

## **Our Service**

Whatever your event you can be confident that it will be professionally handled from beginning to end by National Museums Scotland Hospitality and Events Team.

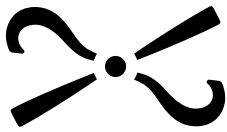
An events manager will always attend your event to ensure that it runs smoothly. Other staff which are included in the facility fees are:

- Visitor Services staff for security and access for suppliers
- Cloakroom staff if appropriate
- Cleaning staff to ensure cloakroom areas are cleaned throughout the event
- Back-up support (e.g. electricians, AV technicians) if appropriate for your event

As well as ensuring that the event runs smoothly, the Hospitality and Events Team can offer creative ideas and give advice on suppliers including caterers who regularly work in the Museums and adhere to our high standards of professional service. We also offer a complete event management service.

Our ethos is one of partnership – we know that the most successful events are those where the Hospitality and Events Team and its clients work closely together to give their guests an event to remember.

We look forward to working with you.



# Guidelines for facility fees

From 1st April 2009

## **National Museum of Scotland**

### **Hawthornden Court & Kingdom of the Scots –**

*Evening Events only*

	Capacity	£
Reception (2 hours)	700	£2,000
Reception (over 2 hours)	700	£2,500
Dinner	120	£2,500
Theatre-style	175	£2,000

### **Early People Gallery – Evening Events only**

	Capacity	£
Reception (2 hours)	250	£1,500
Dinner	120	£2,000
Theatre-style	100	£1,500

### **Dunfermline Room – Theatre Style**

	Capacity	£
Half day (up to 4 hours)	40	£250
Full day	40	£350

### **Connect Gallery – Evening Events only**

	Capacity	£
Reception (2 hours)	180	£1,500
Reception (over 2 hours)	180	£2,000

### **Treasured Gallery – Evening Events only**

	Capacity	£
Reception (2 hours)	200	£1,750
Reception (over 2 hours)	200	£2,500

## **The Boardrooms – Day and Evening availability**

<b>Board Room</b>	Capacity
Meeting	24
Dinner	24
<b>Bute Room</b>	Capacity
Reception	80
Dinner	50
Cabaret	30
Theatre-style	50

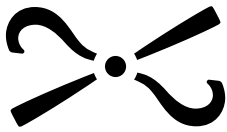
**Facility fee – includes the Board Room, Bute Room and Boardroom Roof Terrace:**

<b>1 – 12 guests</b>	£
Half day (up to 4 hours)	£350
Full day	£550
Evening	£750
Day & Evening	£950

<b>13 – 50 guests</b>	£
Half day (up to 4 hours)	£550
Full day	£750
Evening	£950
Day & Evening	£1,500

### **Private Tours**

Available in association with an event from £50



# Guidelines for facility fees

From 1st April 2009

## **National Museum of Flight**

### **The Concorde Experience**

#### Evening Events

	capacity	£
Lecture Theatre	40	£800
Private View (per hour)	41–250	£1,000
Private View (per Hour)	251–650	£1,500
Reception (2 hours)	250	£1,750
Reception (2 hours)	251–650	£2,500
Dinner	250	£3,500
Dinner	251–650	£5,000
Dinner Dance	250	£3,500
Dinner Dance	251–650	£5,000

#### Day Time Events

Marquees can be erected for larger events/weddings  
(Quotes available on request)

## **National Museum of Costume**

*Day and Evening availability only in summer*

	capacity	£
Reception with private view	70	£300

Marquees can be erected for larger events/weddings  
(quotes available on request)

## **National War Museum**

	capacity	£
Reception (2 hours)	100	£1,000
Reception (3 hours)	100	£1,250

## **National Museum of Rural Life**

### **Alistair Grant Gallery – Evening Events only**

	capacity	£
Reception	250	£500
Dinner	120	£1,500

### **Theatre – Day and Evening availability**

	capacity	£
Full day hire	60	£200
Half day hire	60	£100

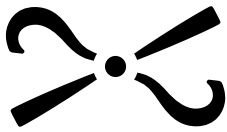
### **Orientation Area – Evening Events only**

	capacity	£
Reception	150	£1,000

### **BP Learning Centre – Day and Evening availability**

	capacity	£
Theatre Style – full day hire	50	£200
Theatre Style – half day hire	50	£100

Marquees can be erected for larger events



## Approved Suppliers

### Caterers

#### **Prestige Scotland**

Viewforth House, 31 The Loan  
South Queensferry  
Edinburgh EH31 9SD  
Tel: 0800 328 1373  
Fax: 0131 331 3303  
Email: sales@prestigescotland.co.uk

#### **Heritage Portfolio**

49a North Fort Street  
Edinburgh EH6 4HJ  
Tel: 0131 555 2229  
Fax: 0131 555 8460  
Email: enquiries@heritageportfolio.co.uk

#### **The Tower Restaurant & Terrace\***

National Museum of Scotland  
Chambers Street  
Edinburgh EH1 1JF  
Tel: 0131 225 0973  
Fax: 0131 220 4392  
Email: dm@tower-restaurant.com

#### **Prestige Independent Event Caterers\*\***

Aviator Café  
National Museum of Flight  
East Fortune Airfield  
East Fortune EH39 5LF  
Tel: 07775 751 606  
Email: betsygray\_prestige@yahoo.co.uk

#### **The Admirable Crichton**

5 Camberwell Trading Estate  
Denmark Road  
London SE5 9LB  
Tel: 020 7326 3800  
Fax: 020 7326 3801  
Email: parties@admirable-crichton.co.uk

---

### Florists

#### **Planet Flowers**

25 Stenhouse Mill Wynd  
Edinburgh EH11 3XX  
Tel: 0131 539 7781  
Fax: 0131 476 7750  
Email: hello@planetflowers.co.uk

#### **Flowers by Maxwell**

32b Castle Street  
Edinburgh EH2 3HT  
Tel: 0131 226 2866

---

### Event Management and Design

#### **88 Events Company**

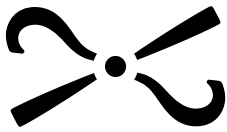
Larchfield Court  
Ibrox Business Park  
Woodville Court  
Glasgow G51 2QR  
Tel: 0141 445 2288  
Fax: 0141 445 1188  
Email: info@88eventscompany.com

#### **PMG Event Consultants Ltd**

Unit 5, Block 3  
Dundyvan Industrial Estate  
Coatbridge ML5 4AQ  
Freephone 0800 634 6446  
Email: info@pmgevents.com

#### **Stems Ltd**

22 – 24 Grindlay Street  
Edinburgh EH3 9AP  
Tel: 0131 228 5575  
Fax: 0131 228 5486  
Email: sales@stems.org



## Approved Suppliers

### Lighting

#### Finix

34 Kings Haugh  
Prestonfield Park  
Edinburgh EH16 5UY  
Tel: 0131 661 8880  
Fax: 0131 661 8881  
Email: [fixit@finix.co.uk](mailto:fixit@finix.co.uk)

#### Tower Productions Ltd

Unit 8, Forth Industrial Centre  
Sealcarr Street  
Edinburgh EH5 1RF  
Tel: 0131 552 0100  
Fax: 0131 552 0200  
Email: [pete@tower-productions.com](mailto:pete@tower-productions.com)

---

### Entertainment

#### The Entertainment Company Ltd

Elizabeth House  
Royal Elizabeth Yard, Dalmeny  
Edinburgh EH29 9EN  
Tel: 0131 331 3400/  
0141 548 8090  
Fax: 0131 331 3468  
Email:  
[info@entertainmentcompany.com](mailto:info@entertainmentcompany.com)

#### Scottish Highland Entertainment

30 Mossie Terrace  
Bathgate  
West Lothian EH48 2UJ  
Tel: 01506 631 983  
Mob: 07968 150 566  
Email:  
[info@entertaining-scotland.com](mailto:info@entertaining-scotland.com)

#### Music Scotland International

24 Ochil Road, Alva  
FK12 5JT  
Tel/Fax: 01259 760126  
Email: [johndouglas@musicscotlandint.com](mailto:johndouglas@musicscotlandint.com)

---

### Audio-Visual

#### Saville Audio Visual

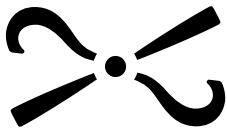
Units 5 & 6, 25 Kings Haugh  
Peffermill Industrial Estate  
Edinburgh EH16 5UY  
Tel: 0131 200 7000  
Fax: 0131 200 7070  
Email: [edinburgh.hire@saville-av.com](mailto:edinburgh.hire@saville-av.com)

#### 20/20 Productions Europe Ltd

181 Pleasance  
Edinburgh EH8 9RU  
Tel: 0131 668 2020  
Fax: 0131 668 2021  
Email: [info@2020productions.com](mailto:info@2020productions.com)

#### Sound & Vision AV Ltd

16 Dryden Road  
Bilston Glen Industrial Estate  
Edinburgh EH20 9LZ  
Tel: 0131 334 3324  
Fax: 0131 316 4975  
Email: [info@savav.co.uk](mailto:info@savav.co.uk)



# Key Terms & Conditions

**A full set of NMS Enterprises Ltd (NMSE) Standard Terms & Conditions (Terms) of hire will be issued along with our booking form. However we wish to bring the following information to the attention of our prospective clients.**

For the purposes of this information, a "Consumer Contract" shall mean any contract between NMSE and a person acting (i) as an individual and (ii) out with his trade, business or profession.

## **1. Booking**

All bookings must be confirmed in writing and the Hirer must fully and fairly represent in writing the purpose for which the venue is required.

## **2. Payment (the "Hire Charge")**

A 10% deposit will be requested from the Hirer when the booking is confirmed. A further 40% will be requested from the Hirer one month prior to the Event. The remaining balance will be requested immediately after the event. NMSE payment terms are strictly 15 days from the date of invoice.

### **2.1 Boardroom payment (the "Hire Charge")**

A 25% deposit will be requested from the Hirer when the booking is confirmed. The remaining 75% will be requested one month prior to the event. If the booking is confirmed within the 4 week period prior to the event then 100% of the facility fee will be requested. NMSE payment terms are strictly 15 days from the date of invoice.

## **3. Termination & Cancellation**

**3.1** Subject to point 4 below, either party shall have the right to terminate any hire contract forthwith upon giving written notice to the other party if the other party shall fail to observe or perform any material term or condition of the hire contract and such default or breach (if capable of remedy) and has not remedied the situation within 20 days of being given notice of the breach.

**3.2** Subject to point 4.1 below, NMSE shall have the right to cancel the hire contract due to any circumstance beyond its reasonable control. Full details are provided in the full set of Standard Terms and Conditions issued with the booking form.

In the case of non-Consumer contracts, NMSE shall have no liability to the Hirer in such circumstances. In all cases NMSE will refund any part of the Hire Charge received from the Hirer.

**3.3** In the event that the Hirer cancels the Event (provided NMSE is not in material breach of the hire contract), the Hirer will be liable to pay NMSE a cancellation fee calculated as follows:-

- Cancellation within the period of 1 – 7 days prior to the Event: 100% of the Hire Charge
- Cancellation within the period of 8 – 30 days prior to the Event: 75% of the Hire Charge
- Cancellation within the period of 31 – 60 days prior to the Event: 50% of the Hire Charge
- Cancellation 61 days or more prior to the Event: 25% of the Hire Charge

Any deposit held by NMSE may be used to offset against the amounts set out above. The cancellation fee will not prejudice any additional legal right NMSE may have.

The parties agree that the cancellation fee is equivalent to a reasonable pre-estimate of the net loss that will be incurred by NMSE due to the cancellation. In the case of Consumer Contracts, the Hirer shall only be liable to the extent required to meet NMSE's lost time, costs and expenses. The amounts set out above give a general indication of what these costs and expenses would normally be.

## **4. Liability / insurance**

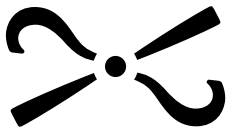
**4.1** The liability of NMSE and NMS shall be limited and in some cases excluded. Full details are provided in the full set of Standard Terms & Conditions issued with the booking form.

**4.2** The Hirer will be responsible for any loss, damage or injury or other such claims caused by any breach, default or negligence of the Hirer, any employee, guest or other member of the Hirer's party, or any supplier employed by the Hirer, and the Hirer will keep NMSE fully indemnified in this respect. The Hirer will be responsible for arranging any insurance to cover such risks.

## **5. Event Publicity**

**5.1** The Hirer shall comply with such requirements relating to the form, content, publication or distribution of any material relating to the Event as NMSE may at its discretion impose.

**5.2** The use of any logos or any other intellectual property rights belonging to the Board of Trustees of the NMS or NMSE requires the express approval of NMSE.



## Key Terms & Conditions

### 6. Rules and Regulations

**6.1** The Museums' are non-smoking venues and this restriction must be observed at all times.

**6.2** Where catering is required, the Hirer must use one of NMS's accredited caterers.

**6.3** NMSE would prefer the Hirer to use the recommended contractors (i.e. florists, lighting and audio visual) from the approved list. However if the Hirer wishes to use an alternative contractor they must contact NMSE for authority and instruction.

**6.4** Preparations for the Event will not be permitted in any galleries open to the public before 5pm unless prior approval has been given by NMSE.

**6.5** Given the variety of events held at NMS, the Hirer will satisfy itself that the venue is suitable for the purpose specified by the Hirer and acknowledges that NMSE does not warrant that the venue is suitable for the purpose of hire. The Hirer shall use the venue only for the purpose specified and so that it is at all times maintained in a clean, tidy and safe condition.

**6.6** The Hirer shall comply with all applicable laws and regulations, including without prejudice to the foregoing generality the Health and Safety at Work Act 1974 and all other laws and regulations arising in respect of the hire and the Event and will also be expected to comply with the NMS's safety requirements in operation at the time of the Event.

**6.7** The Hirer must schedule a site visit with the NMSE Hospitality & Events Office at least three weeks prior to the Event. The Contractors the Hirer proposes to use at the Event must also attend. The Hirer will be responsible for any additional and/or increased costs arising as a result of any failure by the Hirer to fulfil this obligation. NMSE will have no liability in the event that it cannot fulfil a request received from the Hirer and/or is required to make a change to the specifications of the Event due to the fact that it has been given insufficient notice by the Hirer.

**6.8** The maximum number of people the Hirer discloses to attend the Event should under no circumstances exceed the maximum numbers permitted by the NMS as published from time to time.

**6.9** The Hirer must specifically agree with NMSE and adhere to instructions with respect to the sale of alcohol at the Event and the precise type of entertainment provided. Any specified maximum volume or level of sound for music or other entertainment must be strictly adhered to.

**6.10** The Hirer shall be responsible for ensuring that their guests, agents and employees observe NMSE regulations and Standard Terms & Conditions.

**The above information gives an indication of some or part of the terms used by NMSE at the time of publication. The information is non-exhaustive and NMSE reserves the right to vary or amend the information and or its Standard Terms and Conditions as its sole discretion from time to time upon giving the Hirer notice of such variations or amendments prior to the conclusion of any hire contract. Such variations or amendments will not affect any hire contract already concluded between parties.**

**In the event of any conflict between this information and the full set of Standard Terms & Conditions issued with the booking form, the full set issued with the booking form shall prevail.**