



Royal Society of **SCULPTORS**



Corporate and Function Hire

Royal Society of Sculptors, 108 Old Brompton Road, London, SW7 3RA www.sculptors.org.uk
0207 373 8615 awards@sculptors.org.uk

About the Royal Society of Sculptors

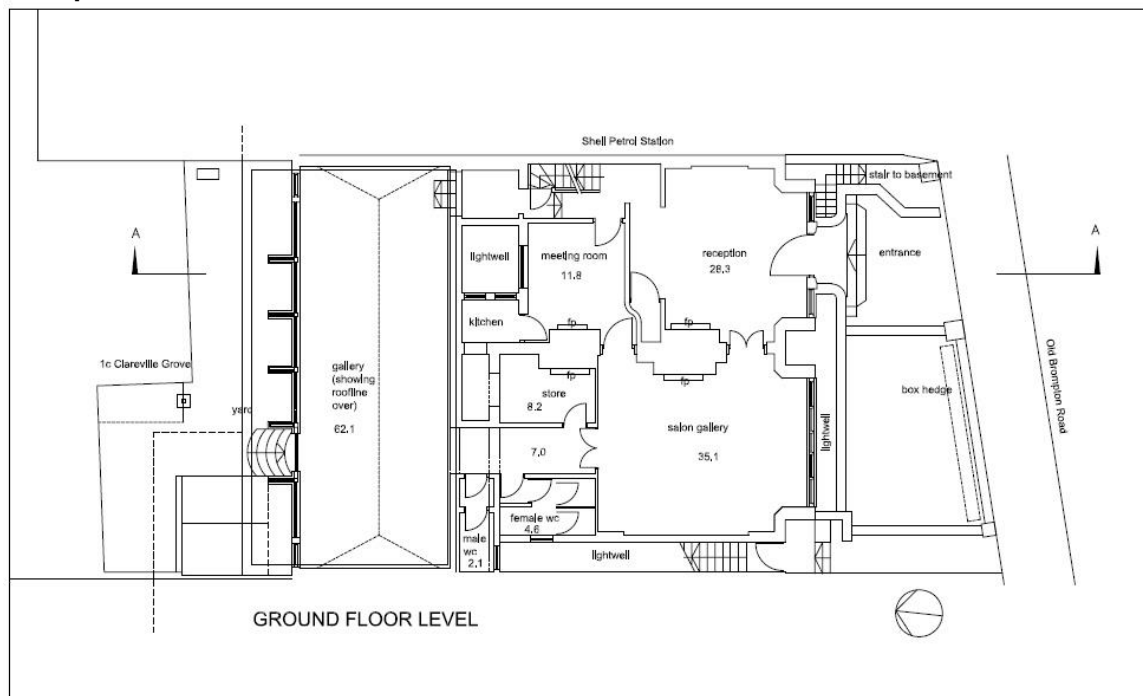
Based in the heart of the Royal Borough of Kensington and Chelsea, Dora House is one of the oldest Grade II listed buildings in the area and arguably one of the most striking due to Dutch style architecture and original features. Beautifully built in 1820 by William Blake, the property was once used by Victorian photographers Elliot and Fry before being purchased by eminent sculptor Cecil Thomas who was captivated by the building and its potential to house his own studio. Cecil, his wife Dora and son Anthony enjoyed the family home for many years and eventually the property was most generously bequeathed to the Royal Society of Sculptors in the 1960s, it has remained the Society's headquarters ever since.

Dora House offers three versatile spaces for hire: the Lobby, Salon and Studio. Original fireplaces and other characterful details can be found throughout. There is also access to a small kitchen and toilet facilities. Spaces can be used outside of the RSS's exhibition opening hours and events programme for events such as fashion and film shoots, presentations, product launches, showcase events, corporate meetings and drinks parties. The RSS is a registered charity and hire fees directly help to support its activities.

Measurements and specifications

Rooms	Dimensions	Notes
Studio	62.1 m ² = 668.44 ft ²	Cannot be darkened for projections. Patio door can be opened for air.
Salon	35.1 m ² = 377.81 ft ²	Can be darkened for projections. Windows are fixed shut, patio door in Studio can be opened for air.
Lobby	28.3 m ² = 304.62 ft ²	Cannot be darkened for projections
Total Venue	125.5 m² = 1350.87 ft²	

Floor plan



xsite architecture

REVISIONS	PROJECT:	ROYAL BRITISH SCULPTORS SOCIETY 108 OLD BROMPTON ROAD, LONDON	10 High Street, Newcombe, London, SE10 4AG +44 (0)20 7607 1111, +44 (0)20 7607 1112 or info@xsitearchitecture.co.uk
	TITLE:	GROUND FLOOR PLAN EXISTING	SCALE: 1:100 DRAWN: RSP
	PROJECT NO.:	0004	DRAWING NO.:
		02	REVISIONS:
			DRAWING STATUS:
			INFORMATION:
			DATE:
			APR 05

Capacity per room

Event Hire (RSS programme) See variations on capacity below, should you require a different arrangement, we are happy to discuss options.

Conference Hire

Studio	Accommodates c.70 seated in rows
Salon	Accommodates c.35 seated in rows
Lobby	N/A

Meeting Hire

Studio	Accommodates 14 seated at a table
Salon	Accommodates 10 seated at a table
Lobby	N/A

Party Hire

Studio	Accommodates c.100 standing
Salon	Accommodates c.60 standing
Lobby	Accommodates c.40 standing
Total venue	Accommodates c.200 standing

Prices

We ask for an agreed donation for space hire as listed below:

Event/ Conference/Meeting Venue Hire:

- £150 for up to 4 hours (inc. 30min set-up & 30min clearing time) + £25 per hour thereafter.
- Concessions for current RSS members: £80 for up to 4 hours (inc. 30min set-up & 30min clearing time) + £10 per hour thereafter.

Party Venue Hire:

- £250 for up to 5 hours (inc. 1hour set-up & 1hour clearing time) + £60 per hour thereafter.
- Concessions for current RSS members: £200 for 5 hours (inc. 1 hour set-up & 1 hour clearing time) + £50 per hour thereafter.

These rates are for dry hire of the space and do not include additional costs such as security, invigilation and audio-visual equipment. If felt necessary the RSS will ensure that a suitable number of staff is on site throughout the hire period. Please note venue rental may be subject to additional staffing costs as agreed.

Rates do not include VAT as the RSS is not a VAT registered charity.

Please note that we reserve the right to refuse a booking if an exhibition or event has already been programmed.

Catering

The RSS only has a small kitchenette. Therefore, we are unable to offer event catering beyond tea and coffee.

Hirers should arrange all necessary supplies for their event, including catering, drinks, glasses, and bar staff, unless arranged with the RSS ahead of time.

It is the responsibility of the hirer to ensure that the gallery is kept clean and tidy at all times, plus left in a safe condition. All equipment (such as the hot water urn) needs to be switched off before leaving the premises.

Event Photography

For event photography, the RSS recommends Anne-Katrin Purkiss (<http://www.purkiss-images.eu/>) or David X Green (<https://davidxgreen.com/>)

Insurance

The RSS does **not** insure your event, we will require proof that the Hirer has taken the necessary steps to insure their event accordingly.

As a third party contractor you are responsible for covering the loss or damage to any items belonging to the RSS. The RSS will not be liable for the loss or damage of any item brought into the RSS at any time.

Terms & Conditions

A 50% deposit is required as confirmation of a booking, the remainder to be paid 14 days before the event, unless agreed otherwise in writing by the RSS.

Notice of at least two weeks is required for cancellation of a booking due to the event being publicised in advance of the date. The cancellation fee for bookings cancelled less than two weeks prior to event is 50% of the full hire price. The cancellation fee for bookings cancelled less than a week prior to the event is 100% of the full hire price.

For further details and bookings please contact Lorraine Blackman on awards@sculptors.org.uk or 0207 373 8615.



Room hire
Booking form

Date(s) required	
Room required	
Time required (start and finish time please)	

Contact details

Event title:

Name:

Address:

Tel:

Email:

Invoice address:

Purchase order no.:

Number of people attending (final numbers are required 1 week before the event please. If no adjustment advised the number provided by you on receipt of this Agreement by us will be catered for):

Room layout required (chairs only)- Theatre Style / Boardroom Style / Other (please state)

Will use of the kitchenette be required – yes/ no

If yes please let us know if a hot water urn and mugs are needed (**and where you would like the urn etc set up**). Please note that tea, coffee and milk will need to be supplied by you.

Amount to pay (as agreed with RSS):

Dates confirmed (as agreed with RSS):

Key issue/ return? (as agreed with RSS):.....

*Please note that if you are lent a RSS key, it **MUST** be returned as per this agreement.*

I have read and understood all of the information provided and agree to abide by the terms and conditions overleaf.

Signature:

Date:

Please note that the Royal Society of Sculptors cannot accept bookings that are of a political or religious nature.

PLEASE RETURN TO: Lorraine Blackman, Royal Society of Sculptors, 108 Old Brompton Road, London, SW7 3RA awards@sculptors.org.uk. Please pay promptly on receipt of the invoice. Payment can be made by bank transfer, card (over the phone) and cheque.

Reference

If deemed relevant by the RSS a reference will also be required from a previously hired event space, the space must have been hired within 6 months of signing this contract. Please fill in details below and attach reference.

Venue:

Address:

Last hire date and period of hire:

Name of referee:

Position:

Reference attached- yes/no

Copy of Public Liability insurance attached – yes/ no

Royal Society of Sculptors

Terms and Conditions

Bookings of functions with the Royal Society of Sculptors (RSS) are subject to these following conditions:

1. A booking cannot be confirmed until a completed and signed booking form has been returned together with a deposit equal to 50% of the total contract price unless agreed otherwise with the RSS in writing.
2. The contract price shall be:
 - a) the total hire cost; and
 - b) such other sum as may have been agreed by the RSS and the customer.
3. The customer shall pay:
 - a) an agreed non-returnable deposit as stated, and
 - b) The balance of the contract price and any other sums under 2(b) not less than 14 days (two weeks) prior to the date of the function.
4. The customer must confirm the number of guests to attend the function no less than 1 week before the function.
5. The customer shall use the RSS premises strictly for the purposes of the function and for the time agreed.
6. The function must end at the agreed time, but in the event of any over-run the RSS reserves the right to make an additional charge.
7. If the customer does not meet payments in accordance with these conditions the RSS reserves the right to cancel the function by informing the customer in writing at the address held on file.
8. The customer may cancel the booking by notice in writing to the RSS. Where the booking is cancelled by the customer more than two months (eight weeks) before the function is due to take place, the RSS will make no charge or claim for damages subject to the customer meeting any costs already incurred by the RSS in connection with the function. Notice of at least two weeks is required for cancellation of a booking. The cancellation fee for bookings cancelled less than two weeks prior to event is 50% of the full hire price. The deposit remains non-refundable.
9. The RSS shall not be liable for loss of or damage to the property of the customer or customer's guests suffered or incurred whilst on RSS premises.
10. The customer shall take all reasonable precautions to ensure that no damage occurs to the property of the RSS or its employees or catering contractor (if relevant). Damage caused to RSS premises, its fixtures or fittings during the function or artwork unless caused by the direct action of RSS employees or contractors, will be charged to the customer on a repair or renewal basis (whichever is reasonably deemed appropriate by the RSS). In the event of any members of staff being injured by the customer or anyone attending the function the customer shall be liable for any claims arising therein.
11. The customer must take out adequate insurance to this effect, proof of which must be presented to the RSS no later than 4 weeks prior to the booking.
12. The customer will select from suppliers approved by the RSS unless agreed otherwise.
13. The customer must comply with fire regulations and statutory requirements concerning licensing and entertainment relevant to the event. **Licensing relating to music and alcohol needs to be discussed with the RSS in advance of booking and licensing requirements agreed at the time of signing this Agreement.**
14. In the event of circumstances arising which are beyond RSS's control and which render impracticable performance by the RSS of its obligations in respect of the booking, The RSS will seek to

make alternative arrangements that will be acceptable to the customer. If this is not possible, so that the RSS is unable to perform its obligation under this Agreement, such non-performance is excused and the RSS may terminate this Agreement without further liability of any nature, upon return of the customer's deposit and any such other sums received from the customer in respect of the function. In no event shall the RSS be liable for consequential damages of any nature for any reason whatsoever. The circumstances referred to include (but are not limited to) damage to, or destruction of, RSS property (whether by fire or otherwise), breakdown of machinery, failure of supply of electricity, strike, labour, dispute, accident, act of war, act of God, fire flood or other emergency condition.

15. Although every attempt will be made to advise of activities taking place elsewhere on the RSS site, RSS will not be responsible for any external activities which may affect the functions within the building.

16. The RSS reserves the right to refuse a booking should chosen dates requested by the Hirer clash with exhibitions/ events. The RSS will notify you (the Hirer) of any potential clash as far in advance as possible and during pre-booking discussions.

Thank you for booking your event with the Royal Society of Sculptors