

Education Space Room Booking Form

Folkestone Museum’s Education Space is available to be booked by third parties for education activities principally relating to Heritage and the Arts and applicable sciences (geology, forensics etc.)

Once your application has been approved and your booking confirmed, you will be issued with a letter of approval for your event that will need to be signed by both the hirer and your Museum officer contact.

*Please note that for third party events Museum officers offer a booking and support service* ***only*** *and are not responsible for the organisation of events/publicity.*

# Folkestone museum programming statement

In keeping with Folkestone Museum’s goals and missions third party events held in the Education Space will stimulate the use of the Museum and provide for the general enjoyment and encouragement of lifelong learning, exploration and discovery for all ages.

Events in the Education Space are expected to:

1. Align with Folkestone Museum’s aims and objectives.\*
2. Stimulate & promote interest in heritage, the arts, and sciences.
3. Provide enjoyable, cultural experiences, for residents and visitors to Folkestone and the wider community

We hope you will find this toolkit useful and we look forward to welcoming you. If you have any questions please do not hesitate to contact us.

# Fees:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | STANDARD | | PREFERENTIAL | |
| Education Space | Daily | Hourly | Daily | Hourly |
| Mon – Fri (09.00 – 16.30) | £100 | £22 | £50 | £11 |
| Mon - Fri (18.00 – 23.00) | £100 |  | £50 |  |
| Sat, Sun, Bank Hols | £140 | £40 | £80 | £25 |

**Hire fees do not apply to schools and higher education institutions.**

**The preferential hire rate is available to:**

Not for profit groups, charities and residents of Folkestone.

## Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name / Organisation |  | Address |  |
| Telephone |  | Email |  |
| Number of Attendees |  | Date and time of event/s |  |

## Title and brief description

|  |  |
| --- | --- |
| se of AV equipment (See guidelines for AV hire fees) |  |
| Any other requirements |  |

## Signature and Agreement

I confirm that I have read and understood the guidelines attached.

Please complete this form and return it to the Museum officers at Folkestone Museum. Your application will then be assessed.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature |  |  |  |  |  |  | Date |  |

## Contact

Folkestone Museum

The Town Hall

1-2 Guildhall Street

Folkestone Kent CT20 1DY

Tel: 01303 257946

Email: [museum@folkestone-tc.gov.uk](mailto:museum@folkestone-tc.gov.uk)

### Useful Guidelines

The following guidelines will help you plan your event. If you require further information please contact a Museum officer.

## Public opening times

The usual public opening times of the Museum are Tuesday to Saturday 10.00h -16.00h. The office hours for staff are 09.00h – 17.00h Monday to Friday.

Should you wish to hold an event outside the public opening hours, this will need to be discussed with your contact officer. Special arrangements can be made for events outside of Museum opening hours and staff working hours, however this is subject to the availability of a member of staff.

## Education Space Details:

* The space is 70m sq with a seated capacity of approx. 30 people
* Located on the lower ground floor with street level access through the rear entrance, or via the ground floor by lift.
* Kitchen with running water, tea and coffee making facilities (provided by the hirer)

## Using the Education Space

**Before your event takes place** please ensure you have checked the following:

* Condition of the Education Space – it is important to check this as you will be expected to leave the space in the same condition. The space should meet the following standards:
* Kitchen facilities clean and tidy
* Floor area and walls clean and tidy
* Leave chairs and tables tidy
* Plinths or display cabinets in good condition
* Light fittings in good working order
* Rubbish removed from site
* Notify officers immediately of any damage to furniture or fixtures – any costs resulting from damage to the property, furniture or fixtures will be covered by the hirer.
* A risk assessment form can be provided by the Museum and must be completed by the hirer and agreed by the Museum officer.

## Running your event

* The hirer is responsible for running the event and looking after the attendees once they have entered the building.
* Museum officers will be on hand to provide access to the space and indicate the facilities available to the hirer only, unless otherwise requested.

## Resources

The Museum offers the following resources to compliment your event:

* A handling collection which includes animal bones, Roman and Iron Age pottery at £10.00 per session.
* A large format full HD LED multi-touch screen at £10.00 per session.

The Museum cannot provide educational materials for hirers unless it is a collaborative event and agreed in advance. Hirers are expected to provide their own materials for use in their events (craft materials, print outs etc.)

### Publicity

It is the hirer’s responsibility to produce publicity for his or her event.

Any publicity produced **must** acknowledge the support of Folkestone Museum and bear the Folkestone Museum logo (your officer contact will provide you with this) and must meet clear print guidelines. All publicity material must be checked by your officer contact before it is produced and distributed.

If you require further help with publicity your officer contact can provide you with useful press contacts.

## Cancellation Policy

If the hirer wishes to cancel the event we require a minimum of 2 weeks’ notice for the hirer to receive a full refund. With 1 weeks’ notice, the hirer will receive a 50% refund.

## Payment Details

Payment by cash or card can be made in person at the Museum’s front desk, we are not able to accept credit card payments over the phone.

For BACS transfer - Please quote reference EdRm and the date you are making the booking for

Name: Folkestone Town Council

Sort Code: 40-21-15

Account Number: 31529811

\* Folkestone Museum’s Aims and Objectives

As an innovative local history museum, we aim to be a vibrant location that attracts wide audiences, allowing them to participate in local heritage and culture. We hope to:

1. Encourage education and learning
2. Promote research and exploration into local history
3. Empower visitors and locals of all walks of life and backgrounds to participate in Folkestone’s heritage and story
4. Inspire conversation, debate, and critical thinking
5. Nurture relationships and foster connections within the wider community
6. Protect and value the art, artefact, and archives in our collection

Folkestone Museum exists to ensure local heritage is at the *HEART* of the community. Through education and engagement, we hope to encourage the appreciation of shared heritage and history. We are committed to preserving and telling Folkestone’s story through our collections and exhibitions, with an aim to be accessible and welcoming to all.

**DATA PROTECTION STATEMENT**

**Your details will be kept securely by Folkestone Town Council under the terms of the**

**General Data Protection Regulations and Freedom of Information Act 2000**

Your privacy is important to Folkestone Town Council, but we need to collect and use information included on this form to allow us to carry out our functions.  Data is a valuable asset, and without adequate levels of protection, confidentiality, integrity and availability of information, we will not be able to fulfil these obligations whilst maintaining the confidence of service users.

When you make a request to hire facilities, or hold/attend events within the Town Hall, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored on our database so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to the agreement.   Your personal information will not be shared with any third party without your prior consent.

**The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act)

Processing is with consent of the data subject or Processing is necessary for compliance with a legal obligation or Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

**Information Security**

Folkestone Town Council makes sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.   We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

**Your Rights**

**Access to Information -** You have the right to request access to the information we have on you.

**Information Correction -** If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

**Information Deletion -** If you wish Council to delete the information about you, please contact the DPO.

**Right to Object -** If you believe that your data is not being processed for the purpose it has been collected for, you may object to the DPO.

**Rights Related to Automated Decision Making and Profiling -** Council does not use automated decision making or profiling of personal data.

**To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision.  We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Folkestone Town Council’s Data Information Officer: [jennifer.childs@folkestone-tc.gov.uk](mailto:jennifer.childs@folkestone-tc.gov.uk) Tel: 01303 257946 and the Information Commissioners Office: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

The information provided on this form will be held on a database and used to provide information to officers and members of the Town Council.

I agree that I have read and understand Folkestone Town Councils - Privacy Notice. I agree by signing this form that the Council may process my personal information for providing information and corresponding with me.

We would like to communicate with you about other council services and activities, to do so we need your consent.

**Please select as applicable**

Yes                     No