

## BOOKING CONFIRMATION

**The Smith is Stirling's Art Gallery & Museum, with three public galleries, a shop, and a café serving light meals and refreshments. The museum is open Tuesday-Saturday 10.30am-5.00pm, and Sundays 2.00-5.00pm (closed Mondays). Admission to the museum and Ailie's Garden is free.**

The Lecture Theatre has the following facilities:

- Seating for 100, adjustable to make room for workshops and demonstrations or boardroom style meetings.
- A pull down screen and blackout facility. **Please bring your own projection equipment and laptop.**
- A TV and video and/or radio microphone, available on request.
- Access for wheelchair visitors.
- Use of crockery, urn for tea making and washing up facilities.
- Use of wine glasses without corkage.
- On site caterer is available if required ([www.cd catering.co.uk](http://www.cd catering.co.uk)), but users are free to use their own caterers.
- Free and convenient parking.

**To make a provisional booking** for the Smith Lecture Theatre, please call us on 01786 471917 to check that the dates you require are available.

You can then **confirm your booking** by completing the form below and sending it to:

**Lecture Theatre Bookings  
Stirling Smith Art Gallery and Museum  
Dumbarton Road, Stirling FK8 2RQ**

**You can also fax on 01786 449523, or email to [museum@smithartgallery.demon.co.uk](mailto:museum@smithartgallery.demon.co.uk)**

**I wish to confirm the booking of the Smith Lecture Theatre**

Name: .....

Organisation: .....

Address: .....  
.....

Tel No. ....

Date: ..... Time From..... To.....

**I wish to make use of the following facilities:**

- Adjusted Seating (give details below)
- A pull down screen and blackout facility. (**Projector/Laptop not supplied**)
- Internet Connection (**Laptop not supplied**)
- A TV and video and/or radio microphone.
- Access for wheelchair visitors.
- Use of crockery, urn for tea making and washing up facilities.
- Use of wine glasses without corkage.
- On site caterer is available
- if required, but users are free to use their own caterers.*

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**NAME & ADDRESS OF PERSON TO WHICH INVOICE FOR PAYMENT SHOULD BE SENT (IF DIFFERENT FROM ABOVE):**

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# STIRLING SMITH THEATRE LAYOUT SEATING FULLY PULLED OUT

