

# Hall

Situated on the lower ground floor, with retractable tiered seating and a large built in screen, this flexible space is ideal for small conferences, seminars, live performances and films screenings. Without the seating the room provides an ideal space for receptions, dinners and informal gatherings.

The Hall can accommodate from 50 to 140 guests theatre style, 100 for dinner and up to 240 for fashion shows.

Included in hire:  
 Projector – Panasonic UHD 4K  
 Presentation clicker and in-house laptop  
 1 × flipchart + pens  
 2 × microphones (lapel or handheld)

Dimensions: 15 m × 9.8 m



|                            |                          |                           |  |                          |
|----------------------------|--------------------------|---------------------------|--|--------------------------|
| Whole day<br>09:00 – 22:00 | Morning<br>08:00 – 10:30 | Day-time<br>09:00 – 17:00 | Half-day<br>09:00 – 12:30<br>13:30 – 17:00 | Evening<br>18:00 – 22:00 |
| £4,000                     | £1,000                   | £2,000                    | £1,500                                     | £2,000                   |

*\*Prices are VAT exclusive.*

# Library

Situated on the lower ground floor, located in the central area between the Gallery and Hall, the Library is ideal for meetings, talks, workshops and tastings.

The Library can accommodate 12 guests boardroom style or 24 theatre style.

Included in hire:

1 × flipchart + pens

TV – 84” Panasonic UHD 4K

Presentation clicker and in-house laptop

Dimensions: 6 m × 3.7 m



|                            |                          |                           |  |                          |
|----------------------------|--------------------------|---------------------------|--|--------------------------|
| Whole day<br>09:00 – 22:00 | Morning<br>08:00 – 10:30 | Day-time<br>09:00 – 17:00 | Half-day<br>09:00 – 12:30<br>13:30 – 17:00 | Evening<br>18:00 – 22:00 |
| £550                       | £300                     | £350                      | £200                                       | £200                     |

*\*Prices are VAT exclusive.*

# Tatami Room

Situated on the first floor, the Tatami Room with seating for 8, provides the perfect location for smaller meetings or tastings.

Dimensions: 5m × 3.8m



|                          |                        |                         |  |                        |
|--------------------------|------------------------|-------------------------|--|------------------------|
| Whole day<br>09:00–22:00 | Morning<br>08:00–10:30 | Day-time<br>09:00–17:00 | Half-day<br>09:00–12:30<br>13:30–17:00 | Evening<br>18:00–22:00 |
| £390                     | £75                    | £240                    | £90                                    | £90                    |

*\*Prices are VAT exclusive.*

## Venue Hire Fees

| Time \ Room                                | HALL   | LIBRARY | TATAMI |
|--|--------|---------|--------|
| Whole day<br>09:00 – 22:00                 | £4,000 | £550    | £390   |
| Morning<br>08:00 – 10:30                   | £1,000 | £300    | £75    |
| Day-time<br>09:00 – 17:00                  | £2,000 | £350    | £240   |
| Half-day<br>09:00 – 12:30<br>13:30 – 17:00 | £1,500 | £200    | £90    |
| Evening<br>18:00 – 22:00                   | £2,000 | £200    | £90    |

*\*Prices are VAT exclusive.*

## Venue Hire Fees: up to 40 guests

| Time \ Room                                | HALL   |
|--|--------|
| Whole day<br>09:00 – 22:00                 | £2,000 |
| Morning<br>08:00 – 10:30                   | £500   |
| Day-time<br>09:00 – 17:00                  | £1,000 |
| Half-day<br>09:00 – 12:30<br>13:30 – 17:00 | £750   |
| Evening<br>18:00 – 22:00                   | £1,000 |

*\*Prices are VAT exclusive.*

# Capacity

| Style \ Room       | HALL                         | LIBRARY | TATAMI |
|--------------------|------------------------------|---------|--------|
| Theatre style      | 62 (Tiered seating)          | 24      | N/A    |
|                    | 140 (With additional chairs) |         |        |
| Boardroom style    | 32                           | 12      | 8      |
| Cabaret style      | 60                           | 6       | 6      |
| Dinner             | 100 (Round tables)           | 8       | 8      |
|                    | 26 (Long tables Row 1)       |         |        |
|                    | 32 (Long tables Row 2)       |         |        |
| Standing Reception | 170                          | 20      | N/A    |