

Terms and Conditions of Hire**Guest Numbers:**

- The Estorick Collection can accommodate a maximum number of 200 guests throughout the building. This figure may be subject to change depending on the size of the exhibition on display when the event takes place.

Event Timing:

- Evening receptions must finish at 9.00pm unless an extension has been arranged prior to the event. **NB Extensions cannot be granted on the day of the event.** The galleries should be cleared of guests and the kitchen cleared and cleaned by 9.30pm or within 30 minutes of the end of the event. Any delay beyond this period will be charged at £100 + VAT per hour, or any part thereof. Please bear this in mind when using external catering companies. To allow for a prompt finish we suggest all food and drink service finishes at 8.45pm.

Payments:**All prices are subject to vat**

- There is a £100 non – refundable deposit, which we require to confirm your booking. The remainder of the hire fee must be paid 21 days in advance of your event. Charges relating to caterers must be settled with them directly.

Cancellation of Event:

Should your event be cancelled for any reason the following terms apply:

- Cancellation up to one month beforehand: 50% of the fee is payable.
- Cancellation up to two weeks beforehand: 75% of the fee is payable.
- Cancellation within 14 days of event: 100% of the fee is payable.

Catering:

- The Estorick Collection's in-house caterer can provide catering and drinks. Please call Massimo Marino at Pegaso Catering on 020 7235 0093.
- Should you choose to use your own caterer, the company and menu are subject to approval by the Estorick Collection. A charge of £100.00 will be made for the use of our café equipment and facilities and these will be available from 6.15pm (or 5.15pm on Sundays). The café must be left clean and tidy.
- Outside caterers are responsible for taking away all rubbish, bottles and their equipment immediately after the event.
- In summer food and drinks may be served in the garden area. Drinks and canapés cannot be served upstairs but guests may take drinks upstairs if the whole building has been hired.
- Drinks may be provided by the hirer but may be subject to a corkage charge. Drinking in the galleries is restricted to **colourless drinks**, i.e. white wine, champagne, gin and tonic, vodka and mineral water. This is a condition of our insurance.

No Smoking and No Dancing Policy:

- Please note that smoking or dancing is not allowed anywhere in the building

Special Requirements:

- Any special requirements can be discussed and agreed at the time of booking and will be noted on the contract of hire form.

Printed Information:

- A proof copy of invitations or any printed material produced in connection with your event should be forwarded to us before your event. We can provide you with Estorick Collection leaflets if your guests require directions to Canonbury Square.

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