

PART 2: TERMS AND CONDITIONS

1. The Contract

1.1 Your contract is with us; **National Gallery Company Limited** (registered company number 2280277, with registered office at St Vincent House, 30 Orange Street, London WC2H 7HH). References to "NGC", "we", "us" and "our" are references to the National Gallery Company Limited.

1.2 In these terms and conditions some words and phrases have particular meanings and it is helpful to ensure certainty and consistency to have them defined. Such defined terms are set out below and when used in these terms and conditions they shall have the meaning given to them here. Please take note of them.

"**contract**" means the contract formed between you, the client (as identified in the Hire Agreement Summary Form), and us, National Gallery Company Limited, relating to your hire of a venue at the Gallery. The contract is made up of the Hire Agreement Summary Form, these terms and conditions, our *Policies and Procedures for Contractors* (a copy of which we shall supply to you) and any other document listed in section 7 of the Hire Agreement Summary Form.

"**event**" means your event to be held at the venue, as detailed in the Hire Agreement Summary Form.

"**Events Team**" means our events team, who will be responsible for managing your event.

"**Gallery**" means the National Gallery located at Trafalgar Square, London where the venue is located.

"**Hire Agreement Summary Form**" means the Part 1 document to which these terms and conditions are attached and which sets out the details relating to you and your event.

"**Trustees**" means the Board of Trustees of the National Gallery, the body that owns and manages the Gallery.

"**venue**" means the specific area of the Gallery in which your event will be held, as detailed in the Hire Agreement Summary Form.

"**working day**" means a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business.

1.3 **Please ensure that you read these terms and conditions carefully, and check that the details set out in Part 1 and in these terms and conditions are complete and accurate, before you sign and return a copy to us.**

2. Making your Booking

2.1 Please note your booking is not legally binding on either you or us unless and until a contract is entered into in accordance with [clause 2.2](#).

2.2 **If, after receiving the Hire Agreement Summary Form and these terms and conditions, you want to finalise your booking with us you should within seven working days (7) days of the date of receiving the Hire Agreement Summary Form and these terms and conditions return a signed copy of the Hire Agreement Summary Form. You must make Payment 1 of the hire charge (as detailed in the Hire Agreement Summary Form) within seven (7) working days of receiving our invoice for the same. Payments can be made by bank transfer, by cheque or by most credit/debit cards. A contract is only formed between you and us when we accept your signed Hire Agreement Summary Form and we return a counter-signed copy to you. No booking application shall be binding on us and no contract shall be formed unless and until we send this counter-signed copy to you. If we do not accept your booking application, we shall of course return your deposit.**

2.3 If we have not received a signed copy of the Hire Agreement Summary Form from you [within the required fourteen (14) day period] and/or Payment 1 has not been paid within the required seven (7) working day period, we reserve the right to release the date at our discretion. If you wish to reinstate the date after it has been released, and it is still available, then we will issue you with a new Hire Agreement Summary Form and a new price for the event.

3. Event Details

Your event must be hosted in accordance with the details set out in the Hire Agreement Summary Form or as otherwise subsequently agreed with us in writing. We may finalise certain details of your event with you in the period leading up to your event, in accordance with these terms and conditions.

4. Charges

4.1 Subject to [clauses 4.2](#) and [4.5](#) below, the price of your event shall be as set out in the Hire Agreement Summary Form.

4.2 If not all components of the charges listed in the Hire Agreement Summary Form are fixed (for example, because they depend on the number of guests or your requirements for the event), the final charges will be determined either in accordance with Hire Agreement Summary Form or as otherwise agreed with us (for example, if there are any "extra" services not set out in Hire Agreement Summary Form which we subsequently agree with you in writing).

4.3 Payments must be made to National Gallery Company Ltd - Coutts & Co. 440 Strand, London WC2R 0QS.

4.4 All charges are exclusive of VAT, which shall be payable in addition at the then current rate.

4.5 In addition to our rights of cancellation set out at [clause 9](#), if you do not make any payment due to us by the due date for payment, we may charge interest to you on the overdue amount at the rate of 4% a year above the base lending rate of Coutts & Co from time to time. This interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay us interest together with any overdue amount.

5. Payment of Balance

5.1 We will invoice you for the total charges of your event (less any deposit paid) ninety (90) days before the scheduled date of your event. **You must pay this invoice in full no later than sixty (60) days before the scheduled date of your event.**

5.2 Any additional charges payable in respect of last minute changes which you and we agree to in relation to your event will be invoiced not later than ten (10) working days prior to the event.

6. Your Responsibilities

6.1 You must comply with the **House Rules** (attached to these terms and conditions as Annex 1) at all times while at the Gallery and make sure that your guests, employees (if any), agents and contractors do too.

6.2 In addition to complying with the House Rules:

6.2.1 you must observe at all times any reasonable restrictions or conditions which the we or the Trustees wish to impose or require in relation to any matter concerning your event, including access routes, supplies, parking, movement of vehicles and routing of power leads, which we will inform you of in advance where possible;

- 6.2.2 your event must not exceed the maximum capacity level(s) for the venue as specified in the Hire Agreement Summary Form, or as may otherwise be notified by the Trustees from time to time;
- 6.2.3 you must comply at all times with all applicable laws, regulations and codes of conduct relating to hosting an event at the Gallery; and
- 6.2.4 you must keep any artworks and the fabric of the buildings at the Gallery safe and free from damage.
- 6.3 By the date(s) we may reasonably request you must provide us with any other information we ask for so that we may finalise the details of your event and/or the charges.
- 6.4 **You must only use caterers and other contractors from our list of permitted contractors to make supplies and/or provide services to and for your event, unless otherwise agreed by us in writing.**
- 6.5 Other than where we contract with suppliers on your behalf (in which case the provisions of clause 6.6 shall apply) if you engage any third party suppliers (including caterers and contractors from our list of permitted contractors), you will be responsible for ensuring that they comply with the Gallery's *Policies and Procedures for Contractors*. **We accept no responsibility for the provision of supplies or their performance of services and you should take up any complaints with them directly.** You are responsible for paying their charges directly. We reserve the right not to allow into the Gallery any third party suppliers who do not meet our requirements intended to ensure the safety and welfare of property and people at the Gallery.
- 6.6 If you and we agree in writing that we will procure supplies for the event on your behalf, we will invoice you the supplier(s)' fees in making such a supply, and shall be entitled to charge in addition a handling fee to cover our costs of doing so. In such an event, we shall be and remain fully responsible for the supplier(s)' performance of the contracted-for supplies or services.
- 6.7 You must provide your guests with such information as we may reasonably request regarding arrangements to be followed and requirements to be met at the Gallery, up to and during an event.
- 6.8 You understand and agree that your rights of access to the Gallery are limited to the venue on the dates and times set out in the Hire Agreement Summary Form, and to the access routes to and from the venue as we will notify to you.
- 6.9 Should you overrun on the agreed end time for the event you will be required to pay a surcharge to us which will be £1,000 plus VAT for each 30 minute period or, if greater, the value of the Gallery's expenditure for managing and responding to the overrun, for example staff overtime and taxi costs.
- 6.10 We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the Gallery (including any artworks or other contents, fixtures or fittings at the Gallery) or to risk the safety of people at the Gallery, and we will not tolerate any abusive behaviour by guests to any other guests or member of staff. We reserve the right to remove any persons acting inappropriately from the Gallery (such actions to be informed by discussions with you wherever possible).
- 6.11 You agree to comply with all security procedures, Health and Safety Regulations and all other relevant statutory provisions notified to you, at all times while at the Gallery.
- 6.12 A copy of the full guest list must be forwarded to the Events Team two (2) working days before the event. This is required for security reasons and will be treated in strictest confidence. Guests should be asked to bring their invitations with them for ease of access.

6.13 The Events Team must be advised of any VIPs who are expected to attend the event. This information is required for security reasons and will be treated in strictest confidence. Where VIPs require increased security, the cost of any such increased security will be paid for by you.

6.14 Please advise the Events Team of any guests who require flat access to the venue, and we shall endeavour to accommodate such requests.

7. Restrictions on Use

7.1 No changes, additions or alterations in or to the venue may be made except as has been agreed in writing by us, such agreement (if any) to occur no later than 10 working days before the Event.

7.2 None of the artworks at the Gallery may be moved or touched.

7.3 You must not do or allow anyone else to do any act or thing whatsoever which would or may be likely to cause damage to the Gallery, the artworks, us, the Trustees, members of staff or any members of the general public.

8. Cancellation by You

8.1 If you want to cancel a confirmed booking, you must do so in writing (a **written cancellation notice**) and the provisions in [clause 8.2](#) or [clause 8.3](#) shall apply. We will use reasonable endeavours to "re-sell" the date to another client.

8.2 Where we are able to "re-sell" the date to another client we shall reimburse you all the charges you have paid to us prior to the date of cancellation, less all administrative costs we reasonably incur because of the cancellation.

8.3 Where we are unable to "re-sell" the date to another client cancellation charges are payable. Depending on when you cancel, the cancellation charges you must pay shall be determined by reference to the table below. We will tell you the exact cancellation charges once we know whether or not we have been able to resell the date, and you must pay the charges within twenty (20) working days of our invoice. Where the final price has yet to be finalised, we shall base the cancellation charges on the charges as set out in Hire Agreement Summary Form.

When we receive your written cancellation notice	Cancellation charge
More than two (2) months prior to the event	50% of the hire charge
Less than two (2) months prior to the event	100% of the hire charge

9. Cancellation by Us

9.1 We reserve the right to cancel your booking without any obligation to refund any hire charge already paid by you prior to the date of cancellation if:

9.1.1 you do not pay us the balance of the hire charge by the due date for such payment; or

9.1.2 we have reasonable grounds to believe that you may not pay us the balance of the charges by the due date (for example for reasons of your bankruptcy) and we have requested you to explain the position and you have not done so to our reasonable satisfaction; or

9.1.3 we discover that you have deliberately concealed information, or deliberately given us incorrect information, about your intended event in circumstances where (if you had not done so) it would have been reasonably foreseeable that we would not have accepted your booking.

9.2 If we cancel your booking under clause 9.1, you must pay us for any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into.

9.3 We shall be entitled to cancel your booking if we have reasonable grounds to suspect that allowing the event to proceed may result in damage to the Gallery, or to our property, or damage to the reputation of the Gallery, NGC and/or the Trustees, in which case we shall reimburse you all the charges you have paid to us prior to the date of cancellation.

10. Events Outside Our Control

Except as set out in this clause 10, we shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you that is caused by events outside our reasonable control (such as serious damage to the Gallery, serious adverse weather conditions, an industrial strike, security alert, or interruption or failure of utility services such as electric power, gas or water). In these circumstances, we shall use every effort to notify you as soon as is reasonably practical. **If, as a result of such events, we believe we have no alternative but to cancel your booking, our sole liability to you shall be to refund you any money you have paid us towards your event, less any reasonable charges that the Gallery has incurred in anticipation of the event (for example security costs) and all administrative costs we reasonably incur because of the cancellation.**

11. Limitation of Liability & Insurance

11.1 Subject to clauses 11.2 and 11.3, our total liability to you for any loss you suffer will be limited to the total amount of money payable by you to us for your event.

11.2 We will not be liable for any losses or damage which were not reasonably foreseeable to both you and us when the contract was entered into. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the contract was made, both we and you knew it might happen (for example, if you discussed it with us at the time of booking). In addition, we will not be liable for any losses that were not caused by any breach of contract or breach of statutory duty or negligence on our part.

11.3 We do not exclude or limit in any way our liability to you where it would be unlawful to do so. As such, nothing in these terms excludes or limits in any way our liability for death or personal injury caused by our negligence, or for fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability.

11.4 **You shall be responsible for any damage caused by you, your guests, agents, and/or contractors, to the Gallery and its contents (whether in the set-up of the event and/or at the event) and any other losses suffered by us or the Trustees in connection with any act or omission of you, your guests, agents and/or contractors. You shall reimburse us for the full cost of making good any damage caused to the Gallery or its contents or any other losses suffered by us or the Trustees.**

11.5 You must hold and may be asked to provide copies of current and valid public liability insurance cover certificates demonstrating that you have cover of at least ten million pounds (£10,000,000), prior to the event and as a condition of being able to access the venue in order to host your event.

12. Changes to the Venue and/or Your Event

12.1 We reserve the right to make changes to the venue and the interior and/or exterior of the Gallery between the time we accept your booking and the date of your event. For example, there is no guarantee that the artworks will remain in the same place for the event, and we cannot guarantee that the venue and its surrounds will be free from additional structures (such as scaffolding). Where possible, we will give you notice of such changes.

- 12.2 We will try to ensure that no components of your event have to be altered. However, we reserve the right to make changes to certain components, including the choice of venue within the Gallery, if this is necessary to comply with safety requirements or other changes in law or relevant codes of practice, or to make other minor changes which we reasonably believe will not be to the detriment of your overall event experience.
- 12.3 We will notify you as soon as reasonably possible of any significant changes covered by [clauses 12.1](#) and [12.2](#), but unless the change is one which is likely to fundamentally change the nature of your event we will not offer a refund, costs or compensation.

13. Data Protection

- 13.1 We take data protection very seriously. We will use the personal information you provide to us:
- 13.1.1 to enable you to host the event;
 - 13.1.2 to process your payment for the event and to help us manage your event with you; and
 - 13.1.3 to contact you about other opportunities to support the Gallery and its work, but you may stop receiving this at any time by contacting us.
- 13.2 Please note that we may share your personal data with the Trustees, in which case their use of your personal data shall be limited to the purposes set out at [clause 13.1](#) above.
- 13.3 We will only give your personal information to other third parties where the law either requires or allows us to do so.

14. General

- 14.1 Any error or omission in any information or document issued by us shall be subject to correction provided that the correction does not materially affect the contract.
- 14.2 You may not transfer any of your rights or obligations under our contract with you to another person or organisation without our prior written consent, which we will not withhold unreasonably. We can transfer all or any of our rights and obligations under the contract to another organisation, but this will not affect your rights under these terms.
- 14.3 If any court or competent authority decides that any of the provisions of these terms are invalid, unlawful or unenforceable to any extent, the term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.
- 14.4 No person or legal entity who is not a party to our contract with you shall have any rights under or in connection with it.
- 14.5 All written communications by you to us must be sent by first class post to:
- Events Team, National Gallery Company, St Vincent House, 30 Orange Street, London WC2H 7HH or by e mail to venuehire@ng-london.org.uk (or to such other address that we may notify to you).
- We may send written communications to you at either the e-mail or postal address set out in Hire Agreement Summary Form.
- 14.6 These terms shall be governed by English law and shall be subject to the non-exclusive jurisdiction of the English courts.

Annexure 1- The House Rules

GENERAL

1. No parking (except for suppliers for the event) is available at the Gallery. Nearby parking is available in the NCP car park on Whitcomb Street. The Gallery has one parking space for use by disabled guests which must be booked through the Events Team in advance of the event (and is subject to availability). Disabled parking spaces are available on St Martin's Street; please contact Westminster Council to reserve these.
2. We reserve the right to dispose of anything left in the Gallery after the event. We accept no liability whatsoever for the loss or damage of any property left on the premises, including the cloakrooms, during and after the event.
3. You, your agents, guests and others attending the event may not exhibit for sale goods and services at the event without our prior consent.
4. No part of the Gallery, grounds or ancillary areas may be used for any unlawful purpose or in any unlawful way.
5. No animal is to be brought into the grounds or allowed to enter any area of the Gallery without our prior consent (other than service dogs).
6. Permission should be sought from the Events Team to allow any person under the age of 14 years to attend an evening event.
7. Dancing will only be permitted in areas specified in the Hire Agreement Summary Form.
8. Inappropriate behaviour and/or language is not permitted during the event.
9. No aerosols, cleaning products, steam irons or spray able devices are permitted in the picture galleries.
10. You must provide sufficient staff to check in guests and to remain on a reception desk for the duration of the event to ensure that only invited guests are admitted. You must also nominate a responsible person who will assist our staff in dealing with enquiries or emergencies for the duration of the event.
11. Announcements that the Gallery is closing, directing visitors to leave the building, take place every day at 5.35pm and 5.45pm and can be heard in all Gallery areas. Please be aware of this when planning your daytime event.
12. Gallery shops will only be open for your event by prior arrangement. We will charge for this facility.
13. All Gallery merchandise required by you must be ordered through the Events Team at least fourteen (14) days before the event. Discounts on Gallery merchandise are given at our discretion and are dependent on the size and nature of the order (ie, sale or return, due notice given etc).
14. No Party decorations (such as balloons, party poppers or crackers) are permitted without prior agreement.
15. No decorations can be physically attached to any part of the Gallery property or its contents.

PUBLICITY, SIGNAGE AND IMAGES

16. No posters, boards, signs, flags or other emblems, advertisements or promotional branding are to be displayed inside or outside any part of the Gallery without our prior consent. We reserve the right to remove, or have removed at your expense, any type of signage, for any reason. Any damage caused by the use or removal of any signage will be repaired at your expense.
17. Promotional material cannot be displayed in the Gallery during public opening which is typically 10.00 hours to 18.00 hours. Limited signage can be displayed in the Gallery subject to agreement by the Events Team. However, we recommend that you provide staff to direct guests as necessary.
18. No bolts, nails, tacks, screws, adhesives, tape or other such fixing devices must be attached to the walls or fabric of any building or fence at the Gallery.
19. The taking of photographs for private non – commercial use (without use of flash tripods or selfie sticks) is permitted in the Gallery, save for the temporary exhibition spaces, and otherwise where a no photography sign appears. Anyone wishing to take photographs or to film for commercial use must sign up to a separate agreement with us before the event.
20. The event must not be advertised in the media or promoted or advertised in social media (other than to invited guests) before the Event without express prior written approval from the Events Team.
21. National Gallery logos may not be used on any printed, electronic or promotional material; National Gallery images may not be used on any printed, electronic or promotional material without approval of the Events Team; and all printed and promotional materials, including the invitations to the event, press releases and any publicity must be approved by the Events Team before they go to print. We reserve the right to demand the reprint at your expense of any written materials on which the Gallery's name appears, where prior approval has not been given by the Events Team.
22. All press activity in the Gallery and mentions of the Gallery to the press need to be expressly approved in writing via the Events Team in advance.
23. It is a condition of entertaining at the Gallery that all invitations to events in the building must clearly show the Gallery's credit, as follows:

“By kind permission of the Trustees and Director of the National Gallery”

FIRE, HEALTH AND SAFETY

24. Smoking inside the Gallery is strictly forbidden. An external area may be ‘designated’ a smoking area in the Hire Agreement Summary Form.
25. Candles or naked flames of any description are not permitted anywhere in the Gallery. Candles or naked flames used in outdoor event spaces (eg, the *Portico Terrace*) may be considered with prior written approval from our *Fire Officer* and the Events Team.
26. If the fire alarm is activated at any time the Gallery will be evacuated. Guests, hosts and contractors will be guided to the nearest exit by Gallery Assistants. Re-entrance will not be permitted until the Fire Brigade and our staff are satisfied that there is no further danger of fire. In the event of an emergency your staff and guests must

comply with all instructions from our staff. Fire exits and escape routes must not be blocked at any time during the event.

27. You shall be responsible for any costs arising as a result of any alarms and fire prevention systems being 'triggered' by a guest smoking or by your equipment at the event.
28. The maximum number of guests allowed at the event is governed by Fire, Health and Safety Regulations and conservation requirements. The numbers, as stipulated in the Hire Agreement Summary Form, must not be exceeded for any reason.
29. For fire safety reasons, the maximum number of people permitted at any one time into an exhibition may be less than the agreed maximum number of guests at the event. If the agreed maximum number of guests has already entered the Gallery or an exhibition is filled to capacity, we reserve the right to delay further entrance to the Gallery until a sufficient number of guests at the Event have left. In such instances we exclude all liability for delaying or refusing entry to the event.

FOOD AND DRINK

30. Food and drink cannot be served beyond the time agreed by you and us in advance of the event.
31. Food and drink may only be prepared and served in the areas agreed in advance and cannot be served in areas of the Gallery where loan pictures (ie, pictures or objects that do not belong to the National Gallery collection) are on display.
32. Buffets and *Family Style* dinner service are not permitted in picture galleries.
33. No food or drink (for example wine bottles) should be left on the table for self service.
34. Bars and kitchen locations in the picture galleries must be agreed in advance with the events manager. A flame retardant temporary floor covering should be laid when food preparation must take place outside kitchen space. Adequate and suitable drugget must be used under all bars.
35. Drinks receptions can last no longer than three (3) hours where alcohol is served in the picture galleries. Alcohol can be served for two and a half (2.5) hours with thirty (30) minutes for guests to finish their drinks before departure.
36. Our licence does not permit alcohol consumption past 02.00am. Alcohol cannot be consumed on the *Portico Terrace* after 11.00pm. Due to licence restrictions, food and soft drinks, including water, must be available at all events where alcohol is served. By way of example a minimum of 8 canapés per head is required for a two and a half (2.5) hour reception.
37. You must ensure that bottles of Champagne or similarly pressurised bottles are only opened in areas where no paintings are hung, as agreed in advance with a member of the Events Team.
38. A *Challenge 21* proof of age scheme is operated at the Gallery where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram or an ultraviolet feature or such other form of identification that may be permitted under a mandatory condition.

FURNITURE AND EQUIPMENT

39. No lighting, heating, power or other electrical fittings or appliances in the Gallery are to be altered, moved, or in any way interfered with.

40. Use of movable equipment already in place at the Gallery is prohibited. Kitchen equipment in situ in the Gallery kitchens (ovens, sinks, surfaces, etc.) can be used but cutlery, crockery, kitchen utensils and other movable pieces of equipment cannot.
41. Furniture and objects belonging to the Gallery must not be moved without permission from our Events Team, either in advance or at the event.
42. Any build (eg, staging) to take place in any picture galleries must have been given prior approval by the Events Team, at least ten (10) working days in advance of the event, including the completion of a full and comprehensive risk assessment.
43. As a general rule, all items brought into the picture galleries must be the distance away from the rope barriers that they are in height. This is to prevent damage to a picture or the walls if the object was to fall or be knocked over.
44. We reserve the right to insist on the removal of any object brought into the Gallery which has not been approved by the Events Team or which is considered to represent a risk to the Gallery's building, contents, visitors or personnel or to be inappropriate in any way to the character and integrity of the National Gallery.
45. No additional lighting, or any high intensity or halogen lighting, heating, power or other electrical appliances are to be installed or used without our prior consent, to be requested ten (10) working days in advance of the

event. In some areas interior lighting levels and the use of brought-in lighting equipment will be severely restricted due to potential dangers posed by high levels of visible light, UV and heat.

46. Where we have approved the use of additional electrical equipment you must ensure this equipment meets all relevant Health and Safety Legislation. It must also be PAT tested by our electrical contractors on the day of the event before being used.

ACCESS

47. Guest access times are stated and confirmed in the Hire Agreement Summary Form.
48. The front doors shall not be opened to staff, guests or hosts earlier than 6.30pm for an evening event in the main picture galleries which are open to the public during the day. In the case of an evening event you and any individuals engaged by you to organise the event must go to the Staff Entrance (as directed by the Events Manager prior to the time of the event) where they must sign for a security pass. For security reasons, the Gallery cannot open doors to your staff or guests earlier than 6:30pm. Names and estimated arrival times must be supplied to the Events Team two days before the event.
49. Set up in the public areas of the Gallery cannot begin until the Gallery closes at 6.00pm unless prior permission has been granted in advance by the Events Team.
50. Your staff or guests are not permitted to enter any Gallery public space without the presence of Gallery security staff or a member of Gallery staff in possession of a Gallery security pass. Uniformed staff will be present in all areas used for the event, and throughout the event, to safeguard the Collection. Your staff, guests and contractors must follow any directions given by Gallery staff at all times.

ENTERTAINMENT CRITERIA

51. Only non-amplified music can be played outside. Music inside all picture galleries must not exceed 75 decibels in proximity of the paintings. The Gallery possesses a decibel reader which will be used to monitor sound levels if

they are considered to be excessive. The Events Manager or a supervisor nominated by the Gallery is entitled to require sound levels to be turned down to an appropriate level.

52. All entertainment must be approved by the events team fourteen (14) days in advance of the event. For example, street performances or circus acts such as juggling, stilt walking or fire is not permitted.
53. Any areas used by acts for changing and resting must be returned in a clean and tidy state at the end of the event.
54. No sweepstake, raffle, tombola, lottery or other form of gambling is to be permitted to take place in the Gallery without our prior written consent and it shall be your responsibility to obtain any licences and permissions required under the Gambling Act 2005 should our consent be provided.
55. No event may be used for party political purposes to promote any political cause.
56. No cash donations or active fundraising such as charity auctions is permitted without our prior written consent.

SECURITY

57. Security will be present in all areas used for the event, and throughout the event, to safeguard the Gallery and contents. It is prohibited to step behind the rope barriers in the picture galleries at any time. Your staff, guests, and contractors, must abide by any instructions given during the event by our staff. We reserve the right to require any person to leave the Gallery if our staff regard this as essential for the safety of the Gallery, the collection or our staff.
58. In respect of the high security requirements and considerations in relation to the Collection and building, we reserve the right to refuse entry to any person, vehicle or piece of equipment to the site at any time and for any reason without any liability to you or any third party.
59. We reserve the right to implement individual or full evacuation procedures or to terminate the event if the *Gallery Security Duty Manager* decides that any security matter including bomb, fire or the behaviour of the guests or contractors warrants such action.
60. Your staff and contractors will be issued with a uniquely numbered wrist band, provided by security staff at entry (either the Control Room in the Sainsbury Wing Loading Bay, the Control Room in the Orange Street Loading Bay or the Control Room at the West Door).
61. If we consent to you providing your own (or third party) personnel for the purposes of additional security at the event, then you must ensure and confirm to us that such personnel are fully compliant with the Private Security Industry Act 2001 (PSIA), in that such individual must be registered with the Security Industry Authority (SIA) and hold a current SIA Licence.

FLORISTRY AND DÉCOR

62. Arrangements must be approved by the Events Team no later than ten (10) working days in advance of an event.
63. Flowers and plants brought into the Gallery may constitute a hazard for paintings in the Collection. Certain pollens, including that of the lily, will stain surfaces with which they come into contact; therefore the pollen stamens of such flowers must be removed before they come into the Gallery. All plants or flowers coming into the Gallery need to be sprayed to remove any insects, pupae or larvae that may be present, as these can cause direct or indirect damage to organic materials in paintings, or to fabrics in the galleries. Alternatively, flowers/plants can be packed in pyrethrum, a natural repellent. Silk flowers coming on site must be certified to be grade one flame-proof.
64. Flower arrangements must not be placed in water. Containers with water are not permitted in the Gallery. Vases and arrangements should only contain damp oasis.

65. No preparation for floral arrangements is permitted on site.