

# Terms and Conditions

# St Cecilia's Hall

CONCERT ROOM & MUSIC MUSEUM

## Event delivery

Staff at St Cecilia's Hall are primarily on-site to welcome visitors and for the safety and security of visitors and the collections. Events management is not provided by Museum or University staff. The client is responsible for all aspects of event delivery detailed in this document.

You are required to nominate two individuals as event stewards on the 'Venue Booking Form'; they will be considered the supervisors on-site at St Cecilia's Hall for the duration of the event. Their role will be to run the event, which may include directing catering, technicians and any event stewards/volunteers, meet and greet/register guests or delegates and/or, in the case of a performance or talk, operate a box office table. Please ensure your event stewards are familiar with the schedule of the event and that they arrive at least 45 minutes prior to the start of your event. Please note: St Cecilia's Hall does not provide first aiders. If you think your event would benefit from having designated first aiders on hand, it is your responsibility to make those arrangements.

The Museum Assistants will provide your event stewards an emergency evacuation procedure briefing on arrival at St Cecilia's Hall.

## Out-of-hours events and staffing

If the event is happening after 17:00, additional staffing is required, and it costs £40 per hour for a minimum of 4 hours. During these events there will be 1 x museum staff member (typically a Museum Assistant) and 1 x servitor. Throughout the event, the servitor will be permanently based at reception and the Museum Assistant will be in the building for health and safety and to ensure the Museum collection is safeguarded. Please note that the servitor will be expecting to have locked up the building and to have left by the 'Client Departure Time' noted.

It is the responsibility of the client to remind all speakers, performers and guests that the event must end promptly. If the event runs past the departure time stated on the Venue Booking Form, a penalty payment of £50 per additional 15 minutes will be added to the final invoice.

For out of hours events, when the museum is not open to the public, St Cecilia's Hall is committed to being a welcoming and inclusive venue for all audiences and building users.

## Daytime events – public museum access

If the event takes place on Tuesday - Saturday between the hours of 10:00-17:00, St Cecilia's Hall will be open to the public as a museum and visitor attraction (unless explicitly agreed otherwise). St Cecilia's Hall is committed to being a welcoming and inclusive museum for all visitors and building users. It is important you understand and are aware you will be running your event in a visitor attraction / publicly accessible, welcoming and inclusive environment.

## Catering

Any catering requirements must be organised directly between the client and the caterers. St Cecilia's Hall does not have an exclusive contract with any catering company – the client is free to use a catering company of their choice or make use of our small / domestic sized kitchen for self-catering. Please note, this kitchen is to be used for prep only. There are no cooking facilities and it does not have a dishwasher. We are able to provide a list of catering companies who are familiar with the building and have been used by previous clients on request. If you are arranging items to be delivered and/or uplifted, in advance of and/or

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after the day of the event, you MUST contact us to ensure these can happen, as we are not open Sundays or Mondays or after 17:00.

Food/equipment deliveries must only be arranged within St Cecilia's Hall reception hours, operating 10:00–17:00, Tuesday – Saturday.

All food and rubbish MUST be cleaned up and disposed of by the 'Client Departure Time' noted on the Venue Booking Form. No food, drinks or rubbish is to be left out after your event.

## AV/Equipment

St Cecilia's Hall has available, at no extra charge, a screen, projector and lectern with built-in microphone. If these items are requested on the 'Venue Booking Form', the Museums staff will ensure they are prepared for your use. There is no in-house AV Technician and technical support is not provided by St Cecilia's Hall. If needed, it is the responsibility of the client to arrange their own AV technician.

## Use of piano – moving and tuning

St Cecilia's Hall has a Yamaha C3 grand piano, which is situated in the Laigh Hall downstairs. Should a client wish to make use of this piano in the Concert Room, it is the responsibility of the client to make arrangements for the moving and tuning of the instrument with our agreed supplier. Contact information for these suppliers is provided by St Cecilia's Hall once the event is booked and confirmed. It is preferred for the piano to be moved first thing in the morning when scheduling.

We also have a Yamaha Clavinova digital piano available at no extra cost.

## Additional exhibition / display

You are welcome to display additional materials during your event in the Lobby and Laigh Hall. Please note that under no circumstances are the permanent musical instrument displays to be obstructed in any way. Posters, artworks, etc. are not to be adhered to the display cases and the use of sellotape or blue/white tack is not allowed.

## Smoking

St Cecilia's Hall is a public museum, visitor attraction and part of The University of Edinburgh. As such, we adhere to The University of Edinburgh's no smoking policy. This includes tobacco products and e-cigarettes/vapes. There is no smoking in the building or in the immediate vicinity, including the Niddry Street entrance.

## Payment

**External clients:** Payment must be made using a debit/credit card. This can be done at St Cecilia's Hall via our credit card machine, or after the event using our E-payment system. If you pay using the E-payment system you will be sent a payment link through an email.

**University of Edinburgh clients:** After the event has taken place, we will raise an eIT and send this to the University Finance department. The Finance department will directly send the invoice to the client in full. Please ensure you include the correct budget holder and authoriser on the 'Venue Hire Form' in order to expedite payment.

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## **Cancellation fees**

Cancelled within 48 hour notice - £100

Cancelled with 7-5 day notice - £75

Cancelled with 14-8 day notice - £50

Cancelled with 1 month notice - £25

## **Main point of contact**

The Museum Assistant team will facilitate bookings, viewings of the spaces and respond to any further queries. They can be contacted by telephone or email:

Telephone: 0131 650 2600

Email: [SCHEvents@ed.ac.uk](mailto:SCHEvents@ed.ac.uk)