



ERASMUS DARWIN HOUSE

Beacon Street, Lichfield, Staffs WS13 7AD

Terms and Conditions

1. Erasmus Darwin House is a grade 1 listed building located within a residential area. Access to the House can be gained via Beacon Street or the Cathedral Close/Herb Garden. We normally require visitors to vacate the House by no later than 22.30, and respectfully request that they ensure that no unnecessary noise or disturbance is caused to our neighbours.
2. To ensure the safety and comfort of all visitors and staff working in the house a **No Smoking Policy** is operated in all buildings.
3. Visitors are asked to ensure that the building, its fixtures, fittings and all contents are left clean, tidy and undamaged and in the condition they were found in. The Erasmus Darwin Foundation reserve the right to charge for any additional costs incurred due to additional cleaning, rubbish removal etc.
4. Whilst every effort will be made to ensure the safety of visitors and their personal property, the Foundation will not be responsible for any loss or damage to such property of any visitor to the House.
5. In the event of bookings made several months in advance, please write, telephone or email us nearer to the actual date to advise of any changes in your requirements.
6. Due to the competitive nature of our fees, no deposit will be required, but any cancellations made less than 7 days prior to the booked date will incur a cancellation fee of 50% of the entire booking charge.
9. Room hire is charged at an hourly rate but any over run into the next hour will be charged at a full hourly rate. Users must vacate the room within 15 minutes (where possible) of the agreed end time or else another hour will be charged.
10. Any additional items used or further charges incurred on the day will be invoiced subsequently.
11. The Foundation reserves the right to refuse any booking request. In addition, if the Foundation has to cancel any booking due to circumstances beyond its control, every effort will be made to notify the client as soon as possible. The client will, wherever possible be offered alternative dates, however, if these are unacceptable or impractical then a full refund of monies paid to the Foundation will be given.

12. Please ensure all cheques are crossed and made payable to the *Erasmus Darwin Foundation*.
13. We ask that all visitors ensure that food and drink are not to be taken into the ground floor exhibition rooms.
14. Only food and drink provided by Darwin House is to be consumed on the premises. If this condition is broken the Foundation reserves the right to make appropriate additional administrative charges.
15. Once in the grounds please ensure when entering and exiting the building the door is always closed behind you (unless there is someone on the reception desk).

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The Erasmus Darwin Foundation is a company limited by guarantee and not having share capital
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