

Watt Hall Venue Letting

The Watt Hall is at the heart of the Grade A listed McLean Museum complex and provides hirers with a venue that combines the quality of a top grade art gallery with the functionality of a lecture theatre. Situated in pleasant gardens in the west end of Greenock and close to the main transport systems, it provides an easily reached venue capable of accommodating up to 120 people. The hall is fitted with an induction loop and modern toilet facilities are within easy reach. Additional facilities such as catering can be arranged and our staff will be happy to discuss any special requirements.

Conditions of Hire

Museum premises may be available for hire, at the discretion of the Officer in charge of the museum service, by appropriate organisations throughout the year subject to the nature of the hire not impeding the provision of public service or the safety and security of the museum and exhibits. Museum premises are not normally available for let during the hours of public opening. All lets are agreed at the discretion of the Officer in charge of the museum service. Lessees must abide by the regulations governing the use of the Watt Hall in force at the time of let. Bookings will not be accepted for events which finish later than 10.00 p.m.

The Watt Hall is also licenced, subject to availability, for wedding ceremonies, but please note that we do not host receptions. For details of availability for wedding ceremonies please contact the Curator.

Application

1. Application is made by completing a booking form and submitting it with the appropriate fee. Bookings and fees should be lodged with the Curator, McLean Museum and Art Gallery, 15 Kelly Street, Greenock PA16 8JX (Tel: 01475 715624). Hall lets can be paid for in full by cash or cheque at the Museum's reception desk during opening hours or by postal cheque on receipt of an invoice. You will be asked your preferred method of payment on booking. The let fee, according to the Scale of Charges, is payable in advance to the McLean Museum and Art Gallery not less than 21 days before the date of the let.
2. The McLean Museum reserves the right to cancel any let without compensation beyond return of fees paid. In the event of the Let not being implemented by the lessee, the fee may be forfeited as per the McLean Museum's Cancellation Policy.
3. The McLean Museum reserves the right to see any risk assessments or insurances that may be required for a let and reserves the right to ask for proof of qualifications, or disclosure information that may be required for a let.
4. The let charge in force at the time shall be made to lessees. The McLean Museum reserves the right to refuse any applicant the use of premises or part thereof without giving any reason. The premises shall not be sub-let.
5. Lessees using the Hall or Museum for events other than lectures or weddings must complete and return a Risk Management checklist with the booking application before a booking can be confirmed.
6. Access to the Hall will be provided to lessees according to the hours booked and not outwith these times. If events exceed the agreed hours by more than 10 minutes hirers will incur a half hour's extra charge. Lessees should note that setting-up time for events is chargeable.
7. A lessee shall be held responsible for all damage done to the property, furniture and fittings therein during, or arising out of their occupation of same.
8. The attention of lessees is drawn to the fire regulations governing the use of the Watt Hall. No chairs, tables or other furniture must be set up at the back of the Hall in line with the fire exits leading to Union Street and Kelly Street respectively. The fire exit at the east end of the stage must be kept clear at all times. Screens set up near exits must allow a minimum clearance of 1.1 metres for passage. When a row of 11 seats or more is formed, a passage is required of 1.1 metres in width, on both sides of the row.
9. All essential passages within the facility must be kept free from obstruction and all doors leading to the passages kept unlocked from the opening to the close of proceedings.

10. No fittings, fixtures or scenery of any kind shall be allowed unless approved by the Curator. No nails or other fastenings shall be used without the express consent of the Curator.

11. The layout of seating and equipment in the Hall will be organised by museum staff in accordance with the requirements of the hirer. Lessees are responsible for making their own alterations to seating patterns if changes are required subsequently. The standard seating layout accommodates 100 people (120 seats is the maximum number that can be provided). The maximum permitted numbers indicated by the officer in charge of the museum service must be strictly adhered to.

12. The McLean Museum and Art Gallery shall not under any circumstances be responsible for:

- a) Damage, injury to or loss of goods, fittings or property brought to the facility for exhibition, sale or other purposes.
- b) Goods or property including personal belongings of any kind left in the facility by the lessee, or persons attending any meetings or functions therein.
- c) Personal injury to any person allegedly arising from the conditions of the facility or the furniture or fittings thereof, whether the property of the McLean Museum or otherwise.
- d) Any liabilities arising from cancellation of a booking by the McLean Museum.

13. Use of music during lets must be approved by the Curator and may be subject to additional charge in line with the appropriate Performing Rights Tariff.

14. Lessees wishing to use a public address system or audio-visual equipment should discuss this with museum staff before the event to determine whether their requirements can be met. Lessees must operate their own equipment.

15. The lessee will be responsible for ensuring that all items of electrical equipment brought into the Museum or Watt Hall meet the current health and safety standards, for example by PAT testing, and that any persons operating the electrical or mechanical equipment are competent to do so with full regard to health and safety matters.

16. Fire precautions must be observed with regard to equipment used. No oil, candles or other highly flammable materials shall be allowed in any part of the premises.

17. The lessee shall be responsible for maintaining order in connection with the occupation of the premises and shall arrange that effective control is provided at all doorways which may be necessary so as to allow free access and exit.

18. Nothing shall be done in the premises and nothing shall be taken into the premises which will involve extra risk to the premises or property of Inverclyde Council unless specially sanctioned and then only upon such conditions as to safety precautions and other matters as shall be stipulated.

19. It may be that the Let qualifies for a waiver/reduction of the Letting Fee. All applications for a Waiver of Let must be sent in writing to Inverclyde Leisure, Community Facilities Team Leader, Greenock Town Hall, Municipal Buildings, Greenock, PA15 1NB

Cancellation

This will apply to both internal and external customers. The McLean Museum reserves the right to cancel any let without compensation beyond return of any fees already paid. In the unfortunate event of a cancellation by a hirer the following cancellation charges will apply:

Over 28 days before the let:	No Charge
Between 15 and 28 days before the let:	10% Charge
Between 7 and 14 days before the let:	50% Charge
Less than 7 days before the let:	100 % Charge

All cancellations must be notified in writing within the above timescales. Failure to cancel in writing will result in the total charge for the let being made. Applicants will be debarred from making any further bookings of the Museum's facilities until such time as any fee is paid.