

Venue Hire at the Gerald Moore Gallery (GMG) Mottingham Lane (Opposite Layzell Walk), SE9 4RW



GERALD MOORE
GALLERY

at Eltham College

Terms and Conditions

Confirmation:

Requests for bookings must be made a minimum of 14 days before event date. All bookings are considered provisional until a deposit has been made.

Upon confirmation of availability, you will need to pay 50% of the total booking cost. The other 50% must be paid 10 days before the date of your event. Until a charge is paid, GMG has the right to re-sell the space.

Upon confirmation, you will also need to provide a copy of your I.D. (Driver's License, Passport). This document will be filed in the gallery's system for up to 10 days after your event date.

Please note that set-up and take-down time will need to be included in the booked hours.

A minimum length for a booking is 3 hours.

We will collect a security deposit of £100 in cash before the event. It will be returned to you at the end in the condition that the space is handed back in an acceptable state.

There is an additional fee (hourly) of £40 if your event goes beyond 9pm, £80 beyond 11pm and £100 after 12am (midnight).

All payments are to be made to,

Name: Eltham College Ltd Gerald Moore Gallery

Acc No.: 13069494

Sort code: 202989

Barclays Bank

Please inform us once it has been made, thank you.

Regarding cancellations, if you are to cancel 14 days (2 weeks) before your event date, we will return 100% of what you have paid (deposit). Within 7 days, we will return 50% of total paid. And within 2 days, we will return 20% of the total paid.

Facilities:

We provide chairs, tables (round and rectangular), a broom and dustpan, bin bags as well as bins free of charge.

We have 6 round tables that can sit 10 guests each and 8 rectangular tables that can sit 4 guests each.

Unfortunately, as we are an art gallery, we do not have kitchen facilities, but you are allowed to bring your own caterers. Alternatively, Eltham College has an in-house caterer that we could connect you to, and their prices are pretty alright.

Free parking is also available on site, to a maximum of 5-7 cars, though this is dependent of the event or schedule on site on the day.

The two unisex toilets are located on the Ground Floor. One is equipped with a baby changing table.

Gerald Moore Gallery
Mottingham Lane SE9 4RW London
info@geraldmooregallery.org
02088570448



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We have other equipment such as speakers, projector screen that maybe be rented dependant on availability.

Conduct:

Smoking is not permitted in the gallery and on the grounds of the school (Eltham College).

No music shall be places or amplified or public address system used without prior written consent. Such consent may be given, subject to specific conditions as to permissible noise levels and hours of operations. As a rule, no amplified or loud music after 9pm and no music after 11pm.

Explosives, fuel ammunition and flammable liquids or substances (including pyrotechnics) are not permitted to be brought onto the site.

The hirer must be on site during the event and responsible for enquiries/acceptance associated with the function as well as registrations to attend.

No confetti, streamers or double-sided taper are allowed to be used as they damage the infrastructure. Please use Blutac for adhering decorations to the walls.

In a scenario in which there are works of art in the gallery space, they are not to be touched or moved by anyone other than the gallery staff. These must be a minimum of one metre between the tables and chairs and the exhibited artworks. This will be monitored by the Gallery staff member on duty, and tables and chairs may be arranged for the safety of the artworks. The Gallery staff member may also require the arrangement of furniture or display which he/she considers unsafe to the gallery or collection.

Access to all emergency exits must always remain clear.

If the function concludes later than the time specified or booked, a surcharge will be applied. This is either taken off the cash security deposit or charge to the client separately.

No photography of artworks for commercial purposed be allowed due to copyright reasons.

Set-up and take-downs are to be done without many disruptions to the gallery's other activities and should be included in the booked hours. The spaces must be returned in the condition it was handed over. Post-event cleaning is the responsibility of the hirer.

In the scenario of damages to the building or artworks, the hirer undertakes to:

- a) Repair all damage cause to the Property because of the Hirer's usage of the property having regard to the state it was in prior to the function.
- b) Remove all the Hire's personal property and any rubbish of waste material resulting from the use of the property.
- c) Restore the property in the condition it was in prior to the function.

Full Name

Signature

Date

