer, but if this is required, details must be submitted on the floor plan provided with this pack at least 7 days in advance. If this information is not received it will be assumed that the event organisers wish to do this themselves.

9. The Museum can provide a limited amount of equipment but this must be booked at least 7 days in advance. If the request is made after this time an additional charge may be made. The equipment available follows:
 - Hot water boiler
 - Buffet tables (14 max.)
 - Chairs (100 max.)
 - Round tables (12 max.)
 - Screen
 - Overhead projector / Digital projector

10. The ballroom is limited to a maximum capacity of 100 persons. If the ante-room is also used (the ballroom suite) this rises to a maximum of 150 persons in total.

11. Use of the venue, or the part of the venue booked, will normally be restricted to the times booked for both access and the actual event. If further access is required at short notice an extra charge may be levied.

12. The Museum service operates a 'No-Smoking' policy throughout the building this includes the period street the conservatory and the front entrance areas of the building.

13. A list of 'House Keeping' notes is included in this pack. It is the responsibility of the hirer to bring these to the attention of those involved in the event.

14. Normal hours of hire unless otherwise agreed will be daytime 8.30am – 5.00pm. Evening 6.00pm – 10.30pm

The Ballroom – Preston Hall Museum

Housekeeping Notes

In the Event of Fire

- The Fire Alarm sounds as a continuous ringing bell.
- If the fire alarm does sound it is a real activation. Please evacuate by the building by the nearest exit.
- After evacuating the building do not re-enter until you are told that it is safe to do so by the Fire Brigade.
- In the event of an evacuation please assemble on the Museum forecourt

Entrance and Exits

- Normal access to the ballroom is via the main double doors in the reception area.
- The emergency exits are clearly marked by illuminated signs. They are situated:
 - Through the door outside the room to the right on leaving – to open turn the silver handle to the left.
 - Through the door to the left of the large alcove - this exits into the Period street.

Smoking Policy

- The Museum has a 'no-smoking' policy within the building.
- This includes the Period Street the conservatory and the front entrance areas of the building.

Toilets

- The toilets are situated in the Period street, providing facilities for
 - Ladies
 - Gents
 - Disabled (unisex)
 - Baby changing

If you have any further queries please do not hesitate to contact us.



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Preston Hall Museum

Ballroom Hire Charges

(With effect from July 30th 2007)

Private Non-commercial Hire

Daytime:		£ 110.00
Evening:	(Mon. – Sat.)	£ 364.00
	(Sun. and Bank Holidays)	£ 440.00
Overrun	(per hour)	£ 73.00

Commercial

Trading	- day	£ 440.00
	- evening	£ 660.00

Photography

Commercial	- in Museum	£ 100.00
	- on Forecourt	£ 100.00
Weddings	-	£ 25.00
TV / Film	- Full day (12 hours)	£1340.00
	- Half day (6 hours)	£ 670.00
	- each extra hour	£ 134.00

Please Note – All fees are payable on or before the hire date.

Cheques should be made payable to Stockton Borough Council



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Stockton Borough Council
Children, Education and Social Care
Preston Hall Museum - Booking Form

Name of Hirer _____

Contact Name _____

Address _____

_____ Post code _____

Daytime tel. no. _____ Evening/emergency no. _____

Area of Museum to be booked:

Ballroom Ante-room Period Street * Other *

*** These areas can only be hired for evenings if these are the sole hires.**

Date required _____ Times - from _____ to _____

Date and times for access (if different) _____ from _____ to _____

Type of Event _____

Copy of Public Liability Insurance must be Attached (Please refer to point 2 conditions of hire)

Estimated number of attendees _____

Will you be making a charge? (please refer to condition 6) Yes No

If so, how much are you charging? _____

Equipment Required (please allow at least 7 days notice)

Round tables : _____ Buffet tables : _____ Flip chart : _____ OHP : _____

Hot water boiler : _____ Chairs : _____ Projector screen : _____

PLEASE SEE CONDITIONS OF USE ENCLOSED WITH THIS INFORMATION

Conditions of use accepted by _____ (signature required)

For and on behalf of : _____ Date _____

Please return the completed form to: Visitor Services Co-ordinator : Children Education and Social Care : Preston Hall Museum : Yarm Road : Stockton on Tees : TS18 3RH
Telephone Enquiries : (01642) 526474 Fax : (01642) 527571



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Where to Find Us

The museum is situated on the A135, between Stockton and Yarm - access off the A66 and A19.

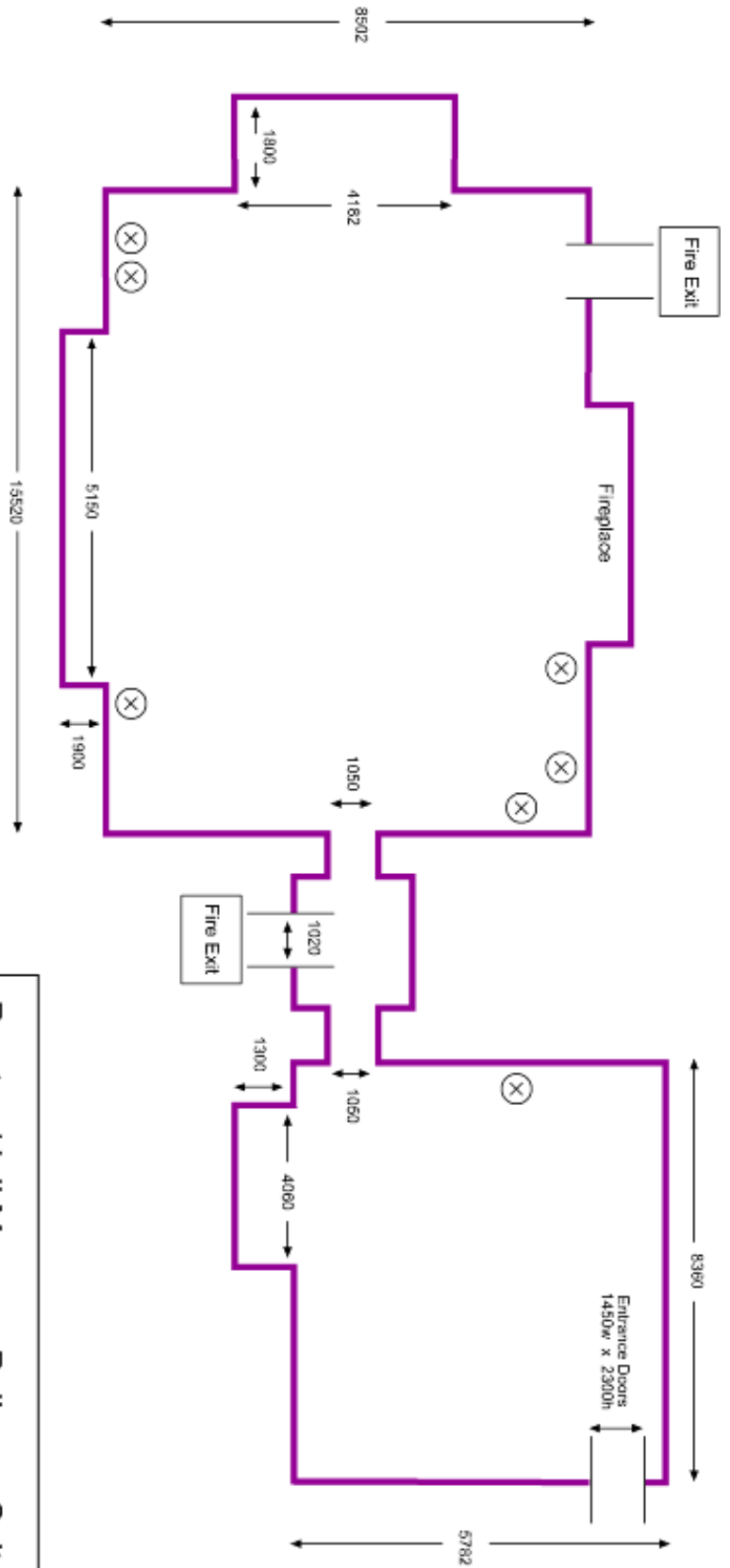
Nearest rail station – Eaglescliffe (within 15 minutes walk of Museum).

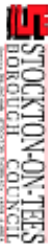

There are buses to the Museum gates from both Yarm and Stockton



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Approximate dimensions and layout of the Ballroom Suite



Preston Hall Museum Ballroom Suite	
All sizes are approximate and for indication only	
(X)	Power points, 240v
 STOCKTON-ON-TEES BOROUGH COUNCIL <small>LEADER SERVICES FOR 2020/2021</small>	
 STOCKTON-ON-TEES CITY CENTRE	