

Two Queens Gallery Hire Policy

The public spaces at Two Queens, (i.e. Gallery, Foyer and Toilets) can be hired by third parties. Typical uses may include:

- **Closed Uses**
e.g. filming, construction or fabrication of large-scale work, documentation of artworks, rehearsal, closed meetings, workshops, classes or events open to invitees or pre-booked attendees only.
- **Exhibitions**
Display of artwork or similar to the public during advertised hours. We are more likely to agree hires for group exhibitions, those organised by an organisation or as part of a funded programme of activity.
- **Events**
e.g. one-night display of artwork, screenings or performances, including gigs, theatre, comedy etc.

Space Specifications and Rates

Main Gallery space

12 metres wide by 10.5 metres long. Approx 1350 sq/ft

4 power points (8 sockets)

Capacity 100 people standing (based on empty gallery), 80 seated at tables.

Hire Rates: Full day £150, Half day (up to 4 hours) £100 (foyer space is included in all main gallery hires)

Foyer Space

3.8 metres wide by 8.3 metres long. Approx 340 sq/ft

3 power points (6 sockets)

Capacity 40 people standing (based on empty space), 24 seated at tables.

Hire Rates: Full day £100, Half day (up to 4 hours) £75

Toilet Facilities: Unisex, 2 cubicles, 1 sink. Not wheelchair accessible.

Staffing (charged additionally to hire rates)

£10/per staff member per hour or part thereof.

Technical support charged at £130/day, £70/half-day.

Proposal and Quote

- We require a proposal form to be completed for all hires, outlining the nature of the hire, activities proposed and expected public attendance. Please provide as much detail as possible, including for example names of other artists/performers partners and technical staff involved. Exhibition proposals are encouraged to include a floorplan/mockups showing the method and content of display. Although hires are not considered part of Two Queens' programme (see 'publicity') it's important to us that all public uses of our space are of a high quality and align with our ethos and values. We reserve the right to refuse proposals without giving feedback.

- Hirers may charge entry to events (e.g. workshops or performances) but may not restrict access to spaces to Two Queens staff or other building users (e.g studio holders) during events. Collection of admission charges are the responsibility of the hirer. Where admission is charged we are keen to see that staff and artists are paid appropriately, please include details in your proposal.

- After considering and approving proposals we will issue a formal quote. After quote has been agreed a formal hire agreement will be issued that must be completed and returned with a 10% deposit to secure the hire. Until agreement and deposit have been received calendar space may be allocated to another hirer without notice.

- An invoice will be issued at completion of hire, which may differ from price originally quoted e.g where excess staffing, space hire or waste disposal charges have been applied.

Times/Access

- Public uses of our space must start no earlier than 8am and run no later than 11pm to avoid causing nuisance to our neighbours. Load in/out may take place outside these times with extra consideration. Opening times of exhibitions and events are to be decided by the hirer.

- Hirers will not be issued with a key but will be required to arrange all access in/out of the building with Two Queens staff. Hirers will not have access to non-public parts of our building except in the case of an emergency or by prior arrangement.

- Hires up to 4 hours will be considered a half day for the purposes of quote. Anything over 4 hours will be charged a full day, including any times that spaces are occupied by the hirer's property (e.g days where an exhibition is installed but not open to public).

Staffing

- Hires will require a member of Two Queens staff to be on site throughout the hire period (including any setup/takedown times) to ensure the safety and security of the building and its users. During evening events (e.g exhibition openings) or events likely to attract high numbers

of attendees, two members of Two Queens staff will be required during public hours (not during setup/takedown times).

- Staff to assist with setup/takedown, provide technical assistance or invigilation of gallery space can be provided at an extra cost.

- Where we feel that an event is likely to be over-attended (i.e reach capacity) we may stipulate that licenced door staff be on site to control numbers/enforce security. The cost of these staff are to be covered by the hirer.

- We may require proof of competency of third party-appointed staff (e.g technicians, door staff) and may require that they hold professional indemnity insurance. Employers responsibilities for third party staff will rest with the hirer.

- We may choose not to charge staffing to existing Two Queens keyholders during closed uses or setup/takedown times.

Equipment/Property

- Property including equipment, artworks, instruments etc will remain the responsibility of the hirers, who are advised to have appropriate insurances in place in case of loss, theft, damage or accidents/injury caused by property.

- Hirers are advised to have any electrical equipment PAT Tested to ensure it is safe for use. This is a standard control measure for risk assessment and is likely to be a stipulation of insurance. Two Queens can provide PAT testing at an additional charge.

- Hire of space does not automatically include use of tools or equipment, including ladders, power cables, seating, tables, cleaning equipment etc. Equipment can be provided by prior arrangement and may incur an additional cost.

Licensed Activities

- Two Queens is not a licensed premises, therefore additional licences may be required for certain types of activity.

- Controlled sale of alcohol may take place by means of a Temporary Event Notice to be applied for and held by Two Queens staff. Proceeds from sale of alcohol can be used to offset hire costs by prior agreement at quote stage. Complimentary refreshments including alcohol may be provided by the hirer with control measures in place (e.g attended by staff to avoid underage consumption).

- Music or Film screening events may require additional licences including PRS/PPL licences which are the responsibility of the hirer. Performance of live or recorded music may require a

Temporary Event Notice. Hirers must not apply for a licence relating to our premises without prior agreement.

Publicity

- Third party hires will not be considered part of the public programmes run by Two Queens, and as such will not appear in our marketing or publicity materials including social media profiles. Two Queens' logo should not be used in your marketing or publicity without prior permission.

Waste and Damages

- All property and waste material brought on site must be removed by the hirer by the end of hire period, this may include waste generated from installation of artwork, refreshments etc. Waste or property left on site may result in a disposal or storage charge being added to your final invoice, in extreme cases this may be charged at the full-day space hire rate.

- Hired spaces are to be left in an equal condition to that in which they were occupied, i.e holes in walls filled and painted. Please factor in time, materials and tools required for this into your hire plan.

- Costs arising from damage caused to Two Queens property or premises as a direct result of hirer negligence will be added to the final hire invoice.

Health and Safety

- Two Queens works hard to ensure that our building is safe for anyone entering our premises. Hirers must take reasonable steps to manage risks to the health and safety of themselves and others that may be posed by their activities. Two Queens will provide a template risk assessment for hirers to follow for the most common types of activity. Where we feel a proposed activity poses excess risks we may ask for a written risk assessment completed by the hirer and agreed by Two Queens staff before a hire agreement is issued.

- Work at height (over 3 metres) or hot work (anything involving open flames/sources of ignition) by hirers will not be allowed. Work above 3 metres will need to be undertaken by Two Queens staff, and may require a PASMA certified technician and scaffold tower to be paid for by the hirer.

- Any modifications to the space e.g construction of exhibition structures/walls must be carried out by a competent person and be approved by Two Queens staff before opening to the public. Details of temporary structures should be included in hire proposals.

- All hirers of the gallery space should consider potential disruption caused to other building users and our neighbours, for example through excess noise or obstructions that might prevent access or emergency escape. All hirers must comply with reasonable requests from Two Queens staff where we believe an activity may cause a hazard or nuisance.

- Hirers are advised to have their own public liability insurance in place to cover claims arising from any accidents caused by their activities, actions and property.

Safe Space and Social Justice

- Two Queens strives to be a Safe Space for all building users. We are dedicated to promoting and providing a welcoming environment for all visitors, free from intimidation or harassment of any kind. All building users have the right to express themselves without fear of discrimination, harassment or abuse. Visitors are encouraged to approach Two Queens staff if they feel upset or intimidated. Discrimination will not be tolerated and anyone behaving in a discriminatory manner will be asked to leave the building. We reserve the right to cancel hires, including during an event with immediate effect where we feel anyone is being put at unreasonable risk of harassment or discrimination.

- Two Queens is committed to the cause of social justice and anti-racism and has drafted a policy outlining this commitment. We expect the same level of commitment from individuals and organisations we work with and will take action where we feel these principles are being violated or ignored. For more detail see: <https://2queens.com/social-justice-and-anti-racism-commitment>

Additional measures relating to Covid-19

- Two Queens is a Covid Secure venue with additional measures and procedures in place to mitigate risks posed by Coronavirus. We may require additional information and processes on the part of hirers during the pandemic, in particular to allow social distancing and sanitation guidance to be followed, and will affect the venue capacities stated at top of this policy. Extra measures will be communicated at the time of a hire agreement being issued.

- Hires of our gallery space that are open to the public may require pre-bookings during the pandemic. These will be handled by Two Queens using eventbrite, including the collection of data for the purposes of Test and Trace.