

LONDONIA HOUSE

24

October gallery
gallery | theatre | café

OCTOBER GALLERY - SPACE HIRE

meetings / workshops / social gatherings & functions / workshops / lectures / cultural events / rehearsals

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WELCOME

OCTOBER GALLERY is a striking venue in central London with three outstanding spaces for hire:

- GALLERY & COURTYARD
- THEATRE
- CLUB ROOM

Perfect for parties, book launches, workshops, meetings, music recitals, theatre performances and more.

Unique in their charm, all spaces benefit from natural light, fully integrated AV facilities and conserved period features of this 19th century Grade II listed building, steeped in history.

Based in the heart of Bloomsbury, the Gallery is served by excellent public transport connections, just a few minutes' walk from Holborn and Russell Square London Underground Stations.

Founded in 1979, October Gallery has been instrumental in bringing to worldwide attention many of the world's leading international artists, including El Anatsui, Rachid Koraïchi and Romuald Hazoumè. The Gallery promotes the Transvanguard, the very best in contemporary art from around the planet, as well as maintaining a cultural hub in central London for poets, writers, intellectuals and artists, and hosts talks, performances and seminars.

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Gallery & Courtyard

Book Launches, Cocktail Parties, Special Events, Annual Parties, Dinners, Award Presentations

Hosting your event within the October Gallery, guests will have the opportunity to enjoy vibrant exhibitions comprising artworks from around the world, representing some of the art world's biggest talents and rising stars.

The Gallery space, arranged across two rooms, can accommodate up to 150 people. Both rooms have access to the courtyard which contains various species of Acer, Camellia, fern, Brugmansia and hanging baskets with trailing Begonia.

Both rooms can accommodate a variety of uses from standing receptions, conferences, dinner parties to cultural events and book launches.







Hiring the Gallery & Courtyard

GUEST HOURS: Monday – Saturday, 6.30 pm - 10.30 pm

CAPACITY: Standing: 150 people

Theatre style: Gallery Room 1 = 70 people, Gallery Room 2 = 50 people

Cabaret / banquet: Gallery Room 1 = 30 people, Gallery Room 2 = 35 people

SPACE MEASUREMENTS: Gallery Room 1 - 13.75m x 5.00m / Gallery Room 2 - 11.60m x 5.60m / Courtyard - 13.00m x 9.00m

SPACE HIRE RATES

Minimum hire: 3 hours at £800.00.

Maximum hire: 4 hours at £1000.00

Inclusive of 1 hour set up and pack down time either side of booked time, Floor Manager and Door Manager.

EQUIPMENT:

Prices exclusive of VAT, includes installation

Projector	£ 50.00
Projector & sound	£100.00
PA	£ 50.00
Flip chart	£ 15.00
Microphone & PA	£100.00
Coat Rail	£ 15.00

OCTOBER GALLERY KITCHEN (Dry hire)

Professional kitchen, which can be hired in addition to Gallery and Courtyard rental. Kitchen features gas grill, gas hob, electric oven, granite work surfaces and express glass washer. Crockery, glassware and utensils are not provided. For use by professional caterers only.

Rate: £250.00 per evening

See page 14 for our list of recommended caterers.

TERMS AND CONDITIONS OF GALLERY & COURTYARD HIRE

1. Access to space is from 5.30 pm for clients and catering staff, guest arrival time is from 6.30 pm.

2. You are responsible for communicating the agreed access and event times to facilitators/staff and guests. Should agreed times be preceded, access to the room(s) and/or building may not be permissible and additional fees will apply. Should agreed times be exceeded, additional fees will apply.

3. Any revisions to the proposed events/equipment/catering requested must be submitted with a minimum of 48 hours notice for billing purposes. Following this time, it may not be possible to accommodate the request, additional fees will apply.

4. Drinks service & entertainment is to finish at least 30 minutes before the end of the hire period.

5. All guests must have left the premises by the end time of the hire period.

6. Amplified music must be kept at an appropriate volume level and is not permitted under any circumstance beyond 10.30 pm. Live drumming is not permitted to continue for longer than 20 minutes.

7. Dancing is not permitted in the gallery.

8. In the event that you will be serving food and/or alcohol, you must hire use of the Gallery Kitchen and work with professional caterers & service staff.

9. It is your responsibility to introduce your appointed caterer to the October Gallery Event Manager and to ensure that they are informed of the conditions of hire.

10. If you do not wish to use our recommended caterers, a £250.00 deposit will be added to your space hire invoice. This will be returned to you the proviso that that the Gallery Kitchen is left in good condition and the terms and conditions of kitchen hire are adhered to.

11. All preparation, serving and service equipment must be provided by the caterer.

12. Caterers are responsible for leaving the kitchen space as they found it; this includes thorough cleaning and floor mopping.

13. For 100 guests, the appointed caterer must provide at least 4 members of service staff who are to remain onsite for the duration of the booking.

14. We are able to accept deliveries of party supplies (equipment, materials) from 2.30 pm on the date of your event. These items will be

stored in the October Gallery Courtyard. Please note that we are not able to take responsibility for delivery/deliveries.

15. All equipment, supplies and rubbish must be removed from site immediately after your event takes place. We are not able to store any materials.

16. October Gallery reserves the right to end any bookings/ events that fail to comply with the above terms and conditions.

17. October Gallery reserves the right to refuse entry/evict guests who are identified as acting unsafely or unlawfully.

18. If agreed hire times are preceded or exceeded, a £250.00 charge will be added to your final invoice.

19. If the room is not left in a suitable condition, a fee of £250.00 will be incurred and added to your final invoice.

Payment/Cancellation conditions

100% deposit is required as confirmation of a booking as a new client or if the booking date is less than 1 month in the future.

If you are an existing client 50% deposit is required as confirmation of your booking and as acknowledgement and agreement of conditions of rental. The space hire balance must be paid at least 14 days ahead of the event.

Once confirmation on quote has been received, the following will apply:

Cancellation fee for bookings

4+ weeks	No charge
2 – 4 weeks	50% of total invoiced rental booking
0 – 2 weeks	100% of total invoiced rental booking

Amendment/transfer fee for bookings

4+ weeks	No charge
2 – 4 weeks	50% of total invoiced rental booking + new space hire fee
0 – 2 weeks	100% of total invoiced rental booking + new space hire fee



Theatre

Presentations, Film Screenings, Rehearsals, Auditions, Performances, Concerts...

(Accessible by stairs only/no disabled access)

Located on the second floor of the building, this large, naturally lit room, has wood flooring, excellent acoustics, a Bechstein Grand Piano in addition to projection and sound facilities.

The theatre space is wholly adaptable and can accommodate a range of functions. We are able to install seating, tables and AV, to suit the requirements of your event. This space is also perfect for small functions, parties and dinners.



Hiring the Theatre

GUEST HOURS: Monday – Saturday, 9.00 am – 10.00 pm

CAPACITY: Standing: 70 people / Theatre Style: 70 people / Cabaret: 30 people / Classroom: 40 people / Circle: 30 people

SPACE MEASUREMENTS: 15.5m x 5.5m

SPACE HIRE RATES: Minimum hire: 2 hours. Inclusive of 15 minutes either side of booked times for set up/pack down.

0 - 20 ppl capacity: £50.00 p/hour
21 - 40 ppl capacity: £60.00 p/hour
41 - 50 ppl capacity: £70.00 p/hour
51 - 60 ppl capacity: £80.00 p/hour
61 - 70 ppl capacity: £100.00 p/hour

EQUIPMENT HIRE:

Projector	£ 35.00
Projector & sound	£ 50.00
PA	£ 35.00
Flip chart	£ 15.00
Microphone & PA	£100.00
Piano	£ 70.00
Theatre lights	£ 75.00

ANTECHAMBER KITCHETTE HIRE

(No disabled access)

A small kitchen that can be hired in addition to the Theatre or Club Room, should you wish to cater the event yourself. Kitchen features: a fridge, electric hob, microwave oven, granite work surfaces and tea / coffee making facilities. Hire also includes use of cups, saucers and glass tumblers.

Rate: £50.00 per session / day

Please also see list of recommended caterers on page 14

TERMS AND CONDITIONS OF THEATRE / CLUB ROOM

1. Access to space for set-up & pack down is from 15 minutes before your booking begins and until 15 minutes after your booking finishes. If you require additional time in the space, your booking times will need to be extended.

2. You are responsible for communicating the agreed access and event times to facilitators and attendees/guests. Should agreed times be preceded, access to the room(s) and/or building may not be permissible and additional fees will apply. Should agreed times be exceeded, additional fees will apply.

3. Amplified music must be kept at an appropriate volume level and is not permitted under any circumstance beyond 10.30 pm. Live drumming is not permitted to continue for longer than 20 minutes.

4. Any revisions to the proposed event(s)/equipment/catering requested must be submitted with a minimum of 48 hours notice for billing purposes. Following this time, it may not be possible to accommodate the request, additional fees will apply.

5. *October Gallery Café is open Tuesdays - Fridays, serving hot lunch 12.30 – 1.30 pm. In-house catering is available Tuesday - Friday, 9 am - 5 pm. Alternative options are available outside of these times.

6. We do not provide computers/laptops.

7. Catering and equipment hire invoices will be sent following your event date(s), these amounts are due within 30 days of issue.

8. In the event that you will be providing your own catering, please confirm this with the Event Manager. You may be required to hire use of kitchen facilities.

9. In the event that you will be serving alcohol, you must hire use of the Antechamber Kitchen and work with professional caterers / service staff or hire October Gallery bar staff.

10. Hire of Antechamber kitchen includes use of kitchen facilities (cups, saucers, tea/coffee making facilities). Please ensure you bring your own food and beverages as this is not included in the hire. You will be required to leave the kitchen as you found it, to wash and dry dishes used, wipe benches, sweep floor before leaving.

11. Consumption of large meals or alcoholic beverages is not permitted in the Club Room. We do allow sandwich lunches with tea/coffee.

12. We do not offer storage for events supplies and equipment, nor do we provide a rubbish removal service. All materials/equipment must be taken away immediately after your event has taken place, this

includes excessive amounts of paper/photocopies and drinks/food refuse when not supplied by our in house caterer.

13. October Gallery reserves the right to end any bookings/events that fail to comply with the above terms and conditions.

14. October Gallery reserves the right to refuse entry/evict guests who are identified as acting unsafely or unlawfully.

15. Please note, there is no disabled access; rooms are accessible by stairs only.

16. If the space is not left in a suitable condition or should booked times be exceeded without prior arrangement, a charge of £100.00 will be added to your final invoice.

Payment/Cancellation conditions

100% deposit is required as confirmation of a booking as a new client or if the booking date is less than 1 month in the future.

If you are an existing client 50% deposit is required as confirmation of your booking and as acknowledgement and agreement of conditions of rental. The space hire balance must be paid at least 14 days ahead of the event.

Once confirmation on quote has been received, the following will apply:

Cancellation fee for bookings

4+ weeks	No charge
2 – 4 weeks	50% of total invoiced rental booking
0 – 2 weeks	100% of total invoiced rental booking

Amendment/transfer fee for bookings

4+ weeks	No charge
2 – 4 weeks	50% of total invoiced rental booking + new space hire fee
0 – 2 weeks	100% of total invoiced rental booking + new space hire fee



Club Room

Meetings, Presentations, Film Screenings, Filming, Creative Sessions...

(Accessible by stairs only/no disabled access)

A spacious library room located on the 2nd floor of the building, beautifully lit by stained glass windows, furnished with a boardroom table, persian carpets and leather armchairs.

Peaceful and charming, the club room is the perfect space for meetings and away-days in addition to being a versatile location for filming and photography projects.



Hiring the Club Room

GUEST HOURS: Monday – Saturday, 9.00 am - 10.00 pm

CAPACITY: Standing: 40 people / Theatre Style: 40 people / Circle: 30 / Board Room: 12

SPACE HIRE RATES:

Minimum hire: 2 hours. Inclusive of 15 minutes either side of booked times for set up/pack down.

0 - 20 ppl capacity: £50.00 p/hour

21 - 40 ppl capacity: £60.00 p/hour

EQUIPMENT HIRE:

Projector	£35.00
Projector & sound	£50.00
PA	£35.00
Flip chart	£15.00
Plasma TV (club only)	£65.00

TERMS AND CONDITIONS OF THEATRE / CLUBROOM

See page 10

ANTECHAMBER KITCHEN HIRE

(No disabled access)

A small kitchen that can be hired in addition to the Theatre or Club Room, should you wish to cater the event yourself. Kitchen features: a fridge, electric hob, microwave oven, granite work surfaces and tea / coffee making facilities. Hire also includes use of cups, saucers and glass tumblers.

Rate: £50.00 per session/day

Please also see list of recommended caterers on page 14

October Gallery Catering

Prices shown per session, per person, per serving. (Prices exclusive of VAT).

Catering packages:

BREAKFAST: Danish & fresh fruit selection with tea, coffee & juice: £8.00

LUNCH: October Gallery Café hot lunch served with salad and juice (12.30 – 1.30 pm): £8.00*

WORKING LUNCH: Sandwich lunch served with fresh fruit and juice: £10.50

AFTERNOON TEA: Tea, coffee and cake: £5.00

Full Day Menu selection: £15.50

Tea and coffee on arrival, Mid morning tea and coffee, *October Gallery cafe hot lunch served with salad and juice, Afternoon tea and coffee

Itemised Catering options

Tea and coffee: £2.50

Tea, coffee and biscuits: £3.50

Tea, coffee and Pastries: £4.50

Tea, coffee and cake: £5.00

Fresh Fruit: £2.50

Cake: £2.50

Juice (1L): £3.00

Bottled water (Still or sparkling) £3.00

Wine: Prices available on request

***The October Gallery Café is open Tuesdays – Fridays, 12.30 – 13.30pm. Please be advised that outside of these times, it may not be possible to provide a hot lunch in the Gallery café. Alternative options are available.**



Recommended Caterers

Suzanne James

phone: 0208 693 6331

email: info@suzannejames.co.uk

www.suzannejames.co.uk

Kai Catering

phone: 0844 357 8189

email: info@kaicatering.co.uk

www.kaicatering.co.uk

Eden Caterers

phone: 0207 803 1212

www.edencaterers.london

The Food Show

phone: 0207 793 1877

e-mail: enquiries@foodshowltd.com

www.foodshowltd.com

Karaam – Lebanese cuisine

phone: 0208 566 4433

e-mail: info@karaam.co.uk

www.karaam.co.uk

The London Kitchen

phone: 0203 267 1198

e-mail: info@thelondonkitchen.com

www.thelondonkitchen.com

John Charlick Foods

phone: 0207 278 9187

www.charlick.co.uk

Cooks & Partners

phone: 0207 731 5282

e-mail: enquiries@cooksandpartners.co.uk

www.cooksandpartners.co.uk

Spook

phone: 0203 397 9537

e-mail: imhungry@spookcooking.com

www.spookcooking.com

Crumble

email: feedme@crumblefood.co.uk

www.crumblefood.co.uk

Filming Rates

Permission to film on site is subject to the approval of the October Gallery Event Manager.

Please be advised that permission to film exhibitions/artworks is subject to the approval of the exhibiting artist and/or October Gallery Directorship.

Additional fees will apply, dependent on the nature of your project and requirements.

For Club and Theatre Full Day/Full Week rates, please contact events@octobergallery.co.uk

Local Parking

Old Gloucester St - Permit holders only between the following times:

Mon – Fri: 08.30 am – 18.30 pm

Saturday: 08.30 am – 13.30 pm

Metropark Ltd, 27 Old Gloucester St, WC1N 3AX

London WC1N 3AX

metropark.co.uk

0845 094 9401

Imperial Car Park, 61-66 Russell Square, London, WC1B 5BB

ccparking.co.uk

020 7837 3655

NCP Brunswick Square, Brunswick Square, London WC1N 1AF

ncp.co.uk

0345 050 7080

NCP Car Park London Woburn Place, Woburn Place, Coram St,

London WC1H 0ND

ncp.co.uk

0345 050 7080

Contact Us

For further details and bookings please contact

events@octobergallery.co.uk

or phone on 0207 831 1618

www.octobergallery.co.uk/spaces



October Gallery
24 Old Gloucester Street
London WC1N 3AL
Tel: + 44 (0)20 7242 7367
Tues - Sat 12.30 - 5.30pm
or by appointment