

MEETINGS | SPECIAL EVENTS | CONFERENCES



**ARMY
FLYING
MUSEUM**

VENUE HIRE

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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.



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 Rate	Military Rate
Half Day	£8.00pp	£6.00pp
Full Day	£16.00pp	£12.00pp



Seating Style	Maximum Number
Horseshoe	12
Board Room	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 the option for exclusivity of space (for an additional charge), the Hayward Hall gives a unique setting for any event. Room hire is VAT exempt.



	Corporate Rate	Military Rate
Exclusive	£1500	£1000
Catering charges not included.		

Seating Style	Maximum Number
Tables	120
Theatre	150



Whole Museum



For even larger events, the whole Museum (comprising of both hangars, and the Blackburn Beverley Conference Room) is available to hire, with a capacity of 300. The whole Museum is perfect to offer a true 'Wow factor' for your event. Museum hire is VAT exempt.

Hire	Price
Whole Museum Hire	£2,500
Paranormal Nights (includes whole Museum access from 18.00- midnight)	£850



Catering Options

A range of catering options are on offer, from finger buffet to hot meals. We have experience of a variety of social events from buffet to black tie meals.



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

To discuss catering options please contact corporate@armyflying.com

Accessibility

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. We also have wheelchairs that can be borrowed by visitors if required. Part of the Museum is on the first floor and access to this area can be gained using our lift.

Toilets

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

Guide dogs

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

Assistance dogs

We understand that some visitors to the Museum will require the support of an assistance or emotional support dog and we are happy to admit appropriately trained dogs into the Museum. Assistance dogs registered with Assistance Dogs International (ADI) or Assistance Dogs UK (ADUK) are always welcome if visitors can show Museum staff an appropriate ID book.

Optional Extras

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 to Corps beer and our very own confectionary. 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?

Booking Form

Please note that this booking form should only be completed after a verbal booking has been made with a member of the Museum team. Please return completed form no later than 4 weeks prior to the date of your booking. A 20% deposit is required to secure the booking.

Company or Group Name	
Contact	
Position	
Address and Postcode	
Telephone	
Email	
Title of Hiring/Event	
Expected Numbers Please note the capacity of rooms	
Please indicate the areas of the Museum that you would like to hire	
Time Required Please note bookings commence from 08.30am	Start Time: _____ End Time: _____
Room Layout required	
Equipment Required Please note, our conference room has a screen and projector included. Please tick any equipment required.	Hayward Hall Projector and Screen £50
	Radio Microphone £15
	Flipchart £8.50
	Grand Piano £100
Catering Requirements and Timings Please include any dietary requirements	
Your purchase number or reference number	
I agree to the stated terms and conditions	Signed: _____
Room Hire Cost: £..... Catering Cost: £.....	PAYMENT DETAILS BACS: Name: The Army Flying Museum Ltd Sort Code: 16-19-26 Account No: 10326400 Bank: RBS CHEQUE: Please make cheques payable to 'The Army Flying Museum Ltd'.

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.

Deposits

A 20% deposit is required to secure a booking. 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.

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