

Tannery Arts CIO | Drawing Room Gallery Event Hire Policy

The Tannery Arts | Drawing Room Gallery at New Tannery Way is available for hire (in-between Drawing Room exhibitions) for conferences, end-of-year shows, fashion shows, photoshoots/filming, creative events, dinners, book launches, and special projects.

Tannery Arts | Drawing Room (TA | DR) reserve the right to decline a booking. All hirers using the Gallery for events will be required to read and adhere to the below policy.*

The hire period includes delivery of works, materials and/or equipment, set-up and cleaning time, which must be solely managed by the hirer.

**Hirers using the Gallery for an exhibition will be required to adhere to our separate Tannery Arts CIO | Drawing Room Gallery Exhibition Hire Policy*

Pricing

Who?	Hour	Day	Week
Large charities and organisations, large corporate organisations	£200	£1,500	£6,000
Workshop providers charging for tickets, local private enterprise	£140	£980	£4,000
Small community groups, Tannery Studios artists, small/local charities <i>Staffing costs charged separately – see 'Staffing' for details</i>	£100	£700	£1,600

Payment terms

- 50% payment is required at the point of booking.
- The remaining 50% payment is due at least 6 weeks before the hire start date.
- Events booked within 2 weeks of the hire start date will be accepted on a case-by-case basis, subject to staff availability. Payment must be made within 24 hours of booking for these events.
- Confirmation of hire will be subject to the hirer providing, no later than 7 days before the event:
 - a copy of their Public Liability Insurance up to £5m
 - a Risk Assessment
 - a floor plan and inventory
 - Safeguarding Policy (if required)
 - PRS licence (if required)

Commented [JP1]: would also add information for if the hire period is more one off so it includes set up and clean up time

Commented [NK2]: This is too short for partnerships/exhibitions etc I'd expect part of the exhibition to be paid at the time of booking / 2 months in advance or even before any publicity is sent out (too late for photoworks already..)

Cancellations and amendments

Cancellation by the hirer:

5. Any cancellations or amendments to hires must be requested in writing to the mail@drawingroom.org.uk and authorised no later than 7 days prior to the event.
6. The following amounts will apply for cancelled bookings:
 - 50% of the agreed fee for bookings cancelled within 6 weeks
 - 100% of the agreed fee within 14 days of the hire start date

Power of TA | DR to Cancel Bookings:

7. The hirer agrees that TA | DR shall have the right to cancel any booking in the case of emergency, with any hiring charges to TA | DR refunded (except otherwise agreed).
8. TA | DR will not be liable for any loss or damage suffered by the hirer by reason of accident, or failure of heating, lighting or electrical apparatus, or of circumstances which are beyond the control of TA | DR.

Staffing

9. Bookings must include two dedicated TA | DR staff members for Front of House, one of whom will act as Duty Manager, during 10am – 6pm, 5 days/week, or any other agreed public opening hours.
 - Small community groups, Tannery Studios artists, small/local charities must pay this staffing cost in addition to the hire fee, charged £20/hour
10. The Duty Manager will instruct the hirer (or person nominated by them) as to their duties in the event of fire and will act as Fire Warden in the case of a fire.
11. Additional TA | DR staff members, and staff booked between 8-10am, 6-11pm, must be confirmed two weeks in advance and will be booked subject to availability; charged at £20/hour, minimum four-hour shift.
12. The hirer must provide a briefing document for any exhibited works to enable the Front of House team to relay information to visitors.

Areas of Use and Capacity

13. Hire of the Gallery includes use of the Main Gallery and Small Gallery.
14. Maximum capacity of the Gallery is 150 standing, reducing depending on event/exhibition layout.
15. The hirer will only be allowed to use the Gallery during the agreed times specified on their booking form. Any additional time on the premises before or at the end of the agreed time will be charged at the day rate at half day intervals.

16. The hirer will not have access to any of the following areas onsite, except with written approved supervision, requested in the booking form: Library, Gallery Store, private studios, TA | DR office, studios kitchen.
17. Access to the Community Studio will be charged at an additional cost of £500/day.
18. Access to the Gallery Store is only available to TA | DR staff.
19. Storage of works prior and after the hire period will be accepted on a case-by-case basis, charged at £100/day.

Cleaning

20. TA | DR will provide basic cleaning equipment (cloths, cleaning spray, Hoover, dustpan-brush) for the hirer to clean up during and at the end of their booking, as well as recycling and refuse bags.
21. Hirers must only use the products provided to clean the Gallery floor, following procedures set out by TA | DR at the beginning of the hire.
22. TA | DR will accommodate rubbish and recycling to a reasonable extent, but if the hirer's refuse/recycling exceeds this capacity, they will be expected to remove and dispose of them responsibly offsite.
23. TA | DR reserves the right to charge for cleaning costs if the Gallery is not left in a reasonable state at the end of the hire period.

Furniture

24. Hires include use of all Gallery furniture, subject to availability, which will be stored in the storeroom on arrival. These must be booked in advance. Furniture is:
 - 4 vitrines (L: 203.5cm, W: 62.3cm, H: 80.2cm)
 - 4 benches
25. Access to the scaffold will be provided on request, and hirers must pay for two technicians to build and to strike, at an additional cost.
26. The hirer will ensure that the Gallery is restored to the layout at the start of the booking and will ensure to leave by the agreed time.

AV

27. TA | DR projectors are charged 1 day: £100 / 3 day: £250 / 7 day: £500
28. TA | DR monitors are charged 1 day: £80 / 3 day: £210 / 7 day: £450
29. iPads are charged 1 day: £10 / 3 day: £25 / 7 day: £60
30. TA | DR technicians can be booked for install/de-install/onsite tech at £300/day and must be booked no later than 2 weeks in advance.

Commented [KM3]: they could have use of the scaffold which is necessary to adjust the lighting and needs to be built and struck by two people; up to 4 benches; 4 vitrines - Jasmine can provide dimensions

Commented [MD4]: Technicians are usually around £30 per hour or £250/300 a day.

31. For additional AV, TA | DR will facilitate sub-hire via its preferred external supplier Essential AV.
32. All external AV must be PAT tested and certified prior to use onsite.

Personal Belongings

33. TA | DR, its staff and Board will not be liable for any loss, costs, damage, or liabilities caused or arising to the extent they can be excluded or limited at law and will not be liable if the venue is unavailable due to reasons outside of our control.
34. Any goods left behind without prior agreement after a booking will be disposed of after 7 days of the hire.

Accessibility

TA / DR is committed to being open and accessible to all. Access information can be viewed in full at: drawingroom.org.uk/visit-us/access

Animals:

35. Guide and assistance dogs are permitted onsite. Any other animals must be approved beforehand.

Wheelchair and Physical Access:

36. Access to the Gallery, Library, Shop and Toilets are all step free and we have power assisted doors throughout our public spaces. TA / DR staff are available to help with accessibility around the building where needed. Accessible toilets with baby changing facilities, including a wipe clean changing mat, are available.
37. Guests may borrow a manual wheelchair free of charge – hirers and guests can ask at reception on arrival.

Auditory Access:

38. TA | DR's main reception desk is fitted with a hearing loop. An additional portable loop is available to reserve for a refundable deposit.

Food and beverage

39. There is no access to a fridge/food heating/cooking facilities onsite.
40. Allergies and dietary requirements for all guests must be managed by the hirer. TA | DR will not be responsible for these.

Alcohol licence:

- 41. Hirers may use external caterers subject to approval, no later than 7 days prior to the event.
- 42. The TA | DR is unlicensed, so the sale of alcohol is strictly prohibited. Alcohol can be served for free.

Drugs and banned substances:

- 43. The possession or use of drugs on the premises is strictly prohibited. Any will be reported to the police, and the hire cancelled with immediate effect.

Children, Public Liability and Safeguarding

- 44. A copy of TA | DR's Safeguarding Policy will be shared with the hirer at the point of booking.
- 45. Children must be always supervised by the hirer.
- 46. Hirers delivering an event for and including young people (under 18s) and/or vulnerable adults must have the relevant DBS checks and/or safeguarding policies in place. Hirers should supply a copy of their safeguarding policy 7 days prior to the event
- 47. If a child or adult safeguarding concern or incident occurs onsite, the hirer must report immediately to the lead member of staff who will write a report for TA | DR's designated safeguarding lead.

Ticketed events and exhibitions

- 48. For public events/conferences, the hirer will be solely responsible for ticketing, marketing and selling the event. The hirer must make clear that the event is not hosted or organised by TA | DR, and the space must be listed solely for directional purposes.
- 49. The hirer cannot use any TA | DR logos or TA | DR branding on any promotional materials relating to the event or exhibition, without prior written permission from TA | DR's Communications Manager.

Music

- 50. For events or exhibitions which include background music, the hirer must arrange a PRS licence, supplied to TA | DR no later than 7 days prior to the event
- 51. Music must be turned down and TA | DR doors must be kept closed after 9pm.

Making Good Damage to Premises

52. The hirer shall make good at their own expense any damage done to the premises, artwork, library books, fittings, furniture, etc., during the time that TA | DR is used by the hirer. Any damage which incurs a cost to repair or replace will be invoiced to the hirer with a 10% surplus.
53. Any goods, materials or storage/packaging materials brought by the hirer will be the sole responsibility of the hirer
54. TA | DR will not be responsible for condition checking, storage, or protection of any artworks, goods, materials or storage materials, during their delivery, storage, display or collection onsite. For the avoidance of doubt, any artworks brought in by the hirer are not covered by TA / DRs artwork insurance and must be insured directly by the hirer.

Maintenance of Order and Code of Conduct

55. The hirer is responsible for ensuring their guests vacate responsibly and quietly by the end of the booking time. The hirer must stay on the premises until all guests have vacated.
56. Smoking is not permitted inside or immediately outside any of our buildings. Please advise smokers that they must move at least 10 meters away from the building should they wish to smoke – the hirer will be responsible for enforcing this.
57. Drinks are not permitted outside the building.
58. TA | DR does not accept any verbal and/or physical abuse or harassment of any form from hirers and/or their visitors/guest towards staff. Hirers and their guests may be asked to leave the premises if such abuse takes place and the remainder of the booking cancelled without a refund.

Updated November 2025