

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

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 10am to 5pm, Tuesday to Saturday.

Self-Led Group Visit (25 people or less) with Welcome from SM&AG staff **£50**
(Offered on Monday's 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** **£15**

40min **Museum and Art Collections Tour & Talk** **£35**

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	

Event Details

Date(s) of Event	
Start/Finish Times	
Name of Event	
Type of Event (eg Talk, Workshop, Tour, Meeting, Private View, workshop?)	
Number of Guests/Audience	

Event Set Up

Boardroom*/Theatre/Other	
Number of tables required (maximum 4 trestle tables available)*	
Number of chairs required (maximum of 25)	
Equipment required? (Please note additional hire charges will be made – see Standard Hire Rates/Charges.) <ul style="list-style-type: none"> • Projector • Projector Screen 	
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 _____