

**Beamish Museum
Saturday 15 July 2017**

Charges per table

Type of group	Payment before 30.11.16	Payment after 30.11.16
Not for profit members	£15	£20
Commercial members	£30	£35
Non-member not for profit	£20	£25
Non-member commercial	£35	£40

County Durham Forum for History and Heritage Event Terms and Conditions

- 1. Total payments must be made to the organisers when submitting the booking form, which must have details of your up to date public liability insurance.* It is the responsibility of all participants to ensure that they are covered by £5 million public liability insurance cover and any other relevant trading licensing documentation.*
- 2. The organisers reserve the right to refuse bookings or entry to any event.*
- 3. The organisers reserve the right to change the venue or date of any event should circumstance make it necessary.*
- 4. The organisers reserve the right to refuse to admit or to expel from any event any participant who in our opinion carries out activities not consistent with the integrity of the event.*
- 5. No bookings will be accepted after 31 May 2017*
- 6. Payments are non refundable unless CDFHH consider the reason for cancellation acceptable under our terms and conditions when payments will be returned.*
- 7. If the event is cancelled due to circumstances beyond the control of CDFHH, then any booking fees will be returned to participants.*
- 8. All laptops and monitors brought to this event must display a current PAT test label.*
- 9. Vehicles are parked at the owners' risk. CDFHH accept no responsibilities for any loss however caused.*
- 10. Participants must acquaint themselves with the fire exits and health and safety aspects of the venue.*

11. *The participants are responsible to ensure that all items are set up safely and securely to prevent injury to anyone in attendance at the event, ensure their surrounding area is free of obstruction. **Keep all gangways clear at all times.***
12. *Please check in on arrival to be allocated your space, any changes must be agreed with CDFHH.*
13. *Four free entrance tickets per group for the use of exhibitors will be issued per booking. Additional tickets available at the door on payment of the entrance fee to Beamish Museum which is valid for one year.*
14. *Please note that, when setting up exhibits, all vehicles must have left the Museum site by 9.45am and should be parked in the main car park. Vehicles are not permitted back onto the Museum site before 5pm.*

Please ensure that you have read and accept the Terms and Conditions.

If you have any queries, do not hesitate to contact Margaret Hedley or Sarah Hillier. Contact details are on the booking form.

***The Forum is a member of The British Association of Local History Societies, an organisation that provides local history groups with public liability insurance at very competitive price. Details of this organisation can be found at www.balh.co.uk, where guidance in respect of membership and insurance cover can be found.**