



MENIERGALLERY

EXHIBITIONS



ABOUT THE MENIER GALLERY

The Menier Gallery offers a dramatic space to exhibit and view works of contemporary art and design. The gallery is situated within the historic Menier Chocolate Factory, minutes from London Bridge, The Shard, Borough Market and Tate Modern. The gallery is located at the heart of one of London's artistic hubs, and attracts many visitors, including art lovers, theatergoers, local residents and tourists.

SUPPORTING PAINTINGS IN HOSPITALS

The gallery is managed by the registered charity [Paintings in Hospitals](#), and all money raised from the hire of the gallery supports the charity's work. By hiring the Menier Gallery you'll be helping Paintings in Hospitals to use art and creativity to reduce sickness, anxiety and stress in UK healthcare facilities.

CONTACT DETAILS

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GROUND FLOOR GALLERY

The main exhibition space is located on the ground floor of the Menier Chocolate Factory. The gallery can be accessed from Southwark Street or via an internal connecting doorway between the Menier Chocolate Factory Restaurant and Theatre who also share the building.

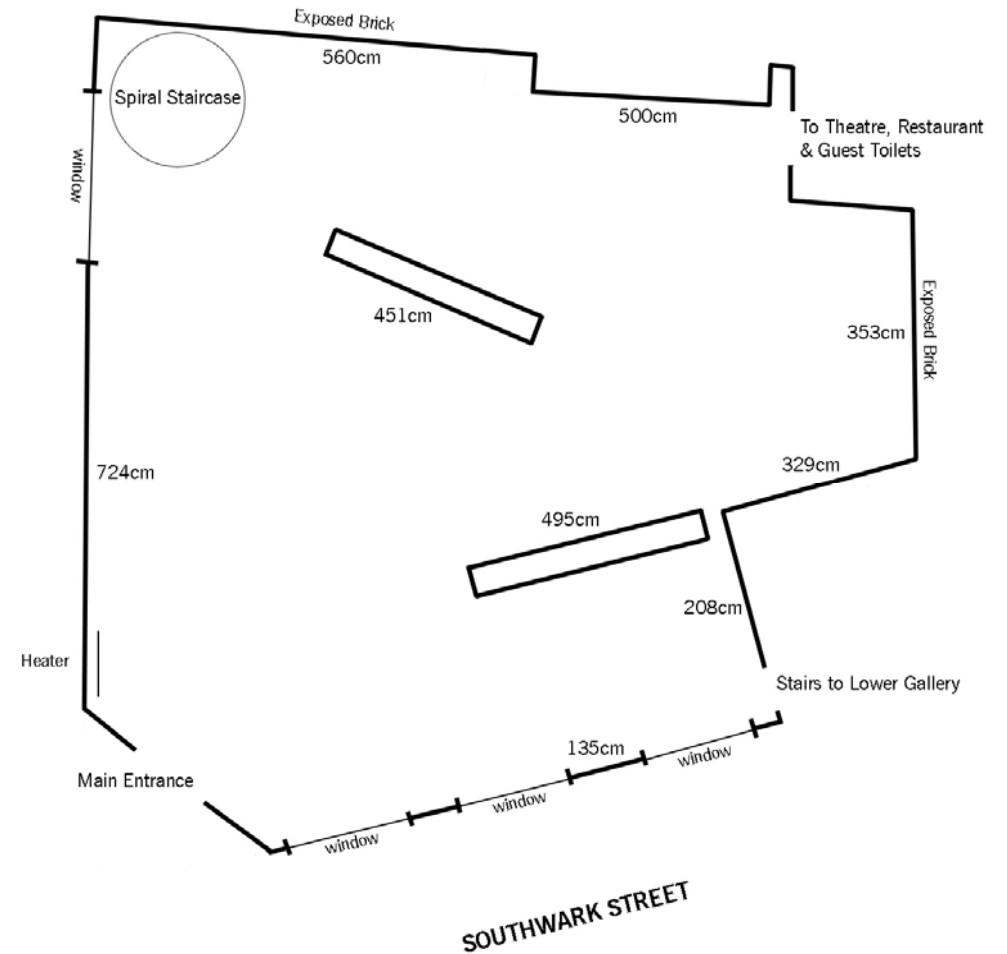


The ground floor gallery offers a unique, light and airy exhibition space with high ceilings and a number of historic architectural features. There are a mixture of exposed brickwork and white display walls, with two fixed interior feature walls dividing the space. Directional track lights on the ceiling light the gallery. Three large windows face Southwark Street, and another to O'Meara Street.

The Ground Floor Gallery is available to hire, either separately or in combination with the Lower Gallery.

Floor Plan

Size: 60 m² / 645 ft²
Linear Hanging Space: 47 m
Capacity: 200 people
Internet Access: Yes
Wheelchair Access: Yes
Approximate Gallery Wall Heights (from hanging rail to floor):
External walls: 313cm Freestanding walls: 244cm
Window hanging rail: 349cm



LOWER GALLERY

The Lower Gallery offers exhibitors a more conventional contemporary gallery and additional space for large-scale shows. Not being interrupted by natural light, the space provides an excellent environment for displaying works of a multimedia nature.

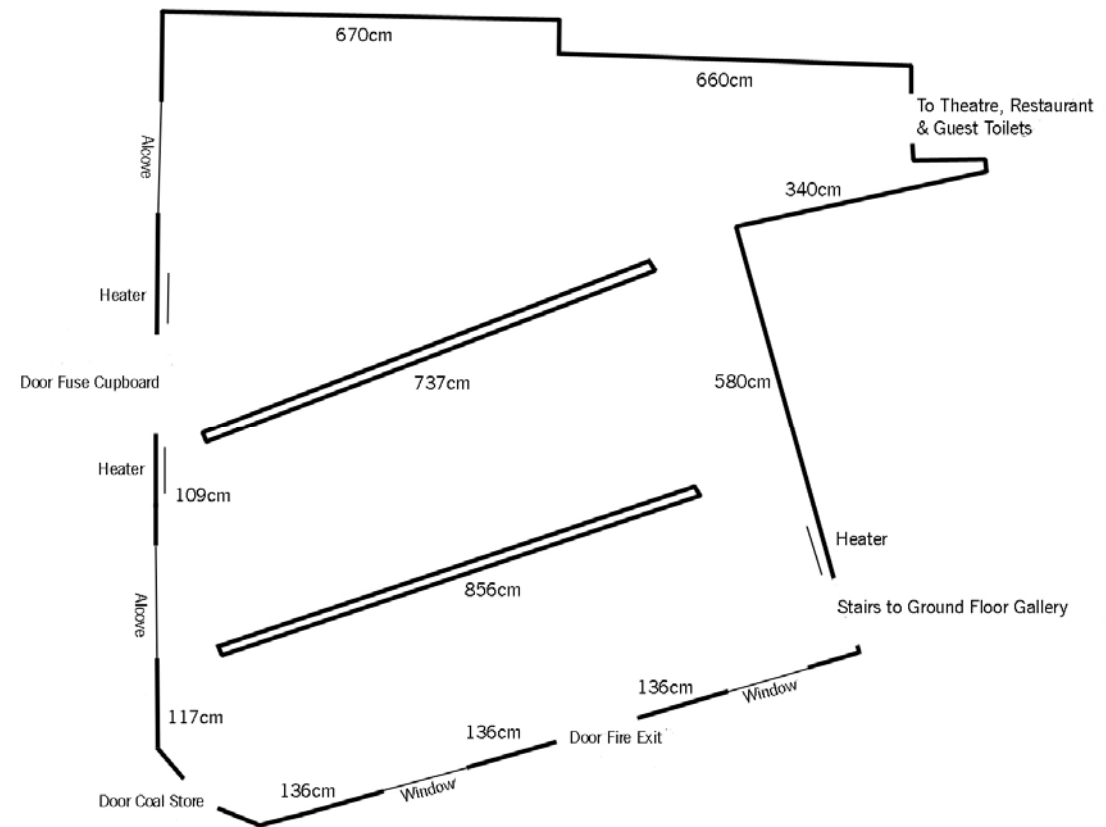


Stairs located to the side of the Ground Floor Gallery provide the main access. The space is divided by two floating interior walls and directional track lights on the ceiling light the gallery space.

The Lower Gallery is available to hire, either separately or in combination with the Ground Floor.

Floor Plan

Size: 77 m² / 830 ft²
 Linear Hanging Space: 61.8 m
 Capacity: 150 people
 Internet Access: Yes
 Wheelchair Access: No*
 Approximate Gallery Wall Heights (from hanging rail to floor):
 External walls: 247cm
 Floating interior walls: 247cm (margin of variance – 16cm)



*it is the hirer's responsibility to include this information in marketing materials

HIRING THE GALLERY

To hire the gallery please complete the hire application form and return it to the gallery along with two printed or JPEG images of the work you hope to exhibit. Successful applicants will be contacted and will receive a formal hire contract to review and sign.

SERVICES INCLUDED IN THE COST OF HIRE

- One late night for a private view
- Gallery technician during your installation
- E-mail list of over 1600 subscribers
- Listing on our website
- Inclusion in our email update
- Wireless internet access
- Picture hanging system
- Tea and coffee making facilities
- Music system
- Weekly cleaning service

NOT INCLUDED

- Storage facilities

KEY INFORMATION FOR EXHIBITORS

Exhibition Hire Period

The Menier Gallery is hired on a weekly basis from Monday 10:00 – Saturday 18:00, with the opportunity to hire for any number of consecutive weeks. Usually exhibitors install their exhibition on a Monday and de-install on a Saturday afternoon. Sunday access can be arranged ahead of time with the gallery (see additional services).

Gallery Opening Hours

Monday – Friday & Saturday 11am – 6pm
Sundays / Bank Holidays Closed

Exhibition Installation / De-installation

Exhibitors are responsible for hanging their exhibitions under the supervision of the Gallery Technician. The gallery provides ladders and a system for hanging 2-D work (picture railing, nylon string and metal clasps). Exhibitors should come prepared with a basic toolkit (spirit level, tape measures, screwdrivers etc.) and any particular fittings that may be required for particular artworks.

We strongly recommend that exhibitors arrange a **technical meeting** with the Gallery Technician in the weeks prior to their show to discuss any particular requirements they may have, please contact your Gallery Coordinator to organise this.

At the conclusion of the hire period the exhibitor will be required to make good for the next exhibitor under supervision of the Gallery Technician or Coordinator.

Private View

Private views are held on the first Tuesday of the hire period from 18:00 to 20:30, with the premises vacated at 21:00. Exhibitors are required to supply all necessary food, beverages, glasses and bar staff for their event, unless this is arranged with the gallery ahead of time (see additional services).

Hirers are allocated one private view within their hire contract. Additional private views or lates can be arranged as requested, ahead of time (see additional services).

It is the responsibility of the exhibitor to ensure that the gallery is kept clean and tidy at all times and that the gallery is vacated by 21:00.

Invigilators

Gallery and Paintings in Hospitals staff will be on site during gallery opening hours and will be responsible for opening and closing the gallery.

The exhibitor must arrange for invigilators and/or sales staff to be present during gallery opening hours, private views and late nights. We suggest that hirers ensure there is sufficient staff to cover rest periods and lunch breaks as we may be forced to close the gallery if an invigilator is not available.

If you require invigilators please contact the Gallery Coordinator (see additional services).

SALES

To ensure that exhibitors maximize the potential of their exhibition, the gallery does not charge commission on the sale of any artwork. Exhibitors are encouraged to provide suitably skilled resources to manage enquiries, sales and money that might be generated from the exhibition. Transactions are between the exhibitor and the purchaser of the work and any cheques and/or cash are the responsibility of the exhibitor at all times.



PROMOTION

The exhibitor is responsible for all marketing and promotional activities such as invitations, posters, flyers and advertising. Exhibitors may use the gallery logo and location map for marketing material.

To ensure that all information regarding the Menier Gallery is correct we ask that exhibitors provide the gallery with proofs of any marketing material for approval, prior to printing. Once approved you may send fliers to be displayed in the gallery in advance of your exhibition if you wish.

Email List

The gallery has an e-mailing list of over 1,600 subscribers. We send a bi-monthly email update, featuring upcoming exhibitions and events. Exhibitors should provide the gallery with a suitable image and short exhibition description no later than 8 weeks prior to the start of their exhibition to be included. Use of this list comes at no additional cost. Whilst the gallery makes every effort to keep these lists current, it is unable to confirm any outcomes that might be generated from their use.

Posters

We can put posters up for each exhibition. The Ground Floor Gallery A-board requires 2 x A1 posters. The Lower Ground Floor Gallery A-board requires 2 x A2 posters. We recommend you use this during your exhibition to attract visitors.

Menier Gallery Website

The gallery website (www.meniergallery.co.uk) is updated on a monthly basis and features upcoming exhibitions and events. Exhibitors should provide the gallery with a suitable image and short exhibition description no later than 8 weeks prior to the start of their exhibition to be included.

Press and Online Listings

The gallery is often approached by local and regional media agencies with requests for information regarding current and future exhibitions. In these situations the gallery will use the information provided with your application unless otherwise specified. The gallery also updates a number of online listings websites, and its [Twitter](#) and [Facebook](#) pages.



PAYMENT

On approval of your application you will be sent a hire contract and invoice to review and sign. A non-refundable deposit of 50% of the total hire fee is due within 30 days, with the final payment due six weeks before the commencement of the hire period. Should the booking be made less than six weeks before the commencement of the hire period, then the total fee will be due immediately. Failure to pay either the deposit and/or the final payment within the scheduled time will result in the hire contract being cancelled and the deposit retained.

CANCELLATIONS

Once your hire contract has been issued, cancellations must be made in writing. Cancellations received later than four weeks before the commencement of the hire period will result in the hire fee being forfeited.

INSURANCE

The Menier Gallery does not insure your exhibition. The gallery will take all reasonable care to ensure the safety of all items belonging to the exhibitor, however the gallery will not be liable for the loss or damage of any item brought into the gallery at any time.

SECURITY

The gallery operates a number of advanced security features. These include an electronic alarm system, deadbolt windows and doors and security grills on all ground floor windows.

ADDITIONAL SERVICES

We offer a number of additional services to expand the impact of your show:

Service	Fee
Extra Late Night (1 Floor)	£150.00 per night 18:00 – 20:30 vacating at 21:00
Extra Late Night (2 Floors)	£200.00 per night 18:00 – 20:30 vacating at 21:00
Sunday Install / De-install	£120.00 for the first 3 hours £35/hr thereafter
Gallery Technician Additional time	£35.00 per hour
Invigilators / Bar Staff	£20.00 per hour
Telephone	£0.25 per call
Fax	£0.30 per sheet
Photocopying	£0.10 per sheet
Projector Hire	£150.00 per week (Monday to Saturday)
Either DVD player, multimedia player or Chrome cast	£50.00 per week (Monday to Saturday)

FREQUENTLY ASKED QUESTIONS

Can the gallery assist in funding my exhibition?

We offer a 10% charity discount and student subsidies in the Lower Ground Floor space, however as the gallery already provides assistance to the charity Paintings in Hospitals, it is unable to offer financial assistance all exhibitors. Exhibitors may wish to approach suitable businesses such as arts, food or wine suppliers with a proposal for supporting their exhibition. Some suppliers may find it easier to help your cause by providing a product rather than financial assistance.

Who should I contact if I have any additional questions?

If you have any additional questions please feel free to contact the Gallery Coordinator on the number provided.

Can the gallery guarantee me sales?

Unfortunately, sales are never guaranteed. Much depends on whom you are trying to reach, their ability to get to the show and their impulse to buy. Offering a range of works with a range of prices is a good starting point.

How can I ensure I get the most people to my exhibition?

Marketing and promoting your exhibition is as important as the work you are displaying. Think about the people you wish to invite and creative ways of encouraging them to purchase your work. Having someone well known to open your exhibition is a good idea and may motivate others to come along.

Tapping into existing networks is also an efficient way of reaching large numbers of people quickly: community groups, business associations, sponsors contacts may be happy to include your exhibition in a newsletter or email.

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