

THE PUMP ROOM



The Grade II listed Victorian Pump Room opposite the magnificent Grade I Buxton Crescent was commissioned by the 7th Duke of Devonshire William Cavendish, designed by Henry Currey and constructed in 1894.

The light and inspiring heritage venue is in the heart of the Spa town of Buxton within walking distance of Buxton Railway station, Derby University's Devonshire Campus, Opera House, Pavilion Gardens car park and main shops.

Pump Room is available for evening events from March 2019.



RESOURCES AND EQUIPMENT AVAILABLE

Seating - 80 chairs available. Theatre, boardroom, horseshoe, classroom and cabaret style room set up possible

Tables - 3 medium trestle tables available. Hire required for further tables , details of suppliers can be provided

Projector - screen and laptop available

Sound system - available to play music via MP3 players

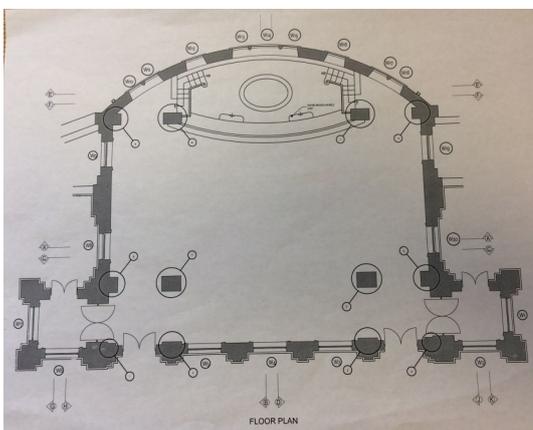
PA system - hire required

Catering - hire required, a list of recommended local suppliers can be provided

Music Licence - held by Buxton Crescent Heritage Trust

Event support and staff available - cost applies

FLOOR PLAN



90 sq metres of Floor space

2 large main entrances opposite the Crescent

1 x accessible toilet - front left

Small annex/store room—front right

Sunken oval pool at rear of space.

14 plug sockets

WEBSITE/CONTACT

CHARGES & BOOKING FORM

Charge per hour from 6pm	£100
Charge for evening hire from 6pm to 11pm	£250
Projector and Screen	£20

Name/Group/Organisation

Purpose of Event.....

Main Contact Name.....

Phone..... Email.....

Address

Booking Date.....

Arrival Time..... Departure Time.....

Number attending/delegates/group size.....

Room layout/seating required.....

Catering request.....

Total cost of booking £..... Invoice details/Purchase order number.....

Please make cheques payable to Buxton Crescent Heritage Trust

BACS payment details for Buxton Crescent Heritage Trust

Bank Account Number 88224910 Sort Code 60-04-18

Please sign to confirm your booking and that you have read and accepted our Terms and Conditions

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Please return the completed form with payment details to address below or email lmackenzie@buxtoncrescent.com

Thank You

HIRE TERMS & CONDITIONS

Bookings are accepted on the understanding that the Hirer, as named on the booking form, accepts these terms and conditions.

1. All bookings must be made using the booking form. Verbal bookings will only be classed as provisional until a completed booking form is received and any variation to a booking must be agreed and confirmed by both parties in writing.
2. Provisional bookings will only be held for a period of two weeks. If not confirmed by booking form at the end of this period, the date may be released.
3. Upon receipt of the booking form, the details will be passed to our Finance Department who will invoice the Hirer directly.
4. The Buxton Crescent Heritage Trust reserve the right not to accept bookings.
5. The Hirer will be held responsible for any damages or loss of furniture or equipment.
The Hirer shall pay The Buxton Crescent Heritage Trust, on demand, the amount required to make good or remedy any such damage. A refundable damage bond of £250 will be charged for all Social events in addition to the prices quoted. This will be refunded in full subject to there being no damage to The Pump Room or equipment.
6. Discounted prices may be available to registered charities, “not for profit” organisations and for multiple bookings.
7. For all events under £500 - 100% of the booking fee will be payable on confirmation of the booking. For all events over £500 - 50% of the booking fee will be payable on confirmation of all bookings with the remaining 50% payable 14 days prior to the event taking place.
8. Cancellation charges prior to the event booking will be applied as detailed below: Up to 28 days—no charge , 28 to 14 days 50% of the total cost will be charged, 14 days or less 100% of the total cost will be charged. Notice of cancellation must be made in writing and will become effective on the date received by The Trust.
9. The Buxton Crescent Heritage Trust reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond the control of the Trust. The Trust will refund any monies paid in advance. The Trust does not accept any liability for losses incurred due to the cancellation of an event.
10. The Trust accept no liability for food and refreshments provided by the Hirer of the Function Room.
11. Entertainment equipment may be brought into the Pump Room subject to discussion and agreement. Any electrical equipment must have a valid Portable Appliance Test Certificate.
12. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other furniture.
13. The maximum capacity of the function room is 60 persons seated at tables and chairs or 80 persons standing including all performers, front of house staff, technicians and caterers.
14. The 2 front door Fire exits and extinguishers by the doors are to be kept clear and visible at all times. The Fire Assembly point is by St Annes Well.
15. In accordance with legislation, no smoking is permitted anywhere within the premises.
16. The Hirer will be the responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur. This responsibility may be delegated to another person who must attend the event. The name of the responsible person must be advised on booking if this is different from the Hirer.
17. The Hirer is responsible for ensuring that vehicles used for events in The Pump Room are driven in a safe manner and are parked in such a way so as not to obstruct access by emergency vehicles.
18. The Hirer is responsible for holding a list of all attendees in case of emergency evacuation.
19. The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedures (see below)
20. The Hirer is responsible for the conduct and behaviour of all people attending the event. The Trust reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable.
21. The Hirer must maintain an insurance policy against any loss, liability, claim or proceeding incurred by or which may be brought against The Trust or themselves in respect of any injury or damage whatsoever to any person or property, arising out of the use and occupation of the property for the sum of £5,000,000 (five million pounds) for Public and Product Liability and for the sum of £10,000,000 (ten million pounds) for Employer’s Liability (where applicable) per any one claim, the number of claims being unlimited. For smaller social events clients are advised to check their personal property insurance as this level of insurance may already be covered under their policy. For larger social events clients are advised to seek additional insurance to cover all aspects of their event.
22. The Pump Room will be opened and closed by either by a member of BCH Trust team or a named volunteer. Please ensure that your staff or guests are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period.
23. The Trust accepts no responsibility for the property of persons attending or organising an event. Any property brought on to the premises is done so entirely at the owner’s risk.
24. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the Trust will be at liberty to make an additional charge. Hirers will be expected to vacate their guests and equipment within 30 minutes of the end of their hired period. Failure to comply with this will result in additional costs
25. Every effort has been made to ensure the accuracy of all information provided. The Buxton Crescent Heritage Trust does not accept liability for any errors or omissions and reserves the right to amend any information at any time.

I agree to the terms and conditions of hiring The Pump Room, The Crescent, Buxton as stated above:

Signature of hirer:

Name of hirer:

Date:

THE PUMP ROOM

FIRE PROCEDURE INSTRUCTIONS

Be sure that you know:

1. The location of the fire alarms
2. The location of fire extinguishers.
3. The fire evacuation route.
4. The assembly point for the building – which is by St Annes Well on the Old Hall Hotel side of the building
5. Ensure all people using The Pump Room are aware of the No Smoking regulations, the location of the fire alarms, exit routes and location of the fire assembly point.
6. Be sure that all electrical equipment in use is connected properly to the power supply and that the plug and wiring is not damaged in any way. If you suspect a problem do NOT use the equipment. All electrical equipment brought into the The Pump Room must have a valid Portable Appliance Test Certificate.
7. Never allow a build-up of rubbish in any part of the premises. Store things properly and ensure that rubbish is placed in the appropriate bins.
8. Never obstruct, or allow to be obstructed, fire evacuation routes in the function room area.
9. When disabled persons are present, ensure that special arrangements are in place in the event of an evacuation.
10. Ensure that, in your absence, there is someone responsible for these procedures.

IF YOU FIND/SUSPECT A FIRE

1. RAISE THE ALARM IMMEDIATELY or ensure that someone else does. Fire alarms are located at the main doors of the function room.
2. Inform Buxton Crescent Heritage Trust in office hours.
3. Attempt to put out the fire BUT ONLY if you have been trained in the use of fire extinguishers. IF IN DOUBT LEAVE IT.
4. When evacuation of the building starts, QUICKLY check the toilet and store room to ensure that everyone has left. Ensure that all doors are closed.
5. Having checked the area go to the St Annes Well Assembly Point and await the arrival of the Fire Brigade.
6. Report to the Fire Brigade immediately they arrive if you think there is anyone left in the building.
7. Do not re-enter the building until told to do so by the Fire Brigade.