

# FARNBOROUGH AIR SCIENCES TRUST MUSEUM



# Group Visits & Venue Hire

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2018

Farnborough Air Sciences Trust Museum  
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# VISITS

## Adult Groups

Pre-booked visits by adult groups are welcomed on Tuesdays and Thursdays, between 10am & 4pm, when the museum is manned by volunteers.

The standard charge for visits to include tea/coffee, illustrated talk and guided tour of the museum is £10 per head on a Tuesday or Thursday (between 10am & 4pm) minimum 5 people

Other days & times are only by special arrangement & will occur an additional charge.

## School/Youth Group Visits

Visits by Schools and Cub/Scout packs can be arranged on Tuesdays or Thursdays and include a soft drink/ biscuit and guided tour of the museum, nominally in groups of ten or less, each with a leader, and cost £5 per child.

**IMPORTANT NOTE:** During such visits the Trustees expect all visitors to follow a good code of behaviour, and their leaders to ensure that there are no contraventions of Health and Safety procedures outlined by the Museum Guides & the FAST Museum Code of Conduct Form. A signed Code of Conduct Form must be received by FAST Museum before the visit commences. Any visitor not complying with this may be asked to leave the Museum.

## Teambuilding/Quizzes

We have hosted a number of teambuilding and Christmas Party activities for a wide range of organisations. The charge for this, to include quizzes, is £10 per person.

# HIRE OF FACILITIES

## Trenchard Room

The historic Trenchard Room, suitable for private meetings, conferences and talks is upstairs in the main building. The room can seat and host a maximum of 25 people and has A/V facilities.

Hire cost is £150 per half day (3 hours – 9.30am to 12.30pm or 1pm to 4pm) Tuesday, Thursday, Saturday, Sunday (between 10am & 4pm). Longer periods, evening hire or hire on other days may be available by negotiation.

A minimum deposit of £50 is required for all hire bookings. This is to cover our costs in case of cancellation & is non-refundable.

**PLEASE NOTE: Individual museum facilities are not available during Farnborough Air Show Week, but the entire Museum is available for hire via our Airshow Hospitality Package. Please ask for more details.**



## Cody Pavilion

The Cody Pavilion is suitable for larger groups (up to 100 guests) and houses the replica British Army Aeroplane No 1. It can be used for talks, larger meetings and buffets/receptions but it does not have A/V facilities. The Pavilion is unheated and therefore not suitable for use in cold weather.

Hire cost is from £200 per half day (3 hours – 9.30am to 12.30pm or 1pm to 4pm) on Tuesdays or Thursdays. Longer periods, evening hire or hire on other days may be available by negotiation.

The Pavilion is open to the public at weekends and therefore not suitable for private use during opening hours.

A minimum deposit of £50 is required for all hire bookings. This is to cover our costs in case of cancellation & is non-refundable.

**PLEASE NOTE: Individual museum facilities are not available during Farnborough Air Show Week, but the entire Museum is available for hire via our Airshow Hospitality Package. Please ask for more details.**



## LOCATION FILMING

Permission to “Film” must always be applied for in writing/e-mail from the FAST Museum Manager at least seven days before filming starts. The application should contain an overview of the intended activities and details of those parts of the museum required for use.

Every Filming Group will be assigned a FAST Mentor whose guidance must be followed at all times.

When filming in and around the museum great care must be taken not to damage any artefact, or the building itself, in any way. This is particularly important when filming in or around aircraft.

The use of actors is permitted but their proposed actions must be cleared with the FAST Mentor before filming.

The use of animals is strictly forbidden.



Photo above shows the Trident cockpit

## CATERING

Catering can be provided for pre-booked groups in the Trenchard Room or Cody Pavilion. Our preferred caterer is Sarah Kelly Fine Foods. Please contact the owner, Sarah Kelly, for availability, menus and further details:

Telephone: 01252 640348 or email: [info@sarahkellyfinefoods.co.uk](mailto:info@sarahkellyfinefoods.co.uk)

Please contact us if you wish to discuss providing your own catering. Cutlery, crockery & glassware are available for hire.



# CODE OF CONDUCT

## Visitor Code of Conduct Policy

### (1) Background

The Health & Safety (H&S) of all visitors and staff working at the museum is of paramount importance. The nature of the exhibits, how they are displayed and the nature of the museum layout are such that some potential H&S hazards will inevitably exist. For responsible adults these hazards are assessed as minimal, however for some individuals the risks are heightened due to exhibiting unexpected or uncontrolled behaviour, inability to read notices or hear and respond to instructions from museum staff. In order to make the visitor experience the safest possible while allowing maximum access to fascinating exhibits an acceptable standard of behaviour is to be expected.

Note: The FAST site and buildings are private property and the Trust only permits visitors at the discretion of the Museum Management and authorised volunteers. All visitors enter the site at their own risk and Museum Staff reserve the right to ask poorly behaved persons to leave the site.

### (2) Examples of Poor or Unacceptable behaviour

- Speeding on site
- Smoking anywhere inside the museum
- Running anywhere on site (except in an emergency)
- Playing with/on or interfering with exhibits
- Not complying with written or vocal instructions from Museum Staff
- Crossing barriers (unless authorised and accompanied by museum staff)
- Use of offensive, abusive or threatening language
- Fighting, provoking a fight, or engaging in any other disorderly or boisterous conduct

### (3) Definitions/Process

- Museum Staff are defined as Member Volunteers, Trustees and/or any officially appointed temporary guide or helper.
- Responsible Persons are defined as Organisers, Parents, Guardians, Group Leaders, etc
- This Policy will be displayed at the museum
- When needed museum staff will refer visitors to this notice
- Organisers of groups will be expected to sign a code of conduct acknowledgement

### (4) Penalties

- Visitors not complying with the above will be asked to leave the site
- Visitors caught stealing, conducting vandalism, criminal damage or other civil offence will be reported to the police
- Visitors under the influence of alcohol or drugs will be asked to leave the site and may be reported to the police
- Visitors recognised as repeat offenders will be permanently barred from the site

BY ORDER FAST TRUSTEES

# FAST MUSEUM RISK ASSESSMENT

We want you to enjoy the Museum and return home safely after a memorable visit. The Museum is often busy, so to ensure the safety of your party, please make sure that you have sufficient staff, and where possible try to keep together or remain in supervised groups - even when taking a break.

To help to make your visit safe, we have assessed and controlled risks from the potential hazards we have identified.

There will always be dangers from some of the exhibits if they are wrongly used or if you do not look where you are going. To help you to carry out your own risk assessment, we have compiled the tables below. Some of the more obvious hazards are identified along with the measures we have taken to reduce risk and the procedure we would ask you to follow to minimise the possibility of harm. If we have missed anything or you are aware of ways in which improvements can be made, please let us know.

If you would like to conduct your own risk assessment before your visit, this can be arranged by telephoning 01252 375050 or email

<b>HAZARD</b>	<b>LOCATION</b>	<b>WHAT WE HAVE DONE</b>	<b>WHAT YOU CAN DO</b>
Projections and obstructions	Museum and outdoor areas	The nature of the building and layout of the various exhibitions mean that large objects are accessible to the public.	Look where you are going and don't rush.

HAZARD	LOCATION	WHAT WE HAVE DONE	WHAT YOU CAN DO
Slippery floors, tripping hazards	Outdoor	We maintain the car parks, footpaths, grassed area and play area, but we cannot guarantee the weather. Some metal and wooden decking giving access to aircraft can be slippery if wet.	Wear suitable footwear. Keep to designated assembly areas and footpaths. Look where you are going, don't rush.  Keep to designated walkways. Do not leave bags where other people can trip over them. Don't rush about.
Slippery floors, tripping hazards	Indoor	All floors are in good condition and well maintained.  We try to ensure that all walkways and escape routes are free from obstruction.	DO NOT RUN
Electricity	Museum	All electrical installations and equipment are regularly checked for safety.	Don't play around with electrical equipment.

HAZARD	LOCATION	WHAT WE HAVE DONE	WHAT YOU CAN DO
Changes in level	Between display areas in certain parts of the Museum	All slopes and changes in level that are not immediately obvious are marked.	Look where you are going. Do not rush
Sharp edges	All areas	We have assessed all equipment and exhibits for sharp edges and where possible we have fitted guards or clearly signed and marked the area.	Take particular care to avoid any sharp edges on exhibits. Look where you are going and don't mess about.  <b>DO NOT RUN.</b>  Some aircraft parts can be particularly sharp.
Ladders and scaffolding	Museum and outdoor areas	Ladders and scaffolding are provided for maintenance purposes only. They should be clearly marked and in secure areas.	Do not climb on ladders or scaffolding. .

<b>HAZARD</b>	<b>LOCATION</b>	<b>WHAT WE HAVE DONE</b>	<b>WHAT YOU CAN DO</b>
Steps and staircases	In Museum	All steps and staircases are unobstructed and maintained in good condition. They are all provided with adequate balustrades to prevent falls.	To gain height, use only stairs and steps provided. Look where you are going, don't rush or mess about. Avoid crowding. Do not climb on or lean over balustrades.  Do not climb on exhibits.
Dark areas	Various Displays	It is often necessary to use low lighting levels to give full effect to some of the displays. The lighting level will always be sufficient for your enjoyment.	Follow the instructions given. Avoid crowding Take particular care when moving between different light levels.

<b>HAZARD</b>	<b>LOCATION</b>	<b>WHAT WE HAVE DONE</b>	<b>WHAT YOU CAN DO</b>
Fire	Museum	All fire escape routes and exits are clearly signed. Fire alarm systems are regularly checked and all members of staff are familiar with the fire procedure. School and youth groups will be given fire information as part of our introduction to the Museum.	On hearing the fire alarm, follow instructions and assemble in the designated area which is the picnic area at the back end of the main building adjacent to the car park. Do not re-enter the Museum until told that it is safe to do so by an authorised person.
Moving objects and working equipment	Displays and equipment in the Museum	All exhibits having moving parts will be clearly signed and fenced. Moving parts will not be accessible to members of the public.	Keep behind barriers and follow instructions. Do not attempt to touch any moving part of a display

<b>HAZARD</b>	<b>LOCATION</b>	<b>WHAT WE HAVE DONE</b>	<b>WHAT YOU CAN DO</b>
Transport	Outdoors	<p>Car parking spaces are available in the car park on both sides of the Cody Pavilion. The coach parking area is down RAE Road, to the right of the entrance gate.</p> <p>Drivers must observe the 5mph speed limit in the Museum compound at all times.</p>	<p>Avoid playing in car park area and be aware of traffic. Take particular care when crossing the road from the main building to the Cody Pavilion</p>

HAZARD	LOCATION	WHAT WE HAVE DONE	WHAT YOU CAN DO
People	All Museum areas and outdoors	<p>We have installed close circuit television cameras throughout the Museum. These are monitored to ensure that any issues are handled promptly.</p> <p>Our volunteers are on hand to safeguard the exhibits and the health and safety of visitors.</p>	<p>If you get lost or experience any other difficulty, please ask one of our volunteers who are located throughout the Museum. They are there to help you. If you are concerned about your safety or the behaviour of other visitors, please report it. Any member of staff will organise the action deemed to be necessary</p> <p><i>In cases of repeated bad behaviour which can affect the enjoyment and safety of other people, visitors will be asked to leave.</i></p>

# BOOKING ENQUIRIES

## Group Booking Request Form

Name of Group	
Address of Group	

### Main Contact Information

Name	
Phone – landline and mobile	
Email Address	

Number of Children/ Students/Adults you wish to attend (include age range of children)	
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Do you have a preferred date for your visit (please give alternative dates in case the first choice is not available)	
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What time would you like to arrive on site? (between 10am & 4pm)	
What time would you like to leave site? (between 10am & 4pm)	

Please tick as appropriate:

Do you require refreshments – tea/coffee and biscuits during your visit?			
Yes		No	

Do you require lunch during your visit?			
Yes		No	

How do you wish to pay for your visit? Please tick as appropriate					
Pre-pay		On the day of the visit		By invoice after your visit	
Please give us any information about your group that you feel relevant to your visit. Please include access issues and special arrangements that need to be made.					

Please scan pages to 16-18 & email the information to secretary@airsciences.org.uk, or via post to:

Farnborough Air Sciences Trust Museum,  
Trenchard House,  
85 Farnborough Road,  
FARNBOROUGH  
Hampshire  
GU14 6TF

Our Group Bookings contact number is 01252 375050.  
The office is manned on Tuesdays & Thursdays, 10am-4pm.

TO BE ACTIONED BY FAST:

	Date	Initials
Entered in Events Diary		
Acknowledgement Sent		
Host Assigned		
Catering Agreed		
	Trenchard Room	Cody Pavilion
Location of Talk		
Location of Catering		