

**THE OLD
OPERATING
THEATRE**

**MUSEUM &
HERB GARRET**

9A St Thomas Street

London SE1 9RY

T. +44 020 7357 6758

E. info@oldoperatingtheatre.com



**Seasonal
Offer!**
Reduced Rates
for Local Business
& Non-Profits

**Private
After Hours
Venue Hire**

**Bookings Brochure &
Application Form**

Thank You for your Interest in the Old Operating Theatre Museum & Herb Garret!

All income generated from Venue Hire helps support the Museum as a Registered Charity and ensures we can keep operating for future generations.

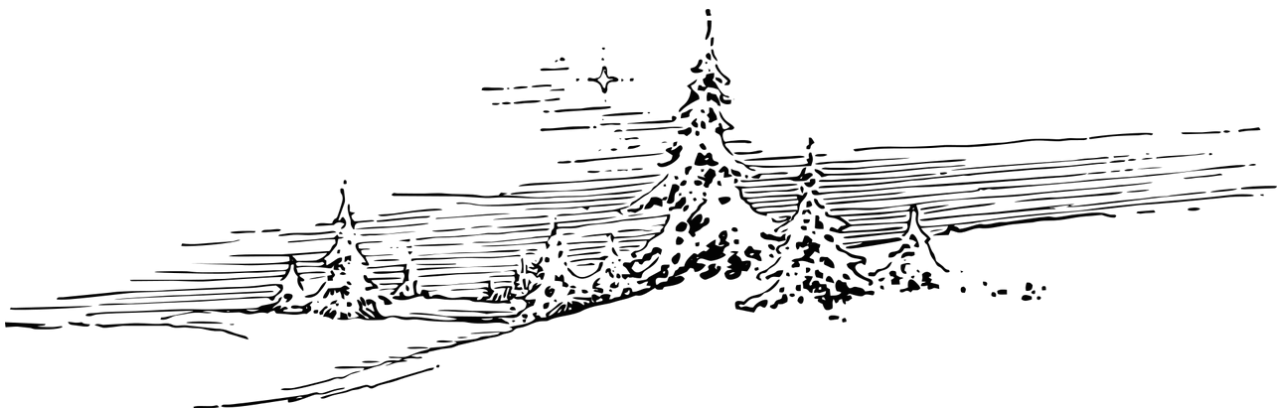


About the Venue:

The Old Operating Theatre Museum & Herb Garret is one of the most unique venues in central London. Conveniently located in between London Bridge Station and Borough Market, with great access to public transit, cultural landmarks, and a range of fantastic options for eating and drinking. We have distinct spaces that can serve different purposes and you and your group will have exclusive access to the whole Museum, as well as our Historical Collections. We can also offer our Apothecary Wine Bar, and for an additional fee, Cheese & Canapes provided by a local caterer.

Examples of types of venue hires we've accommodated in the past include Book Launches, Classical Music Concerts, Lectures, Talks, Presentations, Art Exhibitions, Workshops, Work Retreats, and Film Screenings, amongst others.

Whatever your idea might be, our dedicated events team can help make it a reality.



Site Specifics:



The Operating Theatre:

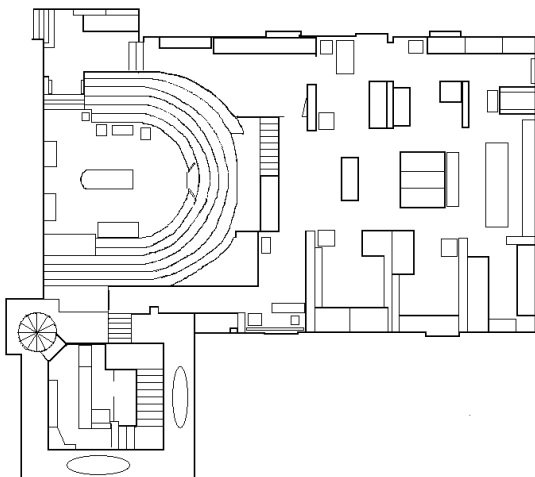
Perfect for Presentations or Performances

- Outfitted with Projector Screen and AV Capabilities for Presentations or Videos
- Great Acoustics and Semi-Circle, Tiered Seating for Optimum Spectator Sight Lines
- Please Note due to Conservation Requirements no Food or Drink is allowed in the Operating Theatre itself

The Operating Theatre:

Ideal for Workshops, Launches or Meet & Greet Events

- Atmospheric and Charming, under the exposed Timber Beams, with the Original 18th Century Windows and Ambient Lighting
- Food and Drink are allowed in the Herb Garret and this is where our Apothecary Wine Bar would be located
- Availability of Stools and/or Cushions to Accommodate Simple Seating Arrangements



Overview:

Unique, Authentic & Memorable

- Both Spaces are Seamlessly Linked through the Antechamber, allowing you to use the Museum as a whole
- Available between the hours of 6:00-10:00 AM & 5:00-10:00 PM Everyday (subject to availability)
- Maximum Capacity = x57

PRICES

Standard Venue Hire = £300 Per Hour*

Local Business & Non-Profit Seasonal Rate = £200 Per Hour**

TIMING

The time of the hiring will include any time needed for set up, take down and clearing off the premises. Please keep this in mind when planning your booking. As dates and times will be arranged well in advance there will be no refunds issued for time unused on the day of.

PAYMENT

Payment must be made in advance. A deposit of 25% of the total amount must be made in advance to secure the booking. The full balance should be received by us at least three (3) days before the proposed date of the booking. The Museum reserves the right to cancel a hire if full payment has not been received by us before the venue hire takes place.

CANCELLATION

The hire must be cancelled at least five (5) days (including weekends) prior to the booked date, at which point the deposit will be returned. Last minute cancellations will forfeit the deposit. If payment had been made to the Museum before the cancellation, this will be returned minus the deposit (cancellation fee).

INSURANCE

The company hiring the Museum should take out adequate insurance to cover all eventualities liable during the hire period. You will be required to provide the Museum with a copy of this insurance policy prior to the Venue Hire.

ACCESS

Unfortunately, there is currently no disabled access to the Museum. The Museum is in the attic space of a 300 year old church and the only entrance is via a 52-step narrow, wooden, spiral staircase. We are investing in and working towards becoming a fully accessible space and thank you for your patience and understanding in this matter. If you have any concerns or questions about access please don't hesitate to contact us. We recommend visiting the venue before hiring to ensure that whatever equipment or paraphernalia is required can be taken up the stairs.

PARKING

Please note that there are no parking facilities.

RESTRICTIONS

Please note, we are first and foremost a Museum, and as such, we may not be able to accommodate all events or requests due to the nature of the space itself, licensing limitations, as well as conservation requirements. Full information is available in the Conservation Agreement Form which follows. The Museum also reserves the right to refuse hire if the event, group or purpose do not align with our organisation's mission, ethics and policies.

*All prices are non-negotiable

**Reduced rate only available to businesses or groups currently located within the Borough of Southwark, members of Team London Bridge Business Association or Registered Charities. Proof of eligibility will need to be provided to qualify for this rate. Limited time offer valid until 22/12/2019.

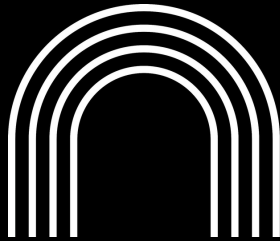


Examples of Past Venue Hires

If You are Interested in Booking a Private Venue Hire:

1. Call the museum at **02073576758** or send an e-mail to **marketing@oldoperatingtheatre.com** to confirm availability of dates and times for the proposed Booking.
2. Please Complete and Return both the **Private Venue Hire Form** and the **Conservation Agreement Form** (found on the following pages) *please note submitting forms does not confirm booking.
3. We will get back to you as soon as possible to **Confirm the Booking**.
4. We will **Countersign** and **Return the Museum Hire Agreement** along with the **Invoice for the Deposit**.
5. **Upon receipt of the countersigned document, you will have five (5) days to pay the deposit and this will confirm your booking.** If the deposit has not been paid within the specified time, we can not confirm your booking and the Venue Hire may not go through (see our cancellation policy for more information). Payment of the full balance must be received by the Museum at least five (5) days before the Venue Hire takes place.





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Private Venue Hire Booking Form:

Organisation's Details:

Name:	
Company/Organisation:	
Charity/Company Number:	
Address:	
Email:	
Telephone Number:	

Please Send Invoice To (If Different Than Above):

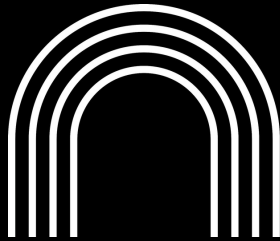
Name:	
Company/Organisation:	
Charity/Company Number:	
Address:	
Email:	
Telephone Number:	

Booking Specifics:

Date(s):	
Time:	

Numbers:

Number of Crew/Staff:	
Number of Guests:	
TOTAL (max 57):	



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Purpose of Hire & Use of Venue:

What is the primary purpose of your Venue Hire? (eg: Talk, Book Launch, Event etc.)

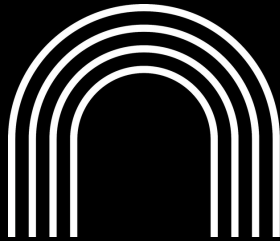
Please list the equipment or anything additional you plan to bring and use (eg: cameras, stands/tripods, audio/visual, lighting, props, etc.) :

Catering:

If applicable, please give details of the catering you will be providing (including name and contact of external supplier; conservation rules apply):

Other:

Please list any Special Requirements and anything incorporating the Museum staff, hire of objects, use of images/copyright, etc.:



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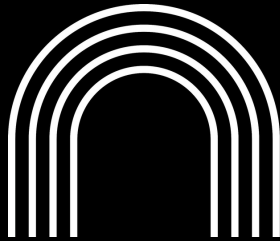
Conservation Agreement Form:

CONDITIONS OF HIRE

- The Film/Photography/Event company/organisation will only use the venue for the purpose outlined in their Application Form.
- Museum staff will be forewarned of any noise likely to be above normal levels.
- The Museum will be provided with a list of all crew, cast, guests, catering, etc. prior to the Museum hire.
- The organisation hiring the Museum will take out adequate insurance to cover all eventualities liable during filming or photography session. The Museum will be provided with a copy of this insurance policy prior to the hire.
- Any electrical equipment brought into the Museum will be PAT tested and meet electrical requirements prior to use.
- The hiring organisation and their crew/staff/guests will have access to and use of the Museum facilities where applicable (toilet, sink, kettle).
- 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 and will not be used or moved unless by prior arrangement, and only under the direction and supervision of Museum staff.
- A member of Museum staff is entitled to remain present at all times to oversee the film/photography/event while they are in the Museum. All members of the Museum staff have access of all areas of the Museum at all times.
- The Museum operates a copyright policy. Only photographs of or in the Museum will be used as per the Hire Application Form.

HEALTH AND SAFETY

- The Museum's Fire Exits are clearly signed within the Museum. It is the responsibility of the undersigned to inform all members of the cast and crew of its location. The fire exit is alarmed so it must not be opened except in the event of an emergency. This exit must be kept clear at all times of people and equipment (i.e. no sitting on the stairs).
- The staff will brief the hiree of the Emergency Evacuation Procedures.
- At least one member of Museum staff onsite will be a certified First Aider.



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CONSERVATION REQUIREMENTS OF HIRE:

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 be treated with care during the transportation, positioning and use of equipment.

As such, the following conditions are to be observed:

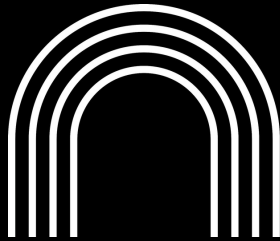
- Smoking is not permitted in the Museum.
- No use of sparks, flame or lit candles.
- No use of a smoke producing machine.
- No tripods with spikes to be used.
- No use of gaffer tape on any part of the Museum.
- No liquids are to be used in the Operating Theatre (liquid includes water, fake blood, make up, etc.).
- No contact use of any plaster of the walls of the Museum (including use of fixing materials with blue tack etc.).
- Equipment must be placed and moved carefully.
- Any fittings of the Museum are only to be moved by, and with the approval of, the Museum staff in charge.
- All equipment must be placed in areas to prevent the blockage of any fire exits.
- If catering is brought into the Museum please be advised that:
 - provision of paper plates where any food on sticks is provided;
 - glasses and food are to be carefully managed by the hiree or appointed personal;
 - any spillage of refreshments on flooring requires cleaning immediately by Museum staff and a fee of £75 will be charged for the treatment and repair of the 18th and 19th century flooring.
- There can be no more than x60 people on site, which includes x2 members of the Museum staff, for the whole duration of the Venue Hire.

I have read and understand the Museum's **Conservation Agreement Form** and agree that the organisation/company will abide by the conditions listed:

Signed:

Date:

Please return completed forms to marketing@oldoperatingtheatre.com



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Venue Hire Agreement:

PAYMENT

You will receive an invoice with payment details and conditions once the Agreement has been signed. Payment can be made via BACS, credit/debit card or cheque. A 25% deposit will confirm your booking and shall be paid upon receipt of the Hire Approval. The rest **MUST** be paid five to three days before the date of the hire. If we have not received payment prior to the venue hire, the Museum reserves the right to cancel the venue hire. Please see our Cancellation Policy in the Bookings Brochure for more information.

DECLARATION

All visitors will respect the conditions described in Museum's Hire and Conservation Agreement. The Museum Hire may be terminated should the Museum staff consider these conditions to be breached.

I have signed and returned the Museum's Conservation Agreement and agree that the organisation/company will abide by the conditions listed in said document.

I agree to pay "The Lord Brock Trust" the amount £_____ (to be completed by Museum staff). The 25% deposit will be paid five (5) days after receipt of the countersigned document and the full balance five (5) days before the hire.

The Old Operating Theatre Museum and Herb Garret will be fully credited where appropriate.

Signed (Hiree)

Signed:

Name:

Representing:

Date:

Signed (Museum)

Signed:

Name:

Title:

Date:

Please return completed forms to marketing@oldoperatingtheatre.com