

MEETINGS | SPECIAL EVENTS | CONFERENCES



**ARMY
FLYING
MUSEUM**

VENUE HIRE

corporate@armyflying.com

www.armyflying.com

INTRODUCTION

The Army Flying Museum is the only Museum in the world that tells the extraordinary stories of courage and innovation in British Army aviation.

The Museum holds an extensive collection charting over 100 years of the British Army in the air. With over 35 fixed wing and rotary aircraft on display, the Museum is the perfect place to host your event surrounded by the fascinating history of Army aviation.

The Museum offers three different areas available for functions: The Blackburn Beverley Room, Hayward Hall, and the Prince Michael of Kent Hall.

The Army Flying Museum is a registered charity (charity number 297897) with all profits being reinvested into the Museum to develop and care for our unique collection and to inspire visitors of all ages.

The Museum is easily accessible from the M3 and A303 on the A343 between Salisbury and Andover and is perfectly situated for an out of town event.

We have ample parking and overlook the working airfield.



BLACKBURN BEVERLEY ROOM

The Blackburn Beverley Room, has the capacity to seat up to 50 and offers views of the airfield, perfect for any conference, meeting or lunch. Free Wi-Fi, as well as a screen and projector, are included within the hire. Room hire is VAT exempt.

	Corporate Day Delegate Rate including room hire, tea/ coffee and lunch	Military Rate
Half Day	£28.00pp	£24.00pp
Full Day	£34.00pp	£30.00pp



Seating Style	Maximum Number
Horseshoe	12
Board	24
Café	40
Theatre	50

HAYWARD HALL

The **Hayward Hall** offers a larger space surrounded by a wide range of aircraft including the only full collection of WW2 Allied Gliders and the impressive Attack Helicopter display.

Perfect for events of a larger scale, and with exclusivity of space (for an additional charge), the Hayward Hall gives a unique setting for any event. Room hire is VAT exempt.



Whole Museum hire

For even larger events, why not hire the whole Museum, with a capacity of 300. This certainly would give the ‘WOW’ factor to your day!

Seating Style	Maximum Number
Tables	100
Theatre	120

Day Delegate Rate *as per previous page*

Minimum charge £1500

Paranormal Nights (includes whole Museum access from 18.00–midnight) **£850**



Catering Options

A range of catering options are on offer.

Choose from a **Working lunchbox** including a sandwich, water, crisps and flapjack, to **Finger buffet**, or **Hot food** options.

We have vast experience of a variety of social events from conferences to black tie meals.



Menu choices, final numbers and any dietary requirements must be confirmed one week ahead of the event date. All prices are exclusive of VAT.

To discuss catering options please contact corporate@armyflying.com

General Information

Disabled Parking and Wheelchair Access

We have disabled parking spaces adjacent to the Museum entrance and all parts of the Museum are fully wheelchair accessible. Part of the Museum is on the first floor and access to this area can be gained using our lift. We also have wheelchairs that can be borrowed by visitors.

Toilets

The Museum has two accessible toilets, one in Reception and one in the Hayward Hall.

Assistance dogs

Guide dogs registered with the International Guide Dog Federation (IGDF) and Assistance Dogs UK are welcome in the Museum and water can be provided as required.

Hearing loop

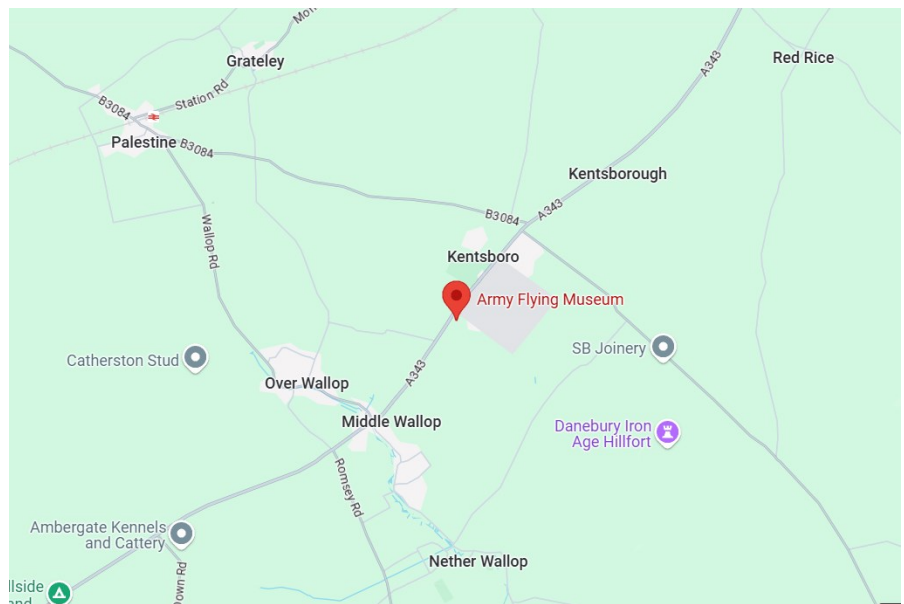
The Museum has a hearing loop system available for use in our shop and Apache Café.

Directions and Parking

Army Flying Museum, Stockbridge.

For some Sat Nav users and Apple Map users, use postcode **SO20 8DY**.

The Army Flying Museum has free parking spaces for visitors.



Guided Tours

We have a team of experienced Tour Guides who can take groups around the Museum. Visitors enjoy their personal anecdotes and knowledge of our exhibits and all agree that this enhances a visit to the Museum. We can arrange tours for corporate bookings specific to your requirements. Please note, tours are a minimum of 90 minutes and have a maximum of 12 per group, the cost is £30 per Guide. These must be booked in advance.

Gifts

Our gift shop has a wide variety of items on offer, from branded stationery, clothing and our very own confectionery. With hundreds of items available, and new stock arriving regularly, why not reward your staff or guests with a token of their visit to the Museum?

Terms and Conditions

Hire of Museum

The Museum is available for hire between the hours of 8.30am and Midnight Monday to Sunday. Please ensure that the time you book at the Museum is adequate for all your preparations, the event itself and clearing up afterwards. The Hirer shall not sublet the premises or any part thereof. The Museum will only be used for the event detailed on the booking form. The Hirer will leave the premises in a clean and tidy state.

Health and Safety

All electrical equipment brought into the Museum must have a current Portable Appliance Test certificate. Hirers must take reasonable care for their own health and safety, and for the health and safety of others who may be affected by their actions. All doors directly leading outside are emergency exits and must be kept clear at all times. Smoking and the use of e-cigarettes is not permitted inside the Museum, and only in the designated areas outside.

Fire

The Hirer shall observe all fire regulations applicable to the holding of the relevant event, and shall comply with any instructions from the Museum. It is the responsibility of the Hirer to ensure that in the event of the evacuation of the premises, all persons known to be present are ushered to the fire assembly point at the bottom of the Museum car park.

DBS Checks

DBS checks are carried out on certain members of the Museum staff, dependent on their job role.

First Aid

All Museum staff are first aid trained. Any incidents that occur must be reported to a member of the Museum staff as soon as possible and no later 24 hours after the incident.

Insurance

The Museum's insurance policy covers Public Liability, Theft, Accidents, Injury and Accidental Death, which occur through the negligence of the Museum or any member of staff. The Museum's policy does not cover the hirer. Hirers must have their own Public Liability insurance cover.

Cancellation fees

If a hirer wishes to cancel for whatever reason, the following charges will apply:

Less than one month – whole hire fee applies

1-3 months – 50% of hire charge is payable

3-6 months – deposit will be retained

Over 6 months – no charge payable

If the Museum has to cancel a hiring through circumstances beyond its control, no charge will be made nor any payment made in respect of any work the Hirer might have done in relation to the event.

Army Flying Museum, Middle Wallop, Stockbridge, SO20 8FB
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