



LOUISE LEAKEY AUDITORIUM HIRE POLICY

1. The hirer is required to be 18 years of age, proof of age prior to accepting the booking may be required, however the management reserves the right to refuse any booking if it is considered that such booking is not in the best interest in the preservation of its facility.

2. **HIRING FEES**

The hiring fees of the Auditorium are to be **paid in full**:

NMK reserves the right to revise fees and charges from time to time as may be deemed necessary without notice. However, a fee cannot be increased in respect of a specified hiring if payment has been done by the hirer in respect of that hiring.

3. **HIRING**

NMK reserves the right to refuse to accept any hiring, or to cancel any hiring already contracted for and NMK shall not be held liable in any way for loss or damage or otherwise in consequence of the exercising of this right. In these circumstances, NMK may refund any portion of amounts paid on the account of fees if such refund is considered to be warranted.

4. **EXTRA CHARGES**

Payment of extra charges may be levied to cover damages incurred.

5. **PUBLIC LIABILITY INSURANCE**

Neither NMK nor any of its officers, employees, agents, or directors shall be liable for any loss or damage sustained by the Hirer, or any person, firm or corporation supplying any article or thing to the hirer, by reason of any such article or thing being lost, damaged or stolen.

6. **NON SMOKING POLICY**

All museums and halls under the management of NMK are deemed "NON SMOKING" AREAS. Non-compliance with the Policy may result in the person or organization being refused any future use of the facility.

7. **PERMANENT BOOKINGS**

Permanent bookings are accepted, if paid monthly in advance. Failure to make regular monthly payments may result in the use of the facility being denied. Seven (7) days written notice is required for any additional booking. Seven (7) days written notice of cancellation is necessary otherwise payment is required and maybe charged to the next month.

8. **NMK FUNCTIONS**

NMK reserves the right to cancel a date if the facility is required for an official function approved by the Director General. Every effort will be made to ensure that you have Twenty – one days or more notification to make alternative arrangements if this should occur.

9. **EQUIPMENT**

Should any additional tables and chairs be required e.g. for performances, they are to be at the hirer's expense. Extreme care must be taken in transporting and positioning tables and chairs, in order that such equipment does not damage the floor or walls, otherwise a charge will be applied for any maintenance or additional cleaning required.

Hirers are not permitted to use equipment belonging to another hirer/group, which may be located in facilities without the owner's prior written consent.

Hirers may not move any equipment belonging to NMK without supervisory consent.

Please note that any areas provided for catering services are for warming food only, not for preparation or cooking purposes.

Regular hirers may use storage space provided by NMK's Facilities subject to approval from the management.

10. GUESTS

Hirers are responsible for the actions of guests/members whilst using the facility.

Hirers shall not invite more guests than specified at the time of booking the facility. Maximum capacity for the hall is **303** seating.

11. HIRED AREA

The driving of tacks, nails, screws or affixing of adhesive materials, etc into or on any of the woodwork or walls or any part of the building, equipment or fixtures is not permitted, without prior permission of the PR & Marketing Manager/Maintenance Officer.

The hirer must ensure that:

- No lights or lighting fixture is interfered with in any way
- The use of confetti or similar materials is strictly forbidden inside the facility
- All decorations, including flowers and all equipment used in excess of equipment provided by NMK must be removed immediately the period of hire terminates.
- No damage is caused to the building or any property, equipment, fixtures or fittings contained in the building. No NMK property, equipment, fixtures or fittings are to be removed from the facility.
- No inconvenience is caused to the owners or occupiers of property in the vicinity of the facility.

12. FLOORS

No talcum powder, sawdust, resin or other surface altering substance is to be used. Plants containing water are not to be placed on the floors. If floors are damaged in any way, a charge against the Bond will be made for restoration.

13. CLEANING

The hirers shall replace all equipment in places designated by NMK. All decorations, rubbish, etc must be removed and all areas used are to be left in a clean and tidy condition by the time the period of hire terminates. A clean up time of 1 hour is available free of charge for one-off functions and half an hour for regular hirers. Hirers will be charged at the normal rate per hour for any additional cleaning time required.

Should all equipment not be removed by the end of the function and the Auditorium Coordinator is required to open the facility the next day to allow equipment to be collected a fee of Kshs. 1,000/- per hour will be incurred.

Articles and goods left during the hire of the hall are left at the hirer's/owner's risk. NMK accepts no responsibility for any items left on the premises after the completion of functions.

Any kitchen or food preparation area is left in a clean condition and that all rubbish is placed in the bags or other receptacles provided (except wet rubbish, which is to be removed).

14. SETUP TIME

When requested, a set up period for regular bookings will be considered up to a maximum of half an hour at no extra charge, subject to the nature of the booking. For one off special bookings (weddings, fundraisers etc) a maximum set up period of 2 ½ hours at no charge will be permitted directly prior to the function should other bookings permit. Any additional required set up time will be charged at the normal rate.

15. CURFEW

The curfew for NMK facilities is 10pm. Music and refreshments must end at the hire time designated by the hirer and are not permitted to go later than this curfew. Please ensure that you have vacated the building at the agreed time. Failure to do so may result in additional charges.

16. LIQUOR

The hirer shall not bring any alcoholic beverages into the Auditorium nor shall it permit other persons to bring such beverages into the building. Alcoholic beverages may only be consumed within the foyer.

17. CATERING

Kegs of beer containing drinks are prohibited at all times inside the Auditorium. Please comply with this request otherwise a fee may be levied for additional works required on floor area.

NO FOOD is allowed in the Auditorium. Any foods bought must be eaten in the designated areas otherwise additional cleaning charges may apply.

18. SECURITY & CALLOUTS

Please ensure that confirmation of your booking has been made with the PR & Marketing Office at least seven (7) days prior to the commencement of your function. Where a late notice call out to open a building occurs, this may result in a fee being levied to recover the costs invoiced.

All doors and windows must be secured when the premises are vacated.

If the Caretaker or Security is called out after hours to secure a building, the hirer at fault will be billed costs accordingly.

19. CANCELLATION

All cancellation notifications must be in writing.

Bookings cancelled seven days or less to the date of event: full amount forfeited

Bookings cancelled within 30 days to the date of event: 25% of payment will be refunded

Bookings cancelled more than 30 days to date of event: 50% of payment will be refunded

In the unlikely event of a booking being cancelled by the NMK, payments made will be refunded in entirety and a client informed.

20. PAYMENT

All payments are to be made out to National Museums of Kenya through bank deposit, wire transfer or bankers cheque (*please use account details below*). Please ensure you present the bank deposit slip and obtain an official receipt for the same at the PR & Marketing department.

Account Name:	National Museums of Kenya
Account Number:	0108035107900
Bank Details:	Standard Chartered Bank Kenya Ltd.
Swift Code:	SCBLKENXXXX

21. THE HIRER SHALL SIGN THIS PAGE OF THESE RULES AND CONDITIONS AS EVIDENCE THAT HE/SHE HAS READ, UNDERSTOOD AND ACCEPTED THE SAME.

Client Signature_____

Date: _____

AUDITORIUM COORDINATOR'S REPORT

Hirer to complete and NMK's Auditorium Coordinator to sign & return to PR & Marketing Dept. after the completion of the function.

ENTRY

Facility being hired:

Purpose:

Date of booking:

Hirer/Organization:

Contact Person:

I hereby acknowledge that the _____ was found to an appropriate standard upon arrival at the Center.

I hereby acknowledge that I have read and agree to abide by the "Louis Leakey Auditorium Hire Policy" as attached.

Hirer to Sign: _____ Date: _____

Auditorium Coordinator to Sign: _____ Date: _____

Please tick:

☐ *I confirm that the Auditorium was left in a clean and tidy condition, nothing is broken or damaged*

☐ *I wish to advise that the hall was not left in a satisfactory condition.*
Details:

Damages Incurred: Yes ☐ No ☐

Hirer to Sign: _____ **Date:** _____

Auditorium Coordinator to Sign: _____ **Date:** _____