



Leighton House Museum



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Information for Hirers

Holding a Concert at Leighton House Museum

The following information will help you organise your concert and ensure a successful event at Leighton House Museum.

If you have any further enquiries, please contact Sam Butler:

T: 020 7471 9157 E: sam.butler@rbkc.gov.uk

Leighton House is open as a Museum to the public from 10.00am to 5.30pm. Concerts take place from 6.30pm to 10.00 pm in Lord Leighton's painting studio on the first floor. Maximum seating is **100**. Amplified music, drums and brass are not allowed. Photographs may be taken in the Arab Hall and Studio only.

From 5.30pm to 6.30pm it is the period for setting up of refreshments for the concert, either by the Hirer or by our caterers in the ground floor Dining Room. Food cannot be brought in by the Hirer - not even nibbles - all food must go through our caterers.

However it is possible for Hirers to hold concerts offering liquid refreshment only. **We do not hold a liquor licence; therefore drink must not be sold. The drinks cost may be built into the price of the ticket, but no mention can be made on the ticket that 'wine is included', as legally this constitutes a sale.**

Cold drinks, i.e. wine (**not red**), fruit juice and mineral water can be provided either by the Hirer or a wine merchant. Make sure the drinks arrive by early afternoon to ensure they are properly chilled (our staff will put them in the fridge). Leighton House does not have facilities for hot drinks.

Tablecloths and glasses must be provided by the Hirer, and must be taken away at the end of the event.

Publicity and the sale of tickets are the responsibility of the Hirer. Leighton House's telephone number may not be given as an information point. However, if A5 flyers for the concert are being printed by the Hirer, we are happy to place these in the Museum for the attention of visitors.

Staff must be provided by the Hirer to sell/check tickets on the door and for stewarding purposes; also, to serve refreshments when the caterers are not being used. Leighton House staff are for security purposes only.

Please discuss in advance of the date with Sam Butler, Events Manager:

- seating numbers
- changing facilities
- requirements such as chairs for the musicians on stage and music stands.

Please note that the House is physically locked from 5.30pm – 6.30pm. **Entrance for the audience must therefore be at or after 6.30pm.**

To avoid a financial penalty for over-running, do aim to finish your concert between 9.30 and 9.45 pm.