



EVENTS

**MENIERGALLERY**



## ABOUT THE MENIER GALLERY

The Menier Gallery's programme of contemporary art exhibitions provide a distinctive environment in which to hold a variety of events. Exhibitions by emerging artists, leading artist groups and commercial galleries create a memorable venue for drinks receptions, informal presentations, networking events, photo shoots and meetings.

The gallery is situated within the historic Menier Chocolate Factory, minutes from London Bridge, the Shard, Borough Market and Tate Modern. The gallery is located at the heart of one of London's artistic hubs, and attracts many visitors, including art lovers, theatergoers, local residents and tourists.

## SUPPORTING PAINTINGS IN HOSPITALS

The gallery is managed by the registered charity [Paintings in Hospitals](#), and all money raised from the hire of the gallery supports the charity's work. By hiring the Menier Gallery you'll be helping Paintings in Hospitals to use art and creativity to reduce sickness, anxiety and stress in UK healthcare facilities.

## CONTACT DETAILS

51 Southwark Street  
London SE1 1RU

t: 0207 407 3222

f: 0207 403 7721

e: [mail@meniergallery.co.uk](mailto:mail@meniergallery.co.uk)

w: [www.meniergallery.co.uk](http://www.meniergallery.co.uk)

## GROUND FLOOR GALLERY

The main exhibition space is located on the ground floor of the Menier Chocolate Factory. The gallery can be accessed from Southwark Street or via an internal connecting doorway between the Menier Chocolate Factory Restaurant and Theatre who also share the building.

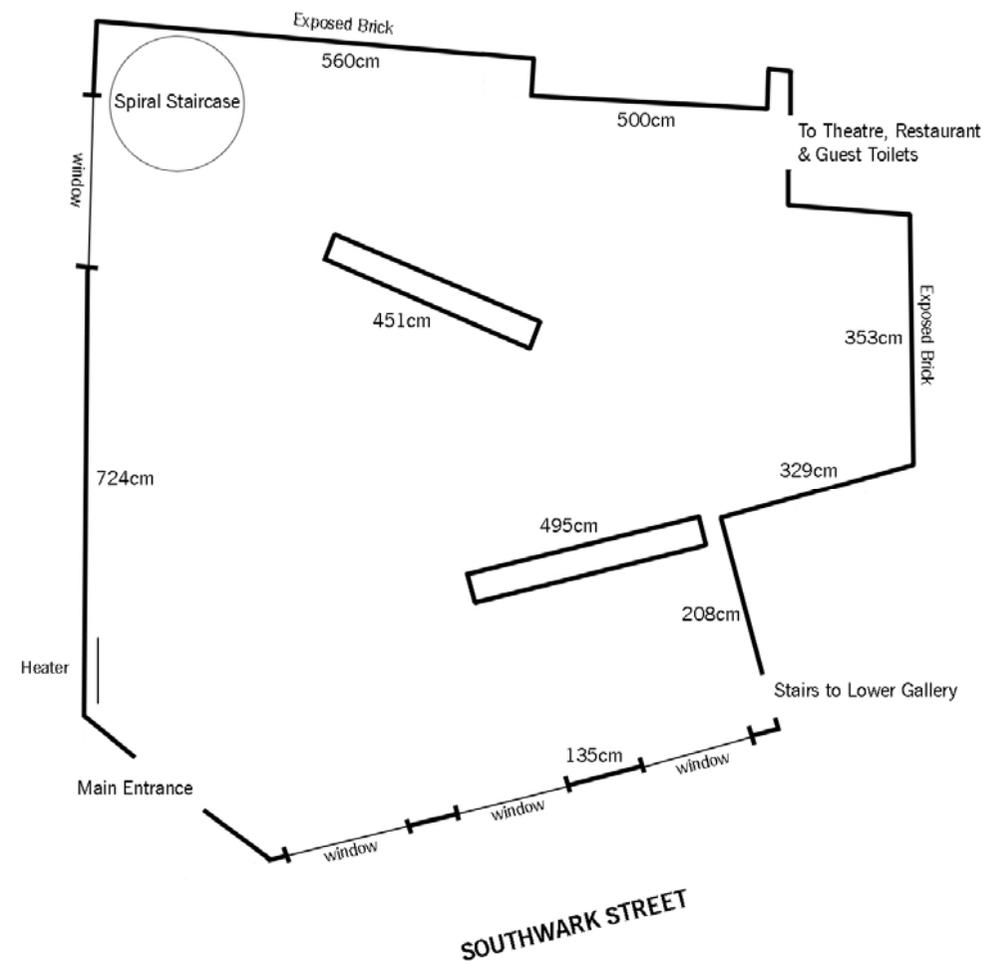


The ground floor gallery offers a unique, light and airy event space with high ceilings and a number of historic architectural features. There are a mixture of exposed brickwork and white display walls, with two fixed interior feature walls dividing the space. Directional track lights on the ceiling light the gallery. Three large windows face Southwark Street, and another to O'Meara Street.

The Ground Floor Gallery is available to hire separately or in combination with the Lower Gallery.

## Floor Plan

Size:	60 m <sup>2</sup> / 645 ft <sup>2</sup>
Linear Hanging Space:	47 m
Capacity:	200 people
Internet Access:	Yes
Wheelchair Access:	Yes



## LOWER GALLERY

The Lower Gallery offers hirers an intimate, contemporary space. As a basement space the lower gallery benefits by not being interrupted by natural light, the space provides an excellent environment for displaying multimedia.



Stairs located to the side of the Ground Floor Gallery provide the main access point. The space is divided by two floating interior walls and directional track lights on the ceiling light the gallery.

The Lower Gallery is available to hire separately and in combination with the Ground Floor.

## Floor Plan

Size:	77 m <sup>2</sup> / 830 ft <sup>2</sup>
Linear Hanging Space:	61.8 m
Capacity:	150 people
Internet Access:	Yes
Wheelchair Access:	No*



\*it is the hirer's responsibility to include this information in marketing materials

## KEY INFORMATION FOR EVENT HIRERS

### Catering

Hirers should arrange all necessary supplies for their event, including catering, drinks, glasses, and bar staff, unless arranged with the gallery ahead of time (see additional services). Please contact the gallery to request a list of suppliers that event organisers have used in the past. It is the responsibility of the hirer to ensure that the gallery is kept clean and tidy at all times.

### Kitchen

Please note that we only have a small office kitchen. Food cannot be cooked on the premises, but hirers are welcome to use the microwave and fridge facilities. Please contact the Gallery Coordinator for more information.

### Event Equipment

The gallery can provide the following items at no extra cost:

- Up to three trestle tables and black tablecloths
- 15 folding chairs
- Speaker and PA System
- Coat rail and hangers
- Essential cleaning supplies
- Two large ice buckets

The gallery is unable to provide any other furniture.

### Insurance

The Menier Gallery does not insure your event, nor will it cover the exhibitor's artwork that is on display. As a third party contractor you are responsible for covering the loss or damage to any items belonging to either the gallery or exhibitor (including furniture, artworks, etc.). The gallery will not be liable for the loss or damage of any item brought into the gallery at any time.

### Security

The gallery operates a number of advanced security features. These include an electronic alarm system, deadbolt windows and doors and security grills on all ground floor windows. Hirers should provide their own security staff.

### Timings

We require that the hirer is present at the gallery a minimum of one hour before the event start, and that the event ends at least 30 minutes before the time agreed in the hire contract. For each 15 minute period after the agreed time an additional charge of £25 will be incurred.

## HIRE COSTS

### Ground Floor

Evening Hire	£150/hr	6pm – 10pm
Late closing	£200/hr	10pm – 11pm
Day Hire	Price on request	

### Lower Ground Floor

Evening Hire	£150/hr	6pm – 10pm
Late closing	£200/hr	10pm – 11pm
Day Hire	Price on request	

## Additional Services

Gallery Technician	£30.00 per hour
Invigilators/ Bar Staff	£20.00 per hour
Telephone	£0.25 per call
Photocopying	£0.10 per sheet
Projector Hire	£50.00 per evening (6pm – 10pm)
Either DVD player, multimedia player or Chrome cast	£50.00 per evening (6pm – 10pm)

*We do not charge VAT and all the money raised from the hire of the gallery supports the charity Paintings in Hospitals*

## Payments

On approval of your request you will be sent a hire contract and invoice to review and sign. A non-refundable initial deposit of 50% of the hire fee is due on receipt of these documents, with the final payment due six weeks before the commencement of the hire period.

Should the booking be made less than six weeks before the commencement of the hire period, then the total fee (non refundable) will be due immediately. Failure to pay either the deposit and/or the final payment within the scheduled time will result in your hire contract being cancelled and/or your deposit retained.

## Cancellations

Once your hire contract has been issued, cancellations must be made in writing. Cancellations received later than four weeks before the commencement of the hire period will result in the hire fee being forfeited.

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