



GROUP VISIT TERMS AND CONDITIONS

- The Museum requires a copy of the group's **PERSONAL LIABILITY INSURANCE FORM** at the time of booking along with an initial agreed booking deposit.
- Any increase or decrease in group numbers should be made at least 2 weeks before your visit. We are happy to take an increase in numbers, providing you inform us up to a maximum of 35
- If you decide to cancel up to 4 weeks before the event, **RAF ADRM** will refund any balance paid. However, **RAF ADRM WILL NOT BE ABLE** to refund your deposit.
- Cancellations made less than two weeks before the event are not eligible for a refund.
- We can usually accommodate most schedules.
- We must advise that unfortunately due to the nature and age of the building there are some areas of the Museum which are not currently accessible by wheelchair.
- Hire of the venue is for the exclusive use of Organisation hiring. However, some areas of the museum may be **OFF LIMITS** for Health and Safety reasons. Please respect this.
- There will always be a Duty manager onsite who will give a safety brief to your party before the event gets underway. **THIS IS NON-NEGOTIABLE**
- Each group leader will have a fire evacuation briefing prior to the event and be responsible for evacuation of the site should there be a fire.