

# ABERDEEN MARITIME MUSEUM

## Venue Hire

[www.aagm.co.uk](http://www.aagm.co.uk)



The award-winning Aberdeen Maritime Museum tells the story of Aberdeen's long and often dramatic relationship with the sea, from the earliest days of fishing and shipbuilding to the flourishing of the offshore oil and gas industry. Combining centuries-old buildings, including Provost Ross's House, with state-of-the-art new build, the museum is a uniquely attractive and unusual venue for functions. The building's array of installations, artefacts and artworks, and its original architectural features, make it a natural choice for corporate entertaining. And should your event call for it, the museum includes an Education Suite perfect for meetings, conferences and talks, which is fully equipped for film, video, DVD and audio-visual presentations.

**For further information on booking Aberdeen Maritime Museum  
call 01224 337700 or email [aagmcorporatehire@aberdeencity.gov.uk](mailto:aagmcorporatehire@aberdeencity.gov.uk)**

# Corporate Entertaining

## Maximum Capacities

Outlined below are the maximum capacities for events held in Aberdeen Maritime Museum. These numbers may be reduced depending on the nature of the function. Please note that the absolute maximum number of guests for any event in Aberdeen Maritime Museum is 200, regardless of the number of rooms booked.

Room	Reception	Dinner	Theatre
Entire Building	200		
Maximum on any single floor	60		
Maritime Café	50	70	
Education Suite	70	40	60

## Hire Costs and Staffing Fees

Room	Hire Cost	Staffing fees
<b>Entire Building</b> (after 5pm)	£500 (min 3 hours) £150 per hour thereafter (staffing fee applies)	up to 30 guests - £68 +VAT up to 60 guests - £94 +VAT over 60 guests - £120 +VAT
<b>Education Suite</b> Daytime - 8am-5pm	£130 (half day - up to 4 hours) £265 (full day - up to 9 hours) (no staffing fee applies)	
<b>Education Suite</b> Evening - 5pm-Midnight	£200 (min 3 hours) £100 per hour thereafter (staffing fee applies)	

## Catering

### Daytime Events:

If you wish to provide catering for your event please contact Jacqui Curtis, Business Development Manager at [JCurtis@aberdeencity.gov.uk](mailto:JCurtis@aberdeencity.gov.uk) giving at least 14 days notice. We can provide light refreshments and lunchtime cold buffets.

### Evening Events:

If you wish to provide catering for your event please contact our sister company - The Beach Ballroom directly, [CRIDDLE@aberdeencity.gov.uk](mailto:CRIDDLE@aberdeencity.gov.uk) copying Jacqui Curtis, Business Development Manager at [JCurtis@aberdeencity.gov.uk](mailto:JCurtis@aberdeencity.gov.uk), into your correspondence.

Alternatively you may wish to use external catering companies who may use the Maritime Museum kitchen facilities. There is a kitchen facilities hire fee of £50 plus VAT for external caterers. If the kitchen has to be cleaned after the event the associated costs (depending upon the state of the kitchen) would be charged to the caterer/hirer concerned.

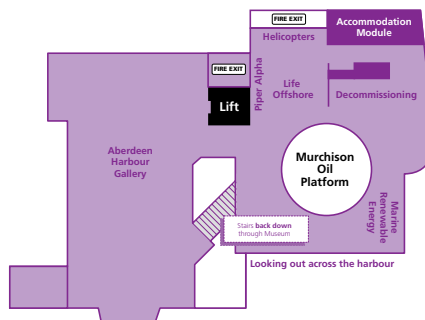
# Aberdeen Maritime Museum

## Floorplan

### Third Level:

The museum's top floor provides magnificent views of the busy harbour, full of multi-coloured oil supply vessels, and displays on its development.

Highlights: the eight metre high Murchison oil platform model, cabin 221 from the Claymore platform, the Piper Alpha liferaft capsule.

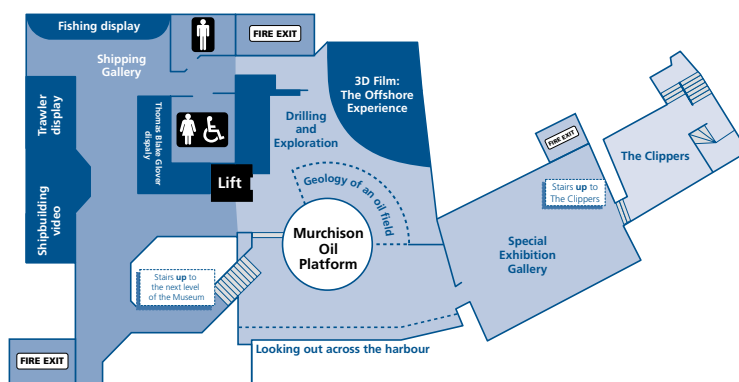


### Second Level:

Displays of historic models and paintings covering the age of sail. Exhibitions on the ships built in the city, the fishing industry and drilling for oil & gas in the North Sea.

Look for the Special Exhibition Gallery on this level as well as the Thomas Blake Glover display.

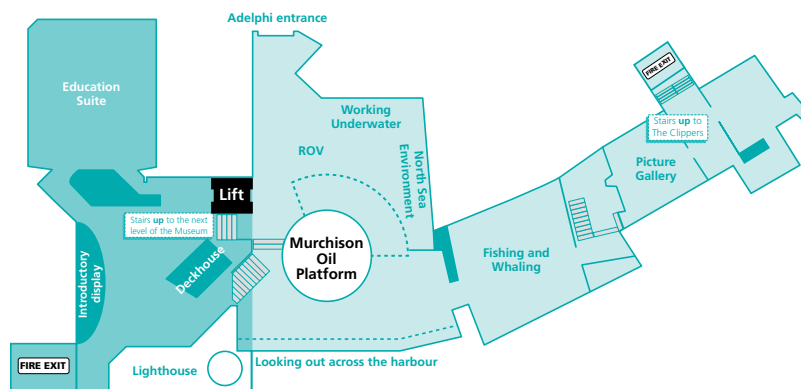
Highlights: models of the *Jho Sho Maru* and *Thermopylae*, a 3D film tour of the Tern Alpha platform in the North Sea.



### First Level:

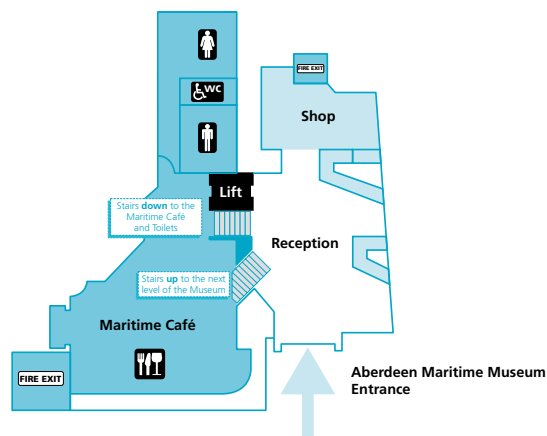
An introduction to Aberdeen's maritime heritage, featuring the Duthie Deckhouse and Rattray Head lighthouse lens. In Provost Ross's House you can learn about fishing and whaling in North East Scotland, the North Boats and view fine artworks in the Picture Gallery.

Highlights: pilot a real Remotely Operated Vehicle and test your skills on our interactive game.



### Ground Level:

The Maritime Café serves delicious meals and refreshments throughout the day. The main reception area has up-to-the minute information on tides, oil prices, fish landings and ships in port.





## Aberdeen Maritime Museum Education Suite

### Maximum Capacities

Outlined below are the maximum capacities for events held in Aberdeen Maritime Museum's Education Suite. These numbers may be reduced depending on the nature of the function.

Please note that the absolute maximum number of guests for any event in Aberdeen Maritime Museum is 200, regardless of the number of rooms booked.

Room	Capacity
Theatre	60
Boardroom	22
'U' Shape	24
Buffet Reception	70
Dinner	40

An ideal meeting location, Aberdeen Maritime Museum's Education Suite is situated on level 1 of the museum, to the right at the top of the stairs. A lift is available to all levels of the museum and opens directly opposite the Education Suite.

This comfortable room with air conditioning and induction loop (for the hard of hearing), is popular with many companies, from Aberdeen and outwith the city.

#### Included in the hire charge:

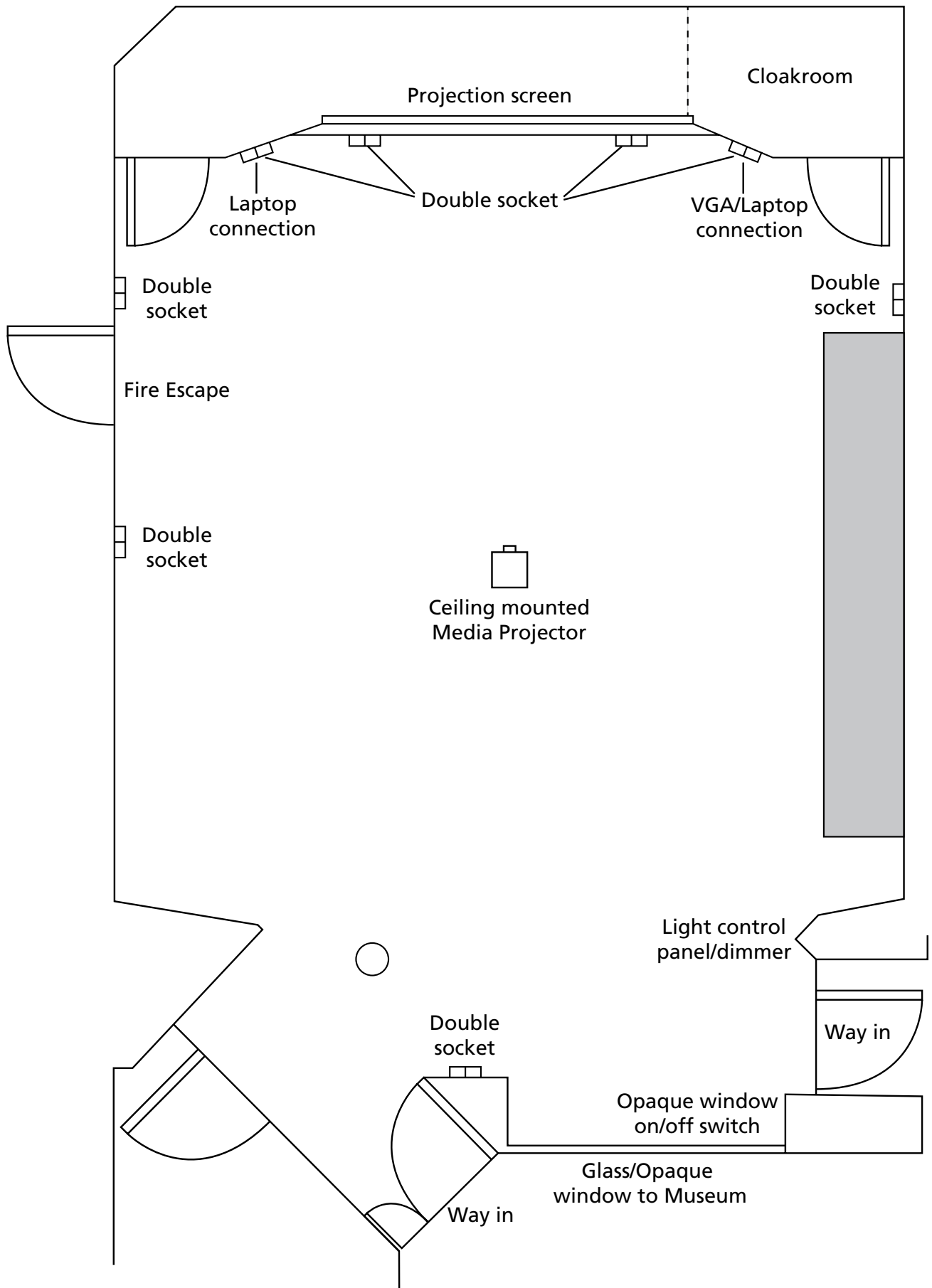
- Wi-Fi
- Multi-media Projector
- DVD
- Screen (fixed/free standing)
- Flipchart & Pens
- Lectern
- Microphone
- Tables - 6 (1500mm x 750mm) and 2 (1219mm x 762mm)

For enquiries and to view our facilities, please call 01224 337700.

# Aberdeen Maritime Museum Education Suite

## Floorplan

Education Suite room dimensions (usable floor space):  
Height 2.4 metres x Width 7.188 metres x Length 9.88 metres







## Booking Procedures

### Hire of Aberdeen Maritime Museum

If you wish to view Aberdeen Maritime Museum or make a booking, please telephone 01224 337700.

#### Provisional Bookings

You can make a provisional booking by telephone or e-mail, with no obligation. At this stage we will send you an acknowledgement of your provisional booking and send you our booking form. We will hold this booking for four weeks. No deposit is required at this stage.

#### Confirmation of Bookings

If you wish to proceed, you must confirm by returning the completed booking form - either by post or email - within 4 weeks of your provisional booking. By signing the booking form you are confirming that you have read the terms and conditions as stated in our Corporate Hire pack and agree to abide by them. You need to tell us at this point what the maximum number of guests will be. The non-refundable deposit of £100 must also be paid at this time. Once we have received both the booking form and deposit we will formally confirm your booking in writing.

# Terms and Conditions

## Hire of Aberdeen Maritime Museum

The following Terms & Conditions must be accepted and the Booking Form signed and returned upon confirmation of a booking.

### Venue Use

- All bookings are made at the discretion of the Art Gallery & Museums Manager.
- The person or organisation (the Hirer) booking Aberdeen Maritime Museum must fully and fairly represent the purpose for which the venue is used. Any misrepresentation may result in cancellation of the event at any time by Aberdeen Maritime Museum.

### Provisional Bookings and Charges

- Aberdeen Maritime Museum will treat a booking as provisional until the Hirer returns a signed copy of the Booking Form. A firm booking will only be accepted on receipt of the form and a non-returnable deposit payment.
- The relevant hire fee (not subject to VAT) will be charged, as well as a staffing charge (subject to VAT at the current rate). This is for the presence of the appropriate number of Museum staff to safely manage the event.
- A deposit of £100 is required. This will act as the event confirmation and is a non refundable deposit. This deposit does not apply to sponsors' events.
- Damage to any area, museum objects or work of art within Aberdeen Maritime Museum will be charged to the hirer.
- The Aberdeen Maritime Museum reserves the right to charge a "good behaviour bond" should it be considered necessary. The bond would be fully refundable at the end of the event if no damage has occurred to the venues or exhibits.

### Capacities

- Hirers MUST ensure that the Aberdeen Maritime Museum's stated capacity limits (i.e. number of guests that can be accommodated) are not exceeded. Organising personnel should be included in this attendance estimate and should be advised upon booking.
- Capacity limits may be reduced depending on current exhibitions and/or displays, including equipment brought in by the Hirer.

### Timings

- Access to Aberdeen Maritime Museum for the set-up of an event can commence only after the building has closed to the public at 5pm. The earliest time an event can commence in any building is 6pm.
- The finishing time agreed at confirmation of booking must be adhered to. All refreshments must stop 30 minutes before and music 15 minutes before the agreed time. This will allow time for guests to leave. All guests must have left the premises by the agreed time and premises vacated no later than 30 minutes after the agreed finishing time. The Hirer will be charged for any additional time incurred. On the night the closing time for the event will not be extended under any circumstances. Any changes in event timing must be arranged prior to the event with Aberdeen Maritime Museum.
- Provisional timings and schedules for the event must be confirmed by the Hirer with Aberdeen Maritime Museum no later than 14 days prior to the event date. Exact details are needed 7 days prior to the event.

### Event Organisers and Suppliers

- Hirers must provide Aberdeen Maritime Museum with a named person who will be in attendance during the event. Responsibility for the actions of the Hirer's guests and suppliers will lie with this named person.
- The Hirer will be responsible for keeping proper order and shall also ensure that all persons attending the event shall behave in an acceptable manner.
- The Hirer must comply with all requests or instructions from Aberdeen Maritime Museum staff member at all times.
- Your named responsible representative must be on site at all times during set up, running and take down of the event and must not leave the premises until they are completely clear of all litter, equipment and personnel.
- It is the responsibility of the Hirer to ensure that guests, contractors, performers, caterers and any others participating in the event are aware of all terms and conditions that may affect them.

### Museum Staff and Services / Health and Safety

- The Hirer's named responsible representative will be briefed on fire alarm and evacuation procedures prior to the event.
- All events must comply with current H&S, licensing and entertainment legislation.
- The Hirer must ensure that all necessary licences, permits and permissions have been obtained, including for the supply of alcohol where appropriate.
- It is the Hirers responsibility to ensure that all food preparation areas & the kitchen (if used), are left clean & tidy. Any staff preparing food should be fully trained in food handling safety/COSHH legislation. It is the Hirers responsibility to ensure/monitor catering standards for the event.
- The senior member of the Museum staff, on duty, will assume full control and responsibility for procedures, including evacuation procedures if he/she has security, fire, H&S concerns or is concerned about the behaviour of those attending the event. The hirer must comply with instructions from Museum staff at all times.
- An Aberdeen Maritime Museum senior member of staff on duty has authority to terminate or cancel any event should the above conditions be breached or not adhered to.

### Set Up

- All arrangements for setting up must be agreed in advance with Aberdeen Maritime Museum.
- Access for delivery of any equipment must be by prior arrangement with Aberdeen Maritime Museum staff.
- Food and drink may be consumed only in agreed areas.
- Glasses, plates and cutlery must not be placed on the exhibits and works of art. Glasses should not be placed on, or held over, the balcony centre well or any of the void spaces.



- Aberdeen Maritime Museum reserves the right to change the appearance of Museum premises, e.g. temporary exhibitions. Aberdeen Maritime Museum cannot guarantee that at all times the premises will be free from additional structures. Aberdeen Maritime Museum will endeavour to provide the Hirer with advance warning of any changes to the Premises.
- All equipment must be kept a distance of 1 metre from the walls of the premises and exhibits. Equipment must not be attached to or touch the fabric of the premises, unless agreed at the pre-hire site visit.
- Aberdeen Maritime Museum exhibitions and displays must be treated with the utmost care and respect. No display or exhibition can be removed or altered, and no work of art or museum object may be touched. Generally exhibits will not be moved, unless in exceptional circumstances and agreed in advance. Under no circumstances will large heavy objects or works of art be moved.
- Power requirements must be discussed and cleared with Aberdeen Maritime Museum at the time of pre-hire site visit. All electrical equipment must be PAT tested and current inspection certificate must be shown on request.
- Any catering equipment must be clean and comply with electrical capacities.
- The Hirer must notify Aberdeen Maritime Museum of any amendments to the confirmed arrangements.
- All equipment brought in by the Hirer, as well as waste material, must be removed at the end of the evening or by arrangement and no later than 9.30am the following day.

### **Entertainment**

- Type of entertainment to be provided, e.g. music, must be agreed with Aberdeen Maritime Museum.

### **Invitations/Publicity**

- Copies of the invitation card should be sent to Aberdeen Maritime Museum for reference, prior to the event. Under no circumstances may the event be advertised to the general public in national or local circulation papers of magazines, or in posters or handbills, without the prior approval of Aberdeen Maritime Museum. Fly posting for events is not permitted.
- Hirers must ensure that any invitations or publicity material produced for the event uses the correct postal address and access information for the venue concerned.

### **Press/Photography**

- Photography, filming or recording of any kind is not usually permitted. However, exceptional agreement may be sought and granted in advance of the event. If members of the press or photographers are to be in attendance at the event Aberdeen Maritime Museum must be notified in advance.
- Aberdeen Maritime Museum reserves the right to use any photographs taken on the Premises or the grounds of the Museum for its own promotional purposes. The Hirer shall ensure that any photographer used by the Hirer provides access to and copies of and the right for the Aberdeen Maritime Museum to use any photographs taken at the premises or its grounds. Aberdeen Maritime Museum will request the express written consent from the Hirer before it publishes any photographs in the public domain.

### **Restrictions**

- Smoking, candles and any forms of naked flames, smoke machines or deep fat fryers are prohibited.
- Helium balloons are not permitted within Aberdeen Maritime Museum venues.
- Amplifier speakers for PA systems should be at floor level, or on secure stands which cannot be placed in front of works of art.
- Fire escapes and access routes cannot be blocked by chairs or other equipment.
- No animals other than assistance dogs are allowed in the buildings.
- Dancing is not permitted within Aberdeen Maritime Museum.
- Aberdeen City Council does not permit live animal acts in its buildings.
- Children under the age of eight must be accompanied, and properly supervised, by an adult. The safety and welfare of all children in the venue remains the responsibility of their parent or guardian.
- There are no parking facilities for Hirers or guests.

### **Event Planning**

- Aberdeen Maritime Museum will request a site visit with the Hirer to determine the premises are suitable and to discuss arrangements before the booking is confirmed.
- Aberdeen Maritime Museum must be kept informed of all arrangements the Hirer has made with caterers or contractors on a regular basis. Once an agreed set-up for the event has been implemented, it is the responsibility of the Hirer to ensure that performers or guests do not rearrange seating/layouts.
- Our Booking Procedure is outlined below:

- 1. Provisional Booking**
- 2. Booking/Indemnity Form sent out. Hirer has 4 weeks to confirm**
- 3. Aberdeen Maritime Museum schedules initial site visit**
- 4. Booking Form/Indemnity Form and Deposit returned to Aberdeen Maritime Museum as formal confirmation**
- 5. Aberdeen Maritime Museum will make courtesy call to Hirer to go over final confirmation details 14 days prior to the event**

For further information on booking Aberdeen Maritime Museum  
call 01224 337700 or email [aagmcorporatehire@aberdeencity.gov.uk](mailto:aagmcorporatehire@aberdeencity.gov.uk)

**ABERDEEN ART GALLERY  
& MUSEUMS**

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