

**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 and Art Gallery will contact you to provide confirmation and summary of charges.

Please note that in order to hold an event at Swindon Museum and Art Gallery, the minimum staff requirement is a Duty Manager. It is also requirement of the venue fire regulations to have fire marshals in attendance (1 per 25 people). To keep costs down, you may provide your own Fire Marshal(s). This will need to be discussed and agreed with the Events Manager in advance. (Please note that fire marshals need to be in the building and fully briefed before any guests/speakers arrive for your event.)

### 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)

#### Art Gallery Hire

The art gallery is not available to hire from Tuesdays to Saturday from 10am to 5pm.

Outside of those week day hours, hire of the Gallery space is	<b>£30 per hour (includes Duty Manager)</b>
<b>Evening and Weekend Hire</b>	<b>£50 per hour (includes Duty Manager)</b>

<b>Fire Marshalls</b> (1 per 25 people) (hire optional – see above)	£10 per hour per Fire Marshall
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<b>Equipment Hire</b> (tables, lapel mic)	£10 each piece of equipment
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#### Additional Services:

<b>Curator Talk</b>	£35
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<b>Curator Tour &amp; Talk</b>	£45
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Tailored Talks are possible but would need to be discussed with the Events Manager.

#### Ticket Sales Service

Pre-sale of tickets by SM&AG	FREE
Sale of tickets on day/night of event	£15

## Contact Information

Name	
Company/Organisation (if applicable)	
Address	
Post Code	
Telephone	
Email	

## 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 seats back 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).	

## 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 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>• Projector Screen</li> <li>• Flip Chart and Pens</li> <li>• Lapel mic</li> </ul>	
Any other requirements?	

## Other information / Special requirements

Promotion of your event – would you like SM&AG to promote the event for you? <b>Y / N</b> If yes, will you provide publicity materials? eg. web, Twitter, Facebook, printed?	
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 \_\_\_\_\_