

### **STEAM General Conditions**

- STEAM has no on-site car parking for delegates. The closest car park is the Outlet Centre North Car Park on Kemble Drive. The Museum does not accept liability for vehicles parked in these car parks. For all evening events at STEAM – the North Car Park will remain open until the last vehicle has left the site. Delivery of materials must be by prior consent.
- All electrical equipment used in the Museum should be accompanied by an up-to-date PAT tested certificate. Any appliances not in receipt of a correct test certificate cannot be used on the premises – random sample audits do take place in the Museum as a legal requirement.
- The client is responsible for any damage caused to STEAM, its property, furniture or fittings, by wilful act or neglect.
- The client shall be responsible for the orderly conduct of its delegates and shall ensure its delegates have regard to any regulations imposed. Nothing shall be done which will constitute a breach of the law.
- Swindon Borough Council reserves the right to cancel any booking without prior notice on grounds of taste, decency, appropriateness or if a criminal offence is likely to be committed as a result of the booking.
- No smoking or vaping allowed anywhere in the Museum buildings.
- Noise levels must to be kept to 91 dBA or below.
- The following products or items are not permitted in the Museum: Blu-Tac, Helium Balloons, Lit Candles, Glitter, Sprinkles, Smoke Machines and Duct Tape. Any damage caused through negligence by the client, the client's guests or the client's contractors will be charged.
- In the event of any unauthorised activity, or unsafe practice that may be observed by the Museum personnel, the client will be contacted and informed. STEAM will then use its discretion and authority to take action which may result in halting or suspending the event, under its duty of care to its staff and to the safety and wellbeing of the Museum's unique exhibits.