

## **DORA HOUSE | VENUE HIRE**



Dora House is a striking, Grade II-listed building in the heart of the Royal Borough of Kensington and Chelsea. Minutes from South Kensington and Gloucester Road tube stations, it is an easily accessible venue in a beautiful area.

Royal Society of Sculptors, 108 Old Brompton Road, London SW7 3RA

020 7373 8615 | [info@sculptors.org.uk](mailto:info@sculptors.org.uk)

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**SCULPTORS.ORG.UK**

The individual architecture and light-filled rooms of Dora House have always appealed to the creative. Over its lifetime, it has been a home – and studio space - for sculptors, architects, photographers, painters and designers.

It is now the headquarters of the Royal Society of Sculptors, retaining beautiful features, including tall leaded light windows and original fireplaces.

Three elegant spaces are available to hire: the Lobby, Salon and Studio. All on the ground floor, these flexible rooms can be hired individually or together.

Dora House regularly hosts fashion and film shoots, drinks receptions, book/product launches, small conferences, meetings, presentations and training sessions as well as creative workshops.

The Royal Society of Sculptors was created more than 100 years ago to champion contemporary sculptors and the artists who create it. Today we are leading the conversation about sculpture, supporting and connecting artists, and playing host to a programme of exhibitions and talks.

**For a tour of Dora House and to discuss your requirements in detail, contact Lorraine Pajak, [awards@sculptors.org.uk](mailto:awards@sculptors.org.uk), 020 7373 8615.**

*"I love Dora House so much, it is such a cosy, pretty and historical place for an arts lover like me."*

-Gilford Law, Director-General, Hong Kong Economic and Trade Office, London

## INTRODUCING OUR SPACES



### The Lobby

- Light filled room with original fireplace, paneling and parquet flooring
- Accommodates 40 standing (i.e. party hire)



### The Salon

- Elegant room with tall leaded windows, original paneling, and parquet flooring
- Accommodates c.60 standing, c.35 seated in rows, 10 seated at table (60 only allowed in total)



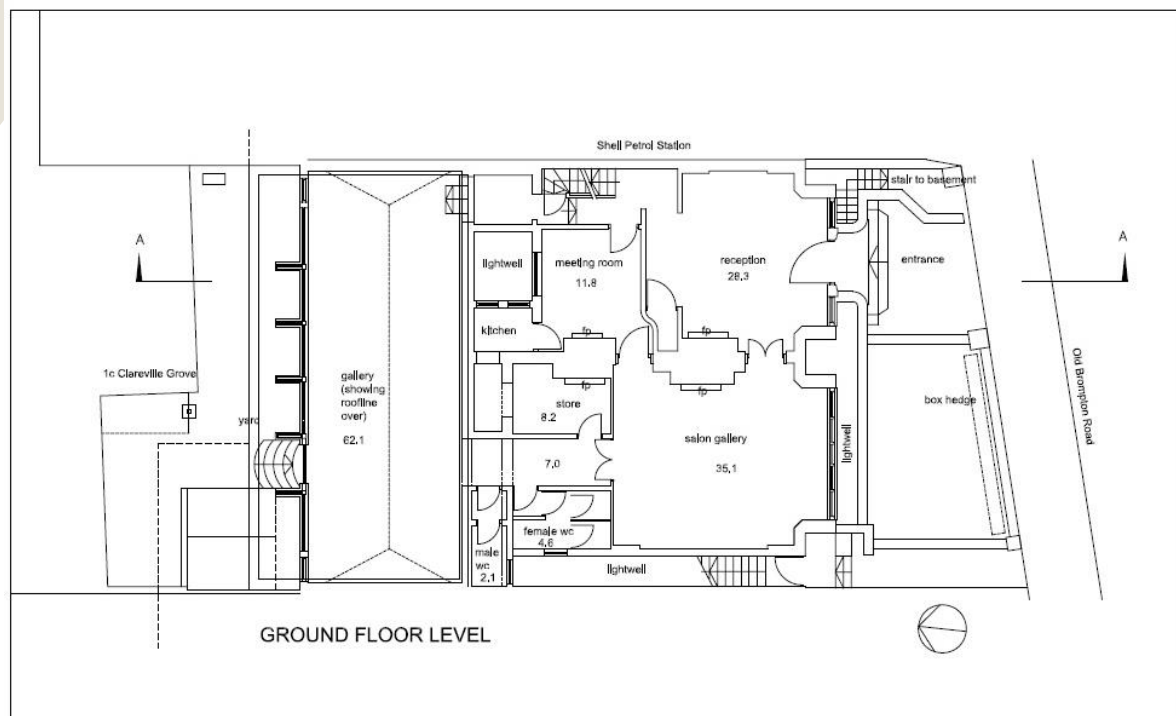
### The Studio

- Light and airy, once a photography studio
- Accommodates c.60 standing, c.60 seated in rows, 14 seated at table (60 only allowed in total)
- Newly refurbished toilets (with disabled access and baby changing facilities) are next to the Studio

For more images of our spaces, visit [sculptors.org.uk/venue-hire](https://sculptors.org.uk/venue-hire)



## FLOOR PLAN



## CAPACITIES & SPECIFICATIONS

### Conference Hire

*Seated in rows*

Studio: c.60

Salon: c.35

Lobby: N/A

### Meeting Hire

*Seated at table*

Studio: 14

Salon: 10

Lobby: N/A

### Party Hire

*Standing*

Studio: c.60

Salon: c.60

Lobby: c.40

**PLEASE NOTE THAT WE CAN ONLY ACCOMMODATE 60 GUESTS IN TOTAL (INCLUDING ORGANISERS AND ROYAL SOCIETY OF SCULPTORS STAFF) AT ANY ONE TIME DUE TO FIRE REGULATIONS. THANK YOU FOR YOUR UNDERSTANDING.**

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

## FEES

The Royal Society of Sculptors is a registered charity and venue hire fees directly support our activities. We ask for an agreed donation for space hire:

### Event/ Conference/Meeting venue hire:

- £300 for up to 4 hours (including 30mins set-up and 30mins clearing time) + £37.50 per hour thereafter
- Concessions for current members of Royal Society of Sculptors: £80 for up to 4 hours (including 30mins set-up and 30mins clearing time) + £10 per hour thereafter

### Party venue hire

- £400 for up to 5 hours (including 1 hour set-up and 1 hour clearing time) + £90 per hour thereafter
- Concessions for current members of Royal Society of Sculptors: £200 for 5 hours (including 1 hour set-up and 1 hour clearing time) + £50 per hour thereafter

### Third Thursday events

- We charge £150 per event

#### Please note:

- These rates are for dry hire of the space and do not include additional costs such as catering, security, invigilation and audio-visual equipment. Any catering or audio-visual items that we stock and are available for hire are charged at **£50 (no VAT) per item.**
- If felt necessary the RSS will ensure that a suitable number of staff is on site throughout the hire period. Venue rental may be subject to additional staffing costs as agreed. **If your event runs past 9pm an additional £100 will be charged.**
- Rates do not include VAT as we are not a VAT registered charity.



## NOTES

### Catering

Dora House 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 otherwise arranged with the Royal Society of Sculptors 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.

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Should you wish to consider hiring waiting staff for your event, we would like to suggest our partners **19/29 Agency** - <https://www.1929agency.com/> If you book staff through 19/29 Agency for your event at Dora House the Agency will give you a 5% discount off of your final bill.



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### Event Photography

For event photography, Mike Glide Photography - <https://www.mikeglide.com/>

### Insurance

The Royal Society of Sculptors 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 Society. The Society will not be

liable for the loss or damage of any item brought into Dora House at any time.

### **Terms & Conditions**

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

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.

**We reserve the right to refuse a booking if an exhibition or event has already been programmed for that date.**

## **EQUALITY, DIVERSITY AND INCLUSION**

The Society is committed to equality and diversity and we aim to be mindful of this in all that we do. Should you wish to book with us we would like to draw your attention to our Public Events Checklist for use in the run up to your event and during. Should you need help and advice regarding the Checklist we are more than happy to assist. Please see link here for more information on our own EDI plan - <https://sculptors.org.uk/royal-society-sculptors>





## **DORA HOUSE VENUE HIRE | BOOKING FORM**

### **ABOUT YOU**

<b>Date (s) required</b>	
<b>Room (s) required</b>	
<b>Time required</b> (Start & finish time)	
<b>Name</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Invoice address</b> (if different to above)	
<b>Purchase order number</b>	



## EVENT DETAILS

<b>Event title</b>	
<b>Room layout required (chairs only)</b> e.g. Theatre style, Boardroom, Other (please state)	
<b>Number of people attending</b> Final numbers must be confirmed one week prior to event. If no adjustment is made, then the number provided by you on this booking form will be considered as final and catered for by us accordingly.	
<b>Will use of the kitchenette be required?</b> If yes, please confirm if hot water urn and mugs are needed required and <b>where you would like urn set up.</b> You need to supply tea, coffee, milk, sugar etc	

## ADDITIONAL HIRING

Please indicate below if you would like to hire additional items for your event

Glasses (wine/flute/highball) - £50	Yes/ no
Portable double hob - £50	Yes/ no
Hot water urn - £50	Yes/ no
Large portable TV (on stand) - £50	Yes/ no
Meeting Owl - £50	Yes/ no
Event will run past 9pm - £100	Yes/ no

## FEES

<b>Amount to pay</b> (as agreed with the Royal Society of Sculptors)	
<b>Dates confirmed</b> (as agreed with the Royal Society of Sculptors)	
<b>Key/issue return?</b> (as agreed with the Royal Society of Sculptors)  Please note that if you are lent a key to Dora House, it <b>MUST</b> be returned as per this agreement.	

## 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 THIS FORM TO:

Lorraine Pajak, Royal Society of Sculptors, 108 Old Brompton Road, London, SW7 3RA, or email to [awards@sculptors.org.uk](mailto:awards@sculptors.org.uk).

Please pay promptly on receipt of invoice. Payment can be made by bank transfer, card (over phone) or cheque.

## REFERENCE

If deemed relevant by the Royal Society of Sculptors, a reference will be required from a previously hired event space, the space must have been hired within the past 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

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Copy of Public Liability insurance attached to this email – yes/ no?

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### 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 must not exceed capacity of 60 attendees at any one time) 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**