

HIRING THE SW1 GALLERY

The gallery is available for hire on an evening, daily or weekly basis when no other event or exhibition is taking place.

Capacity

- 250 people for a reception or drinks.
- 100 people seated for dinner while retaining a bar area.
- 140 people seated without a bar area.

The Roof Gardens: On certain occasions, the landscaped gardens outside the gallery can be used as an additional space for an event.

Facilities available: Small kitchen, disabled toilet, two further toilets, sound system, PA system.

The gallery can recommend caterers, florists, designers, printers and photographers although you are welcome to bring in your own suppliers if preferred.

Evening Hire: £1250 + VAT

The gallery can be hired for evening events, receptions or launches between 18:00 and 23:00. If there is a requirement for an earlier start or earlier access for set up, this can be discussed.

Daily Hire: £1950 + VAT (Mon–Fri)

£2100 + VAT (Sat–Sun)

Daily Hire can take place when the gallery is closed on Sundays and Mondays and other days depending on availability. The space is available from 09:00 until 18:00. If an earlier start or a later finish is needed, this can be discussed.

Weekly Hire: £4500 + VAT

The gallery is open 5 days a week: Tuesday to Friday 12:00 – 18:00 and Saturday 12:00 –16:00.

Weekly hire begins on a Monday (when set-up takes place) and ends on a Saturday. Take-down and removal can take place on the Saturday after close, the Sunday or (depending on availability) Monday. Hire periods starting on days other than a Monday may also be possible depending on availability.

Conference Suite: The gallery inter-connects with a suite of three meeting rooms that, when required, can be hired independently or in conjunction with the gallery. These are available for hire as individual rooms or one or two large rooms.

See below for Conference Suite rates.



SW1 GALLERY

SW1 Gallery
12 Cardinal Walk
Roof Garden Level
Cardinal Place
London
SW1E 5JE

T: 020 7963 4024
E: info@sw1gallery.co.uk

Cardinal Place Conference Suite Rates Schedule

Roof Gardens Room	Capacity	Rate * **		
		<i>Hourly</i>	<i>Half Day</i>	<i>Full Day</i>
Conference Room 1	14	£60	£200	£300
Conference Room 2	16	£60	£200	£300
Conference Room 3	8	£50	£170	£250

*These are indicative rates only and additional charges may apply depending on your requirements

** Rates include the services of a meeting room assistant for the duration of your meeting

Standard audio-visual equipment included in room hire:

- 50 inch wall-mounted Plasma Display Screen (one per room)
- White board or flip chart with paper and pens
- White area for projection

Additional audio-visual equipment available:

- Phone lines (incoming calls only)
- LCD multi-media projector (Room 3 only)
- TV and video
- Hi-Fi

Hospitality available:

- Beverages including tea, coffee, water and biscuits are included in the room hire
- Catering needs to be arranged by the meeting organiser – please contact us for further details