



63 New Cavendish Street, London W1G 7LP

GALLERY HIRE TERMS & CONDITIONS

Exclusive Hire rates

£3,250 per week + VAT

Facilities:

- Visitor opening hours: 9am until 6:45pm Monday to Friday and 10am until 5:45pm on Saturdays;
- Fully manned reception at ground floor level;
- Access from the ground floor via stairs and lift;

- Contemporary ca. 90 m² art gallery space with white walls and wooden flooring;
- High ceilings;
- Walls and ceiling may be painted any colour to the client's specifications (subject to additional charges);
- Film projection facility;
- Multiple electrical sockets throughout the flooring;
- Moveable ceiling lights on tracks (with adjustable lighting intensity);
- Security: lockable doors to gallery, three security cameras inside the exhibition space (monitored from reception area);
- Guest WCs (male, female and disabled) at Gallery level;

- Exclusive free use of Asia House Library for a launch reception for up to 140 attendees on one evening (Monday – Thursday) between 6pm and 9pm during the hire period.
Any catering or beverages related to this event must be supplied by Asia House (this will incur an extra charge).

Client obligations:

- 50% payment of the hire fee is required in order to secure a booking (non-refundable).
- The final 50% hire charge must be settled 30 days prior to the hire period (non refundable within 30 days of the hire period).
- The client must insure all artworks and personal property brought to Asia House.
- The client must obtain employer's liability insurance for client's employees or agents working at Asia House (if any).
- Separate charges will be applied (in agreement with the client) for hanging and dismantling of exhibitions and for repair of any damage caused.