

Chelsea Gallery Hire

Telephone: 020 7361 3010

Email: ChelseaGalleryHire@rbkc.gov.uk

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Chelsea Gallery Hire

Chelsea Gallery is a beautiful exhibition space located in the heart of Chelsea, in King's Road, one of the trendiest streets in London.

The Gallery is perfect for both amateur and professional artists or collectors who wish to sell/exhibit their work or collections independently.

Facilities Available

The main Gallery features four glass display cabinets, each with their own light fixtures, suitable for all types of exhibits. These cabinets cannot be removed.



A clip-rail system for hanging pictures and paintings is available along the walls. We provide hanging rods that can be adjusted to suit any size of exhibit. **Note:** The exhibits must be framed in order for the picture-hanging system to work. Nothing can be attached to the walls in any other way. The Gallery receives plenty of natural light during the day, but both cabinets and clip-rails have their own lighting if needed.

Extra space

It may be possible to hire the library display area in addition to the Gallery space. It is not available for hire separately.

Note: Between October and December each year the charity Christmas cards are on sale in this area.

Hire Charges

Hire charges for Chelsea Gallery		
Duration of hire	Cost	Concessionary cost*
One week	£195	£175
Two weeks	£265	£225
Extra space **	£95	£85
Private View (Wednesday evening only)	£145	£135

* If you live in The Royal Borough of Kensington and Chelsea, or you are an organisation connected solely with The Royal Borough you can apply to the Head of Libraries to claim the local discount. Please write to the Head of Libraries, Kensington Central Library, Phillimore Walk, London, W8 7RX.

** The extra space can be used for the additional charge, if it is not in use by the Library.

Note: this space is not hired out separately.

Gallery bookings are from Monday to Monday. The Monday morning is for the dismantling of exhibitions, ready for the next exhibition to be set up on the Monday afternoon.

How to Book the Gallery

- Initial enquiries regarding the availability of The Gallery, and a booking form please telephone Chelsea Reference Library on 020 7361 3010
- Completed booking forms should be returned to Gallery Bookings, Chelsea Reference Library, Old Town Hall, Kings Road, London SW3 5EZ
- Please enclose a cheque for the full amount due, made payable to "The Royal Borough of Kensington and Chelsea". **Without this we cannot confirm the booking**
- You will receive a receipt with a confirmation of booking and names of staff to contact regarding practical arrangements of the exhibition

When is the Gallery Available for Hire?

The Gallery is available for hire throughout the year, except on Bank Holidays. To check the availability for any particular week, please call the Gallery on 020 73614073.



Private Views

A Private View evening may be booked for any Wednesday during the period of hire. There is a separate charge for this (see table above) as portering staff need to be hired to provide security for the Library while it is closed. A Private View is strictly for invited guests - the general public will not be admitted at this time.

Opening Times of the Gallery

Exhibitors and visitors may have access to the Gallery during the following times:
Monday, Tuesday, Thursday: 9.30am - 8pm.
Wednesday, Friday, Saturday : 9.30am - 5pm
Sunday: 1pm - 5pm
Private Views can be held between 5pm to 8pm on Wednesdays.

If you hire the Gallery we ask that you ensure visitors have left the premises by the closing times mentioned above.

Promotion of Exhibitions

It may be possible to put up an entry on the Royal Borough website as well as displaying posters in the Library.

Promoting your exhibition on RBKC Website

You can submit several images and some text in order to put up a page advertising your exhibition on the Royal Borough website (this is only providing webmaster and her/his team are able to do it in time for the exhibition).

In order to promote exhibitions on our website we require the following information:

- Title of the exhibition
- Images - a maximum of four
- The title of the pieces in the images supplied and a short description of them. For example, how you would describe the images to a person with a visual impairment?
- Text about your exhibition
- Authorisation for the Royal Borough to use your images on the website such as, "I hereby authorise The Royal Borough of Kensington and Chelsea to publish my images on their website for the purpose of promoting my exhibition in Chelsea Gallery"

The Authorisation is a legal requirement and we must have it on file before we can publish the webpage about your exhibition.

The above information should be emailed to ChelseaGalleryHire@rbkc.gov.uk
The information will then be forwarded to our webmaster for publishing.

Posters

We can display three A3-sized posters and three A4-sized posters. These will be displayed on the board outside the building (on the King's Road) and on different boards in Chelsea Library.

Conditions of Use

Applications

1. All applications for the hire of The Gallery shall be made on the appropriate [booking form \[PDF file\]](#) (File size 19Kb) and returned to the originating address.
2. All returned booking forms shall be accompanied by a cheque for the full hire fee, made payable to "The Royal Borough of Kensington and Chelsea".
3. The Hirer shall under no circumstances sub-hire the premises or any part of the premises.
4. No application for hire will be accepted from a person under the age of eighteen.
5. The Council reserves the right to refuse any application of hire.

Cancellations

1. In the event of a cancellation by the Hirer, the Council will refund to the Hirer 75 per cent of the fee paid, provided that the premises are re-let for the date(s) in question at the same fee
2. The Council reserves the right to cancel or terminate any hiring if the premises are being used, or are to be used, for any purpose for which they have not been approved. In this case, all charges paid for the hire of the premises will be subject to forfeiture

3. The Council reserves the right to cancel any hiring in the event that urgent repair work to the premises is deemed necessary
4. The Council further reserves the right to cancel any hiring if any other circumstances arise which, in its opinion, render it necessary
5. If any hiring is cancelled or terminated under the terms of the above regulations 3 and 4, the Council will refund to the Hirer the amount of any hire charges paid
6. In the event of any cancellation or termination of the hiring, no liability shall fall upon the Council, or any of its officers, in respect of any loss sustained, or expenses incurred by the Hirer or any other person as a result thereof. (Hirers are advised to insure against such loss)

Conduct of the hiring

1. No public announcement or publicity shall be issued concerning the exhibition or display without the prior agreement of the Head of Libraries. Any copy for this purpose must first be agreed with them
2. Publicity may only be displayed in areas of the Library as agreed with the Head of Libraries.
3. A responsible person must be prepared to deal urgently with any problems arising from the display and their name must be notified to the Head of Libraries
4. The Hirer shall ensure that they and any visitors will leave the premises by the **closing time** stated in Availability of the Gallery and Booking Procedure
5. The Hirer is responsible for hanging arrangements and for ensuring that exhibitions are set up and removed during the times stated within the information regarding the Hire of The Gallery and Charges. (See **gallery opening times**)
6. The Hirers are required to arrange their own invigilation programme. There are no specific security arrangements for this section of the building.
7. The Hirer is required to observe any Health and Safety regulations and ensure items exhibited conform to LFCD's regulations regarding fire resistance.

Loss, damage and injury

1. The Hirer agrees to pay the Council on demand the cost of making good any damage caused to the building or any damage or loss of any goods, equipment or appliances belonging to the Council or any person(s) during the period arising in connection with the hiring, howsoever caused.
2. Under no circumstances will the Council make good or accept responsibility or liability in respect of any loss, theft or damage of or to any goods or property of the Hirer or of any other person left, deposited or brought into the premises or any part thereof, or deposited with any officer or servant of the Council, and the Hirer must indemnify and hold the Council harmless thereof.
3. The Hirer shall indemnify the Council and its officers and servants against all accidents, expenses, claims, damages, penalties and demands arising out of or in any way connected with the hiring or sustained by any other person by reason thereof.

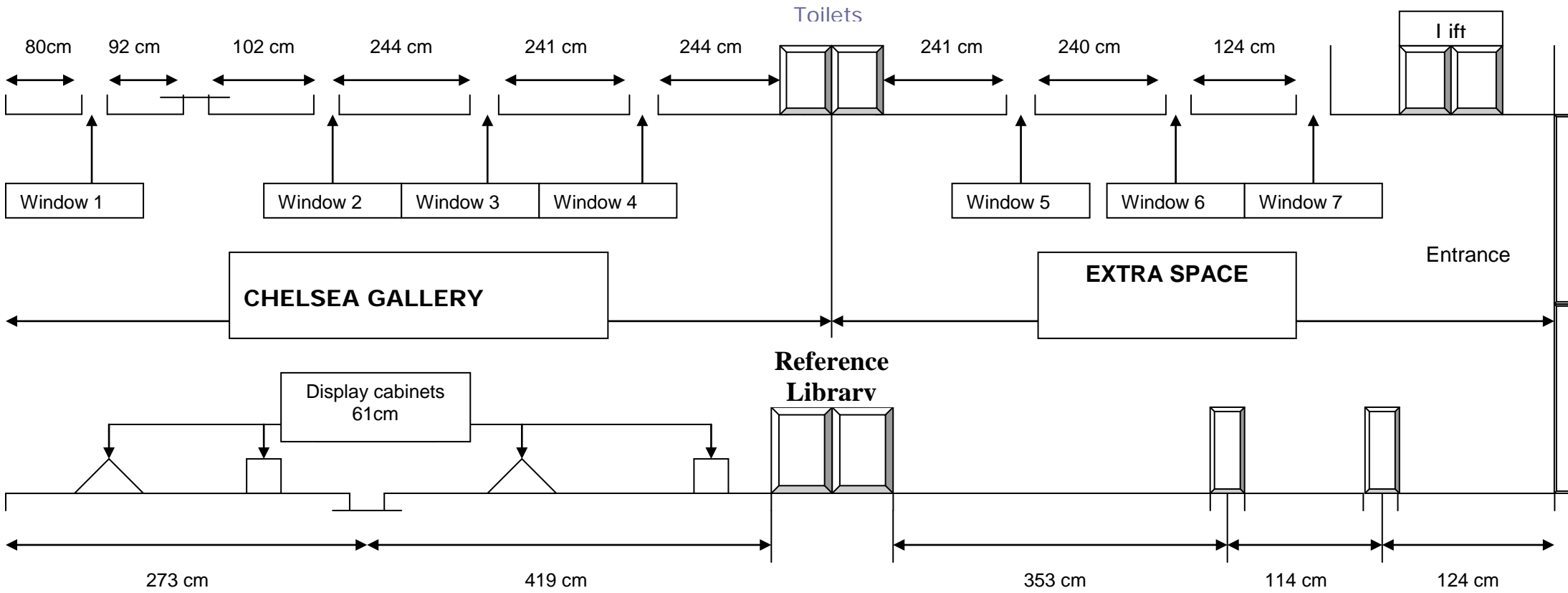
4. The Council requires that the Hirer shall be sufficiently covered by a policy or policies of insurance or other means against the contingencies set out in the above regulations. The Council may require the Hirer to produce copies of the aforesaid policies for inspection at any reasonable time.

Food and drink

1. Food and drink **may not** be consumed on the premises during Library opening times.
2. Food and drink may be provided during a Private View (if booked), but as the premises are not licensed for the sale of liquor, **the Hirer shall ensure no alcohol is sold during the hiring.**

Termination

Without prejudice to any antecedent or other rights which the Council may have against the Hirer the hiring may be terminated by the Council without notice and without compensation if the Hirer causes or permits any breach of these conditions or of the information contained within this pack.



PRIVATE VIEWS AT CHELSEA GALLERY

- It is possible to book and hold a Private View at Chelsea Gallery on any Wednesday during hire.
- Private View is a time when the rest of the library is closed and is therefore a time when you can invite your friends and visitors, offer them refreshments and entertain them without concern for the noise levels or prohibition on food and drink which exists normally during library opening hours.
- There is a charge to book and hold a Private View (please check the current price list). This charge is to meet the expense of keeping the building open for the duration of the Private View, between 5-8pm on the night in question – please note that this charge does not include anything else – you need to arrange your refreshments, glasses, cutlery, tablecloths etc.

IMPORTANT NOTE:

It is the obligation of the hirer to make sure that their guests leave the premises by 8 pm on the night of the Private View and that the space is left in good order.

- The main door to the Town Hall needs to be locked at 8pm sharp, and the hirers must make sure that their visitors are out of the building by that time and that the Gallery is left in a decent state (i.e. glasses and beverages *must* be collected and emptied in time for 8 o'clock closing).
- Extensions cannot be given under any circumstances.
- **During the Private View the door at the bottom of the staircase is open for visitors. This door is guarded by a member of library staff in order to prevent anyone without an invitation coming in and to safeguard the library.**
- **FYI: HIRING THE GLASSES:** If you need to hire the glasses for your event, the Waitrose and the Odd Bins in the vicinity of the library offer them free of charge. Please enquire with them about the details of hire.

WE HOPE YOU ENJOY YOUR EVENING!

**The focussed Royal Borough of Kensington and Chelsea
Family and Children's Services**

Application for Hiring the Chelsea Gallery

PLEASE USE BLOCK LETTERS

Full name of Hirer

Hirer's address

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.....

Telephone number

Brief description of exhibits:

Dates of hire:

Date of Private View if applicable (if applicable)

I hereby make application for the hire of the above-mentioned facilities on the dates and for the purpose named. I have read and agree to observe all the terms, conditions and regulations of the hiring.

I enclose the full fee of:

Signature:Date:/...../.....

**Please send completed form to: Gallery Bookings, Chelsea Reference
Library, Chelsea Old Town Hall, King's Road, London SW3 5EZ.**