Hire and Events

THE OLD OPERATING THEATRE, MUSEUM AND HERB GARRET

Thank you for your interest in The Old Operating Theatre Museum and Herb Garret.
The museum is available for hire as a unique location.
Images are available on our website:
www.thegarret.org.uk

TIMING:
The museum is open to the public every day of the week.
For this reason, filming must take place outside of the normal opening hours of 10.30 am to 5pm.
Special arrangements are occasionally made.

Standard bookings available:
Any day before 10.30 am or after 5pm.

By special arrangement between December 15th and January 5th.

The Museum has a great interest in a varied use of its architecture. The record of previous art performances and public events held at the Museum can be seen on the Museum's **website www.thegarret.org.uk**

HIRE COSTS AND PAYMENT:
The cost of hiring the Museum for Private Hire is £275 per hour
(with a minimum charge of £550 for two hours.)

If the event extends beyond times agreed in advance, over-run will be charged at a financial rate of time plus a half, (i.e. £413.00 per hour), and will be allowed at the sole discretion of the Curator in charge.

ENTRY AND EXIT: Access to the Museum is via a very narrow wooden spiral staircase.
(Therefore, may we suggest that you allow slightly more time than usual to bring necessary items I into the building.)

PARKING: Please note that there are no parking facilities, and the forecourt in front of the museum can only be used with the express permission of Cathedral Group, 9 St Thomas' Street.

Cleaning: £50 extra is charged if the cleanup is carried out by Museum staff.

Please note that this document, with the conservation page (pages 2 and 3) must be signed and returned to the museum and confirmed as accepted by curatorial staff before any event or hire can commence.

THE OLD OPERATING THEATRE, MUSEUM AND HERB GARRET

Hire and Events

APPLICATION FORM*

DETAILS OF PROPOSED HIRE

Date of hire:.....……..…….. **time: from:**.....….....**until:**.....……

Hours of hire including set up and tidy up times.....

Number of Event Managers.....
Number of guests .....

Fee:.....……(£275 per hour. Minimum £550 for two hours.)

Name of Hiree:.....

Address:.....….

.....…….
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.....……..

Telephone No:.....**Fax No:**.....……..

Email:.....…

.....……
.
Description of Event:.....…….

.....…….

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The Museum operates a copyright policy. In order to undertake photography or filming during the event or performance hire, a separate Photographic or Film Hire Contract must be submitted (*this document can be sent on request prior to the event*).

Please read all conservation details in regard to conservation of the building
Please list all proposed incoming equipment here:
(***This must be approved by the curators to align to Museum Conservation policy, see page 3)***
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Hire and Events

CONTRACT

CONDITIONS OF HIRE

The event manager or hiree shall provide, in advance, a copy of their proposed treatment or use of the venue. Museum staff should be forewarned of any noise likely to be above normal levels.

The Museum shall be provided with a list of the organisation co-ordinators, with one person of this party acting as signatory available for consultation when required.

The Old Operating Theatre, Museum and Herb Garret is a unique and priceless historic building. Any activity within the Museum must not endanger, cause damage to, or accelerate the deterioration of the building or the museum collection.

The company hiring the Museum will, where necessary, take out adequate **insurance** to cover all eventualities liable during the course of filming. The museum shall be provided with a copy of this insurance policy prior to the event or hire.

All objects (including the dried herbs), fixtures, fittings, and furniture within the Old Operating Theatre, Museum and Herb Garret are part of the Museum collection. **NOTHING WITHIN THE MUSEUM COLLECTION MAY BE USED, TOUCHED OR MOVED, EXCEPT BY THE CURATOR IN CHARGE,** or, if specific permission has been given by the Curator, then the object may be moved by members of the crew, but only under the direction and supervision of the Curator in charge.

A member of Museum staff is entitled to remain present at all times to oversee the hire or event while the event or hire takes place. **All members of the Museum staff have access to all areas of the Museum at all times.**

Should recording of the Old Operating Theatre Museum and Herb Garret be proposed, a Film Contract should be submitted and any footage or recorded material may be used only for the specific purpose agreed with the Museum prior to filming.
The recording may not be used, in part or in whole, in any other media or context.

CONDITIONS OF HIRE (continued....)

The Museum's **fire exit** is located in the ante-chamber next to the operating theatre.
These double doors must be kept clear at **all times including setting up period** as they are the main **fire exit.**
It is the responsibility of the undersigned to inform any additional event mangers of its location.
The fire exit is alarmed so it must not be opened except in the event of an emergency.
It is the responsibility of the undersigned to ensure that all event managers and visitors are pledged to adhere to these conditions of hire. (Copies of these conditions are available on request.)
Smoking is not allowed in the Museum.

DECLARATION:

The details within the completed "Hire and Events Application Form" are complete and correct.
I have read and signed the Museum's conservation document.
I have read the "Conditions of Hire" section above and I agree to abide by them.

I agree to pay "The Lord Brock Memorial Trust" a facility fee of £.....…

Agreed by.....date.....

Representing.....

The Old Operating Theatre, Museum and Herb Garret.
9a St Thomas' Street,
Southwark,
London SE1 9RY.
Telephone: 020 7188 2679 Fax: 020 7378 8383
Email: curator@thegarret.org.uk
Website www.thegarret.org.uk

TO BE READ AND SIGNED PRIOR TO THE EVENT

The Old Operating Theatre, Museum and Herb Garret
Conservation Document

Thank you for your interest in the museum.
The Old Operating Theatre, Museum and Herb Garret is a Grade 2* listed church built in 1703. All flooring and wall areas from the ground floor upward are at great risk of contact damage. All flooring and wall areas on entering the building must therefore be treated with the care during the transportation, positioning and use of equipment.

FOR PROTECTION AND MAINTENANCE OF ACCESS TO THIS IMPORTANT HERITAGE SITE THE FOLLOWING CONDITIONS ARE TO BE OBSERVED

No tripod spikes to be used.
No use of gaffer tape on any part of the museum.
No liquids are to be brought above admission desk level without prior negotiation with the curator in charge. (Liquid includes water, fake blood, make up etc.).
In respect to the fabric of the building and fire exit clearance, any imported additional lighting must be set up with approval of the curator in charge.

No use of lit candles.

No use of a smoke producing machine.

No contact use of any plaster of the walls of the museum (including use of fixing materials, blue tack etc.).

Equipment must be placed and moved carefully.
Any fittings of the museum are only to be moved by, and with approval of, the curator in charge.
All equipment must be placed in areas of curator approved safety in regard to blockage of fire exits.

PLEASE NOTE: ALL VISITORS SHOULD RESPECT THE ABOVE CONDITIONS.
FILMING MAY BE TERMINATED SHOULD THE CURATOR INCHARGE CONSIDER THESE CONDITIONS BREACHED.

I have read the above conservation issues document
and agree that the company will abide by the conditions listed,

Signed:.....……..……

.....……..……date……..…