



## **Museum Event Hire – Outdoor Space / ground floor only**

St Andrews Heritage Museum & Garden is a beautifully restored 17<sup>th</sup> century cottage in the heart of historic St Andrews. The garden lends itself perfectly to a variety of events and activities, from a meeting space for local groups to a unique and affordable venue for intimate wedding parties.

We can adapt the space to meet your requirements so please get in touch with us with your requirements on [trust@stapt.org.uk](mailto:trust@stapt.org.uk) / 01334 477629.

**Available times for hire: 10am – 10pm.**

**Max seated capacity per hire = 20. Max standing capacity = 50.**

Type of group	Suggested charge	Notes
Local community group	£20/ hour	Subsidised to encourage community use
University (students or staff for meetings, events etc.)	£20/ hour	Subsidised to encourage community use
Trust members	£20/ hour	Subsidised for members
Commercial/Partner	£25/ hour for corporate members  £50 for non-members  (Talk to us about Trust corporate membership!)	Additional service - £30 for talk or tour from Curator / volunteer
Weddings/receptions	£100 per hour during museum close period  £150 per hour during normal museum opening hours	Exclusive use during opening hours incurs higher hire rate.
Kids Parties/Other	£30 per hour during museum close period  £45 per hour during museum opening hours	Exclusive use during opening hours incurs higher rate.



## **Facilities**

- Full use of awning (including heat & light), tables and chairs (to seat 20)
- Electrical power sockets provided
- 1 member of staff on-site
- Use of 1 toilet with handwash basin
- Use of small kitchen area for storing refreshments and other items. No preparation of food on site.

## **Terms & Conditions of**

### **Museum Event Hire between 'St Andrews Preservation Trust' and 'The Client'**

1. A non-returnable deposit of 50% of the agreed hire fee is payable on booking. The balance of the hire fee will be settled once the event has been held. The Client will be invoiced for the outstanding balance, and this should be settled within 21 days. Booking is confirmed only when the Trust has received the deposit.
2. Booking requests must be sent to [trust@stapt.org.uk](mailto:trust@stapt.org.uk) specifying the date, time, area(s) to be used and the number of guests.
3. The Client and persons authorised by him/her for the purposes of the function shall have permission to enter upon and use those parts of the property discussed and expressly agreed between the Client or his/her nominated representative and the Trust.
4. A minimum of 2 week's notice is required for hire. We would strongly recommend the Client visits the site prior to the hire to discuss arrangements with an appropriate staff member.
5. It is the responsibility of the Client to provide both catering provisions and catering staff to ensure the efficient operation of the event.
6. Caterers and the Client will have access to the museum at least 2 hours prior to the event taking place. Any storage or early delivery needs must be discussed and approved by management.
7. Museum staff will be on site for the duration of the event but will not be responsible for catering duties, serving of food / beverages, clearing of plates or cloakroom services.



8. Food and drink is only permitted on the ground floor and throughout the garden. Food and drink may not be served in any other area of the museum to upkeep and conserve the décor, furniture, and objects within the museum. Please note that we allow only white or sparkling wine and clear spirits within the museum (red wine can be served in the garden).
9. All equipment (such as candles, flowers, linen, cutlery etc.) brought into the museum for the event must be first agreed with management. Electrical equipment must be PAT tested prior to use on-site.
10. The original layout of any room in the museum may not be altered unless previously agreed with management and completed under supervision of staff. The rooms must be returned to original layout upon close of the event.
11. As the premises are located on a residential street noise must be kept to a minimum so as to not be a nuisance to neighbouring properties. The Client must ensure that all guests are vacated from the museum by 10pm as the premises are located on a residential street and subject to noise restrictions. All parties, including catering staff must leave the premises by 10.30pm at the latest. We suggest that taxis and transport are arranged prior to this time.
12. Due to Health and Safety restrictions, the museum can comfortably hold 20 guests and private events must not exceed this number.
13. The Client agrees to make good forthwith to the satisfaction of the Trust to pay the reasonable cost of making good or full compensation for any loss or damage to the property or to the contents thereof arising out of the facilities granted to the Client, providing always that each claim for loss or damage is notified to the Client within 14 days of such completion. In the case of works of art or other chattels of value the Client will accept the decision of an expert appointed by agreement between the Trust and the Client as to the reasonableness of the cost of making good or as to the amount of full compensation.
14. The Client will indemnify the Trust against all actions, proceedings, costs, claims and demands which may be brought or made against museum in respect of personal injury and damage to property arising directly or indirectly out of the activities in connection with this event.
15. The Client or his/her representative will ensure that staff and visitors of the Client will not smoke within the museum or anywhere on the premises including the garden.