

ART GALLERY

INFORMATION



STANDARD EXHIBITION HIRE FEE - £400 + VAT per week

This includes the following:

Access to set-up exhibitions from 9.00am Monday morning to Sunday when you must be cleared out of the space.

Use of the designated areas in atrium & hallway outside the gallery for displaying purposes, as long as displays do not affect access.

Addition of the exhibition's publicity to the dedicated EXHIBITIONS page of the Tabernacle website.

Ability to display flyers and posters in specified areas in the Tabernacle. We **do not** provide any equipment or support to erect exhibitions

All walls used to display work **must** be returned to their **original condition**. This included filling holes and re-painting walls. We are able to provide paint for the walls; however, you are expected to provide all other equipment such as filler, sandpaper and paintbrushes. A fee of £150 will be levied on those who fail to return the Gallery to an appropriate state

CATERING POLICIES

Opening nights and Private Views must be arranged in house and with advance notice. Our booking and catering team can help to arrange an option to suit your budget and requirements.

ALL catering & refreshments must be arranged in-house. No food or drink purchased elsewhere may be consumed on the premises.

Catering and refreshments are available from the Bar & Kitchen downstairs. If you would like to arrange catering from elsewhere, a corkage/forkage fee will apply.

PAYMENT INFORMATION

A 50% deposit of the total hire fee is required to secure the booking, and the full balance is due at least 7 days before the first day of the booking.

All bookings will remain as Pencils for a limited time until the 50% deposit is paid.

Please provide FULL contact information for invoicing purposes including address, email and contact number. Payment may be made by cash, cheque, credit/debit card or bank transfer. The Tabernacle has public liability insurance that covers most things going on in the building.

OPENING TIMES

The Gallery is open to the public from 9.30am - 10pm every day

CONTACT INFORMATION

Please contact bookings@thetabernaclew11.com or call 020 7221 9700

ADDITIONAL INFORMATION

ACCESSIBILITY

The Pavement has a Dropped Kerb at either end of the road & the building has lifts available to all floors.

WIFI

Available in the Restaurant, no dedicated WIFI in the rooms.

PAYMENT INFORMATION

Room hires are only confirmed upon receipt of full payment, at least 7 days prior to your booking.

Please provide FULL contact information for invoicing purposes.

Payment may be made by cash, cheque, credit/debit card or BACS transfer.

Please ensure you use the Invoice number as reference when pay in by BACS transfer.

Cancellations must be made no later than 7 days in advance in order to receive a refund.

TERMS & CONDITIONS

Pencils can only be held for 7 days.

Booking times must include set-up and clear-out time.

You will be responsible for the cost of fixing / cleaning any damages that may occur during your booking. The room **MUST** be left as it was found.

FIRE EVACUATION PROCEDURES

Upon hearing the Fire Alarm, leave the building promptly, do not wait to be told and do not attempt to collect personal belongings. Close doors and windows behind you if time permits it and only where you can. Use your nearest Fire Exit, indicated by the **RUNNING MAN** sign.

If you find smoke blocking your route, then go a different way. **DO NOT** use the lift.

Once out of the building, make your way to the Fire Assembly Point , **POWIS SQUARE**, and listen to the instruction of the Fire Marshall. **DO NOT** go back in the building unless you are specifically told to do so by the Fire Marshall or Fire Brigade Officer in charge.

DO NOT BLOCK FIRE EXIT AND DO NOT PROP OPEN FIRE DOORS AT ANY TIME.

