



Burton Art Gallery & Museum – Hire Charges 2010/11

The following charges are exclusive of VAT

Room Hire Day Rates

Charitable Organisations	£9.50 per hour*
Educational Organisations	£13.45 per hour
Commercial Use	£18.95 per hour

Room Hire Evening Rates

Charitable Organisations	£18.95 per hour*
Educational Organisations	£26.45 per hour
Commercial Use	£37.80 per hour

Evening Rates (Gallery)

Flat Rate of Hire	£315.20**
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*A Registered Charity number is required for charity rates to apply.

**A fully refundable damage deposit maybe required for hiring the Burton Exhibition or Display spaces and areas during exhibitions.

Equipment

Advance booking of 2 working days is required for use of all equipment.

Equipment included in room hire:

- Projector Screen
- Flip Chart and Pens
- Slide Projector
- OHP
- DVD/TV Combination Unit

A data projector and laptop can be hired at an additional cost of £5 per session.

Internet access is not currently available to hirers within the Burton Art Gallery, but you are welcome to bring your own connection equipment.

Catering

The Education Space has a kitchenette with urn, kettle, microwave, fridge and sink. Hirers are welcome to supply their own refreshments at no additional cost.

Basic supplies for self catering purposes can be provided in the room (Tea, Coffee, Milk, Sugar) for £5 for up to 15 people per session. Hirers are asked to set up and clean away their refreshments.

Alternatively Catering can be provided by Café du Parc. Please book direct on: 01237 429317.

Additional Charges

A £5 cleaning charge will be added if the room is not left as found.

Those organisations without their own insurance can purchase public liability insurance through the council, via the Room Hire Booking Form at an additional cost of £5.

Burton Art Gallery & Museum, Kingsley Road, Bideford, Devon. EX39 2QQ

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NB: These charges are correct at the time of going to print, but maybe subject to change