



Central location / Blank Canvas / Late licence / Bar and kitchen facilities / AV equipment / Natural daylight / 1800 sq ft / Two floors

_THE GALLERY SOHO.

Tel. 078 4137 4735 / rene@thegallerysoho.com
The Gallery Soho, 125 Charing Cross Road, London, WC2H 0EW

Abercrombie & Fitch

"Thanks so much for everything you did for us. You made it flow so smoothly and were very accommodating to all our craziness. It was great working with you."

Lancome

"Thank you so much for helping make my press launch so successful. You have been an absolute pleasure to work with and I won't hesitate to recommend the Gallery Soho as an amazing venue with a fantastic manager."

thegallerysoho.com

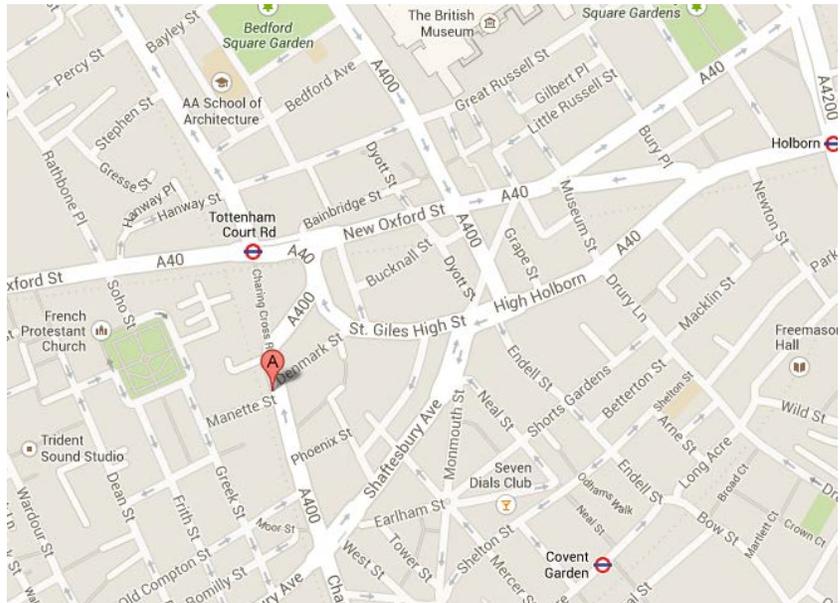
The Gallery Soho – Hirer’s Information 2014

The Gallery Soho
125, Charing Cross Road
London
WC2H 0EW

Nearest Underground Stations

Tottenham Court Road– 2 minute walk
Leicester Square – 5 minute walk

Buses 14, 19, 38, N19, N38



Accessibility

Access to the first and second floors at The Gallery Soho is via the staircase from the front door on Charing Cross Road. Please note there is no lift.

The door / stairwell measurements are: Ground Floor: 1.5m x 3m, First Floor: 1m x 2m

Goods Entrance

The access point for deliveries and collections is parking to load and unload only on Manette Street.

All delivery timescales are to be agreed with The Gallery Soho Event Manager.

Access and egress to the building for Suppliers, is subject to the Hirer’s contracted hire times within the Venue unless agreed otherwise with The Gallery Event Manager.

Deliveries

When organising deliveries to The Gallery Soho, please ensure you follow the deliveries procedure:

- ensure that your Gallery Soho Event Manager is aware of the delivery
- detail the name and date of the event
- detail the suppliers name and mobile number

Any details that do not follow this procedure will not be affected.

Access Equipment

The Gallery Soho does not have any access equipment (forklifts, pallet jacks etc) available to the Hirer.

Cleaning

At the end of every hire period The Gallery Soho must be returned by the Hirer in the same condition as it was handed over.

The cleaning charge for a one day event is £125 +VAT.

If your event is longer than one day the cleaning costs must be discussed with The Soho Gallery Event Manager.

Fire Evacuation Procedure

Please ask The Gallery Soho Event Manager for the fire evacuation procedure and floor plan. The muster point for emergency evacuations is located outside TK Maxx directly opposite The Gallery Soho on Charing Cross Road.

Exhibition / Event Plans

Please ensure all installation plans are submitted to your Gallery Soho Event Manager prior to confirming the design. Installation is subject to approval from The Gallery Soho so please ensure this is forwarded in advance.

Floor Plans

PDF floor plans are available on request.

Gallery Dimensions

1st Floor

80m² / 860sqft

h = 3.20m

2nd Floor

82m² / 880sqft

h = 2.85m

Kitchen Space

The allocated kitchen space can be found on the second floor.

If you are using one of our preferred caterers the kitchen is available for use free of charge.

If you are using your own caterer the kitchen is available to hire at £200 +VAT per day.

Kitchen - 14m² / 150sqft with 6 power points / sink / 4 burner hob / small oven / fat fryer / small fridge / storage

Guest Numbers and Room Capacities

The Hirer must inform The Gallery Soho Event Manager of guest numbers no less than 14 days prior to the Hire Period. A guideline for the maximum capacities can be found below:

Total capacity both floors: 120 standing

- 1st floor: 120 standing
- 2nd floor: 120 standing
- Theatre style: 60 per floor
- Dining: 60 per floor

Insurance

The Gallery Soho has Public Liability cover up to £1 million. We request the Hirer to arrange their own Public and Employee Liability Insurance.

First Aid

The Gallery Soho Event Manager is a trained First Aider. There is a First Aid box on site at The Gallery Soho.

Internet Connection

Wireless Internet (Wi-Fi) connection is available for free throughout the building. There is a router on each floor. Ask the Gallery Event Manager for the Wi-Fi password.

Parking

- **Guest parking:** there is no parking available onsite.
- **Pay & Display:** there are some pay and display parking spaces on Manette Street & Soho Square
- Please visit the following website for further information on parking in the area: www.park-up.com
- Car parks in the area include the following:
 - Tottenham Court Road
 - Brewer Street
 - Shaftesbury
 - Poland St
 - St Martins Lane Hotel
- **Suppliers parking:** there are no suppliers parking facilities onsite. All vehicles must be relocated offsite once unloaded.
- **Taxis:** Black cabs are frequently available on Shaftesbury Avenue at peak times. However, if you wish to book a taxi in advance:
 - Addison Lee: 020 7387 8888
 - Climate Cars: 020 8968 0440

Restrictions

- **Candles:** Please speak with your Gallery Soho Event Manager if you wish to use candles for your event. All candles must sit inside either glass votives or storm lanterns, with the rim of the glass standing higher than the top of the flame. Heat protective material must be placed beneath the candles. The candles must be manned at all times. Candles are not permitted in the toilets.
- **Vinyls:** Low adhesive vinyls can be placed on internal walls and glass.
- **Branding:** Free standing branding boards are permitted inside the building provided they are not fixed to the building itself and that all access routes are maintained.
- Please forward all plans for any installations / set-up to your Gallery Soho Event Manager.
- You may install branding throughout the space using the above guidelines for fixing / mounting

Smoking

The allocated smoking area for guests is outside the front entrance.

Recommended Suppliers

Please contact The Gallery Soho Event Manager who can give you all the help you might need regarding logistics and suppliers for your event. The Gallery Manager will only recommend companies who have an established working relationship with The Gallery Soho and who can offer quality, professional services at competitive prices.

Our recommended caterers are:

1. Rhubarb

Contact: Patrick Donaldson
T: 07920 012 535
E: patrickdonaldson@rhubarb.net

2. The Recipe

Contact: David Wolanski
T: 020 7033 4280
E: david@the-recipe.co.uk

3. Moving Venue

Contact: Carolyn Verderame
T: 020 8691 6661
E: cverderame@movingvenue.com

4. Munch Food Company

Contact: Keith Goddard
T: 07795 170092
E: info@munchfoodcompany.com

Venue Hire Rates

Venue	Day Hire: 09am – 12 midnight
One Floor	£1,850
Two Floors	£2,600
Half Day Rate (2 floors/ 6 hours)	£1,500
Kitchen	£200
Sound System	£100
Projector	£200
Event Security	£20 per hour / per guard
Cleaning	£125 per day

All costs are exclusive of VAT at 20%

Extension of Hours Late License

After midnight extensions to the licensing hours can be arranged depending on availability. The cost to extend is £1,000 +VAT per night.

Event Security

Event Security must be employed. The Gallery Soho Event Manager will advise on security numbers for your event. The number of event security needed is dependent on Hire Area and guest numbers – but the basic ratio is one security per 50 guests.

Early Access

Early access to The Gallery Soho can be arranged at the rate of £100 +VAT per hour. Early access must be arranged with The Gallery Soho Event Manager.

Accidental Damage

The Gallery Soho must be returned in the condition that it was found at the start of the hire period. Any damage will be charged back to the Hirer.