

**Please note that this is an enquiry form and not confirmation of your booking.** Please complete all that is applicable.

Once your enquiry has been received, Swindon Museum & Art Gallery will contact you to confirm your booking and price.

## Access Details

Swindon Museum & Art Gallery is spread over several floors with no lift facilities. There is ramp access to the ground floor of the venue. Please contact us with any details of specific access or mobility requirements.

Please note that there is no parking provided at the venue. However, there is a pay and display car park located just behind the venue.

## Museum Facilities

Please note that the Museum & Art Gallery only has two toilets.

## Standard Hire Rates/Charges (excl. of VAT)

**The Museum and Art Gallery is not available for Group Visits between 11am to 3pm on Wednesday to Saturday.**

**Self-Led Group Visit** (25 people or less) with Welcome from SM&AG staff **£35**  
(Offered on Monday and Tuesday between 10am- 4pm for a 90min visit)

**Evenings and Weekends** **£40 per hour** (includes Duty Manager)

**Equipment Hire (tables, lapel mic)** **£10** each piece of equipment

**You could also add the following to your visit:**

10min **Introduction to Swindon Museum & Art Gallery Talk** **£10**

40min **Museum and Art Collections Tour & Talk** **£25**

Tailored Talks are possible but would need to be discussed with the Events Manager.

## Additional Service

**Off-Site Curator Talk** **TBA**

## Contact Information

Name	
Organisation (if applicable)	
Address	
Post Code	
Telephone	

Email	
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## Event Details

Date(s) of Event	
Start/Finish Times	
Set up times What time will you need venue access for set up?	
Name of Event	
Type of Event (eg Talk, Workshop, Tour, Meeting, Private View, workshop?)	
Fire Marshals If you wish to provide staff to perform Fire Marshal duties, please give their names here. Please note that Fire Marshals are required for a briefing 30 minutes before doors open to event.	
Is this a seated or standing event?  (Seated maximum capacity 55, standing maximum capacity 99). Please note that both maximum capacity limits include staff, artists, fire marshals etc. Out of the 55 allocated seats, please keep enough seats back from sale for fire marshals and speakers if required.  You may choose either standing or sitting but unfortunately we cannot offer a mixture of both.	
Number of Guests/Audience	
Ticket prices / Free event?	
Would you like SM&AG to pre-sell tickets for you? Please note that selling tickets for you on the day/night of your event will incur a cost (see	

Standard Hire Rates/Charges).	
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## Event Set Up

Boardroom*/Theatre/Other	
Number of tables required (maximum 4 trestle tables available)*	
Number of chairs required (maximum of 55)	
Will you be requiring/serving refreshments**? <i>Please note the Event Manager will need to discuss these requirements with you.</i>	
*Please note that only 4 trestle tables are available	
**Please note that Swindon Museum and Art Gallery is not currently licensed to sell alcohol. There are other options available and these can be discussed with the Event Manager.	
Equipment required? (Please note additional hire charges will be made – see Standard Hire Rates/Charges.) <ul style="list-style-type: none"> <li>• Projector</li> <li>• Small Projector Screen</li> <li>• Flip Chart and Pens</li> <li>• Lapel mic</li> </ul>	
Any other requirements?	
Please provide name and contact details for the invoice if it is different to the above.	

**Please note:**

**Your booking is not confirmed until you have received confirmation from the venue.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

Please email this form to [smag@swindon.gov.uk](mailto:smag@swindon.gov.uk)

**For Venue Use Only**

Price =		Have DM & FoH been booked and details put on rota? Y/N	
Confirmed with client including cost, room set up, equipment required etc Y/N  Date confirmed:		Has copy of confirmation been saved in client file?	
On rota? Y/N		Invoice raised? Y/N	
On website/Facebook etc? (TW) Y/N		Fire Marshalls booked? Y/N	
Is Curator/Tour required? Has this been booked? Y/N		NW set up scheduled events on social media? Y/N	