

## SAN TELMO MUSEUM

### RULES OF USE FOR RENTING MUSEUM SPACE

#### INTRODUCTION

Situated in the heart of San Sebastián's old town, the San Telmo Museum is housed in a former 16th-century Dominican monastery that has recently been enlarged to include a modern annex. The museum features a range of spaces, some steeped in history, while others modern, offering a number of options, resources and installations for activities and events, including conferences and presentations, business meetings, cocktail receptions, dinner events, concerts, awards ceremonies, etc.

#### 1. RULES OF USE

Priority in the use of museum space will be given to any activity or event organised by the museum itself or any event or activity organised in conjunction with museum collaborators from other institutions.

In addition, different parts of the museum may be hired for other uses subject to approval by the museum management provided that the activity is of interest to the museum, raises no safety or security concerns and does not interfere with the smooth operation of the museum.

Space rental terms, rates and conditions will be those in effect at the time of the booking.

If an assembly is needed, it may not affect the facilities: painting, fixing plugs, slashing, construction with contact glue or similar is not allowed without the express and written authorization of SAN TELMO MUSEOA, S.A..

Smoking is forbidden throughout the museum.

Due to the historical value of the cloister and the church, dancing in these spaces is forbidden.

You may not use liquid products that can damage the facilities, such as artificial smoke, liquids, fire, candles, etc.

#### 2. RENTAL CONDITIONS

- A specific request form must be completed for each rental. The museum management must then give its express authorisation before the contract is signed.
- The prevailing rates at the time will be applied.
- Companies who have subscribed to our Corporate Membership Programme will enjoy certain benefits when using these spaces.

#### 3. HOURS WHEN SPACE MAY BE USED

The use of museum space for other activities will be subject to the museum's opening hours; the cloister, church and courtyard may only be used when the museum is closed to the public, unless expressly authorised by the management. The assembly room and other spaces will be used in coordination with the museum's programme of activities.

**Museum hours:**

**Winter** (1st November-March): 10am - 7pm

**Summer** (March-October): 10am - 8pm

Closed on Mondays. Open on public holidays.

The museum will remain closed on January 1st, January 20th and December 25th.

Any exceptional circumstances requiring the museum to be open outside the regular hours, such as, museum activities or events, will be announced.

**4. DESCRIPTION OF SPACES FOR RENT**

The San Telmo Museum offers a variety of spaces suitable for celebrating events and activities:

Space	Surface in m <sup>2</sup>	Minimum height in m.	Maximum capacity	
<b>Church</b> With the imposing Sert canvases dominating the nave and the 16th century paintings adorning the apse, San Telmo retains all of its original character and splendour.	800	6,90	Round tables	270
			Long tables	265
			Coctail	400
			School	360
			Theater	400
<b>Cloister</b> Impressive 16th century cloister with open-air garden.	595	5,80	Round tables	290
			Long tables	282
			Coctail	595
<b>Open Cloister (open-air garden)</b>	542	exterior	Coctail	542
<b>Assembly room</b> Located directly off the entrance to the museum, the conference hall is welcoming and easily accessed. It is equipped with a state-of-the-art audio and video system and a booth for simultaneous translation.	157	3,45		140
<b>Entrance hall</b> The reception and welcoming area of the museum is the intersection between the exhibition and cultural sections of the museum. The front section is made of glass and looks out onto the Plaza Zuloaga.	130	3,45		75
<b>Groundfloor courtyard</b> Space where the old meets the new. Adjacent to the entrance hall, the open-air courtyard is an enclosed private area.	340	exterior		210

The museum also has different areas which can be used in special circumstances, provided that the museum's regular activity is not disrupted, space is available and the activity considered of interest.

Space	Surface area in m <sup>2</sup>	Minimum height in metres
<b>GROUND FLOOR</b>		
Temporary Exhibition Hall	510	6.35
Chapter House	192	8.15
New Vestry	129	9.70
Echeverri Family Chapel	125	12.30
<b>MEZZANINE</b>		
Library	234	

## 5. REQUIRED SERVICES WHEN RENTING SPACE

- Facility event staff and security staff is required. The number will depend on the size of the event.
- Depending on the event, a number of cleaning staff will be required.

## 6. SERVICES INCLUDED AND OPTIONAL EXTRAS

### Services and facilities included when renting halls or rooms:

- General lighting, air-conditioning and usual cleaning services
- Permanent basic security guard services
- **Assistance personnel for events:**  
Price per person per hour (minimum 3 hours): see "San Telmo Museum Prices" document.
- **Cleaning staff:**  
Price per person per hour (minimum 3 hours): see "San Telmo Museum Prices" document.

### Optional facilities and services when renting halls or rooms:

- **Restaurant and catering service:**  
Exclusively provided by Paul Arrillaga by Sharma, a top-end catering and restaurant business.

- **Private visits to exhibitions** The museum offers private personalised tours for groups of up to 20 people accompanied by a guide: see "San Telmo Museum Prices" document.
- **Security services**  
Price per person per hour (minimum 3 hours), as per individual quote.

## 7. GENERAL CONTRACT CONDITIONS

### Payment:

On signing the contract, a deposit of 25% (including VAT) must be paid to secure the reservation. The remaining 75% (including VAT) is due during the week of the event. Payment shall be made to Kutxa, account number ES49 2095 0611 00 1063470859  
Monies due arising from services not quantifiable beforehand shall be paid during the week of the event.

### Cancellation policy:

Cancellation of the event will result in loss of deposit paid unless the museum is notified at least two months prior to the date of the use of the rental space.

### Use of brand image:

Unless written authorisation is obtained, the contracting party may not use the SAN TELMO MUSEOA name or brand image on any advertising material, objects or printed matter.

### Exclusivity rights and services:

Contracting parties are obliged to avail of the SAN TELMO MUSEOA contracted services within the museum itself. These are mainly catering, cleaning, security and customer care.

### Proposal information:

The contracting party must provide SAN TELMO MUSEOA with a complete description of the intended activities at least one month before the celebration thereof.  
Should any major decoration of the rented halls or spaces be required, a short project outline must be presented to the museum to assess the scope of the proposal. Once the project has been studied, the museum management reserves the right to propose any changes it considers necessary or indeed not to approve the project if it is believed to endanger the exhibits and/or represent a safety/security concern. In any case, any decoration that the contracting party wishes to carry out shall not affect the installations of the museum.  
If the church is to be used, a protective flame-retardant carpet must first be laid to cover the entire floor space. Otherwise, authorisation for the mounting of any structure will be denied.

## 8. TREATMENT OF THE SAN TELMO MUSEUM IMAGE AND COMMUNICATION

Treatment of the image of the Museum and communication will be governed by the following terms:

- The Museum may announce the activity in its corresponding formats.
- The Museum shall exercise control over the use of its corporate image. If the facade of the San Telmo Museum is used for publicity purposes, the price will be adjusted to such use, whether applied to admission price, cloister or church, courtyards, static or mobile advertising, etc.; the same shall apply to photography or filming.
- Rental of any space in the Museum does not mean the image of the Museum can be used.
- Written authorisation is required to photograph or record the Museum and subsequently disseminate such material.
- Permission must be granted from the Museum to photograph or record the San Telmo Museum and use the image for commercial purposes or group events.