

SMITH ART GALLERY AND MUSEUM LECTURE THEATRE

ROOM HIRE TERMS AND CONDITIONS, 1 JANUARY-31 DECEMBER 2007

1 Hourly rate for rental of the lecture theatre is as follows:

£16.00 per hour, 9.00am-10.00pm, Monday to Friday.

Hire before 9.00am and after 10.00pm, Monday to Friday - £32.00 per hour.

Hire Saturday and Sunday outwith advertised opening hours - £32.00 per hour.

2 Additional Costs

The use of a technician in the theatre will incur a charge of £15.00 per hour.

Laying out and washing up of glasses or cups (by Smith staff) for up to 50 - £12.00, over 50 - £17.00.

3 Included in the hire charge of the theatre is the use of the following equipment: TV and video, screen, lectern, radio microphone, one flipchart, paper and pens. As there is no longer any repair service available for our slide projector, we would prefer that users bring their own projection equipment.

The use of crockery (mugs and cups), glasses, urn for tea making, etc., is also included in the hire charge, and **groups are responsible for setting up and clearing away after use** (however see Additional Costs above). Groups are also expected to vacate the room by the time stated on their booking form. This ensures that staff have time to reorganise ready for the next group using the facility.

4 Theatre users are invited to use the Smith's on site caterer when required, but are free to use their own caterers. Contact Denis Noblett, Clark and Drummond, 17 New Market, Bannockburn FK7 8OB. Tel: 01786 812767 Fax: 01786 812901 email: denisnob@aol.com

5 Bookings may be made in advance verbally or in writing, but must be confirmed in writing.

6 Entry outwith normal opening hours. Museum staff will be on site approximately 10 minutes before the requested time of booking to open up the museum. This time is needed for opening up, and **access cannot be provided before the front door is opened at the agreed time.**

7 Charges. Groups are charged from the start time of the booking until the last group member has left. Invoice is sent out at the end of the month of the booking.

If a group fails to arrive on the date booked they will be invoiced for the first two hours, unless a letter or email of cancellation was sent a minimum of 24 hours prior to the date requested.

8 Museum Opening Hours:

Tuesday-Saturday 10.30am-5.00pm

Sundays 2.00-5.00pm

The museum is closed to the public all day on a Monday.

9 Other Facilities

Assisted wheelchair access/wheelchair lift

Free parking