

## Venue Hire Information

### Spaces Available for hire

- **The Fashion Studio** – 100 standing 80 seated depending on layout
- **The Workroom**- 50 standing / seated depending on layout
- **The IT Suite** – 15 workstations / computers + 1 workstation & computer for group leader
- **The Gallery** – 250 / 350 standing depending on layout

For images and a short overview please click [here](#).

**For a full understanding of the possibilities and spaces available, a site visit is highly recommended prior to booking and placing your deposit. Please contact [charlotte.neep@newham.ac.uk](mailto:charlotte.neep@newham.ac.uk) to arrange your visit.**

### Pricing

**All prices are listed ex VAT and are for room hire only, for additional services including furniture, catering and equipment hire please see below.**

Whole day= 8 hours Half day= 4 hours between the hours of 8am-6pm.

Room hire will be priced by the set up and take down times and NOT event time.

For events taking place after 6pm additional staffing cost will be added, for pricing please contact us with your requirements.

- **The Fashion Studio** – £200 per hour, £700 half day, £1000 whole day
- **The Workroom**- £160 per hour, £500 half day, £800 whole day
- **The IT Suite** – £160 per hour, £500 half day, £800 whole day
- **The Gallery** – Pricing starts around £2500 for an evening event after 6pm, please provide your requirements for a quote

-A Venue Hire agreement must be signed by the Hirer to secure the booking.

-A deposit of 20% against venue hire fee (excluding additional requirements) is required to secure your booking a minimum of 1 month prior to the venue hire date. Failure to pay the deposit will result in the cancellation of the booking.

-The deposit required to confirm your booking is **non-refundable**.

-The venue hire fee balance plus any fees for additional services is payable **two weeks** before the venue hire date.

-The Hirer may cancel the booking up to two weeks before the venue hire date. Request to cancel must be in writing.

### Availability

Please let us know your preferred dates within your initial enquiry. Please note the Museum is closed on Sundays and is not available for hire. For events that take place outside of Museum opening hours, after 6pm will incur additional staffing & security costs.

### **Room Specifications**

The museum is fully accessible with the use of a staff operated lift where required. Toilets are located on the ground floor at the rear of the foyer.

#### ***The Fashion Studio- First floor***

- Guest Wifi available
- Projector and screen which can connect to your laptop via HDMI or VGA connection
- Audio system which can connect to your device via mini jack (headphone socket)
- Various room layouts available including boardroom and theatre style
- Food and drink is permitted
- 2x cabled microphones for use in talks or speeches
- Accessed through the museum Gallery space included
- Available for hire Monday-Saturday schedule permitting

#### ***The Workroom- Ground floor***

- Guest Wifi available
- On street access for dedicated guest entry and exit
- Dedicated toilet for guests
- Food and drink is permitted
- Flexible room layout
- Available for hire Monday-Saturday schedule permitting

#### ***The IT Suite- First Floor***

- Guest Wifi available
- Internet enabled PCs with 24" monitors
- Access to the latest Adobe software including InDesign, Photoshop & Illustrator
- Flexible desks allowing computer equipment to be hidden depending on your needs
- Projector and screen which can be connected to your device by VGA cable (please be aware an adaptor may be required depending on your device)
- No food or drink permitted
- Available for hire Monday-Saturday schedule permitting

#### ***Gallery- Ground & First Floor***

- Private access to the current exhibition
- Spaces across the ground and mezzanine levels
- Audio system which can connect to your device via mini jack (headphone socket)
- Radio microphone for speeches & tours
- Available for hire Monday-Sunday outside of current museum opening hours
- Licenced for events between 9am-11pm
- Colourless drinks permitted such as white wine and champagne
- No food permitted but guests are welcome to have canapes etc in the museum foyer and in the other spaces available for hire

## **Additional Services**

### **Refreshments and Catering**

- The Museum can provide tea, coffee, water and biscuits for £3.75 per head
- Light lunches can be provided, the Museum works with [Berkeley](#) catering, prices available on request
- Serving staff can be added to any event upon request
- Other catering is available on request
- The museum is happy to work with third parties when requested or for you to bring in your own supplier.

### **Furniture and Equipment Hire**

- Tables 160 x 80cm are available for £15 fee per unit
- Chairs are available for £2.50 fee per unit
- Dress forms are available £15 fee per unit
- The museum works with [Allens Hire](#) for additional glasses, crockery and furniture hire
- For the IT available in each room please refer to the room specifications
- The hirer is welcome to bring in their own furniture and equipment in agreement with the museum

### **Tours, Workshops and Bespoke Experiences**

- Please have a look at our [website](#) to view the various options and services we offer.
- The museum is always open to creating an experience that suit your needs, please let us know your requirements and we can design something for you.

## **General Information**

In place of a permanent display, the Museum hosts a diverse programme of temporary exhibitions, displaying a broad range of innovative fashion and textiles from designers and makers around the world. Discover our [current exhibition](#), check out our programme of [events](#) including talks, workshops and digital design courses, and explore how you can [support the Museum](#).

For information regarding the Museum and our mission please click [here](#).

For information on getting to the Museum please click [here](#).

**Please be aware that the museum is staffed by a small team of 7 people, we will endeavour to respond to your enquiry as quickly as possible.**