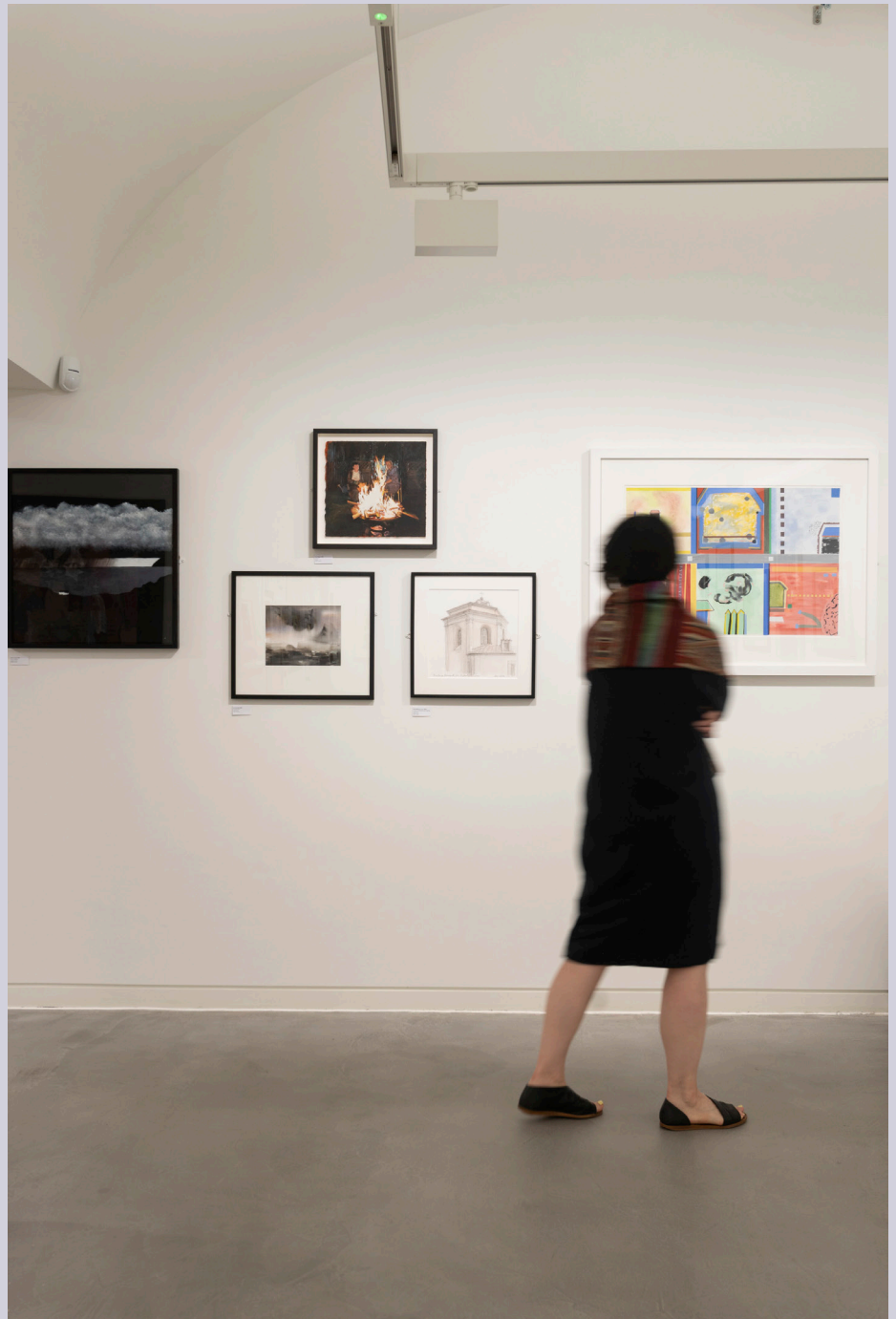


RWS Gallery Gallery Hire Information Pack



Background Information

Thank you for your interest in the hire of the RWS Gallery at Whitcomb Street.

The origins of the Royal Watercolour Society (RWS) can be traced back to the formation of the Society of Painters in Water Colours in 1804. Today the RWS is an artist-led society made up of an elected membership who are amongst the finest practitioners in contemporary water-based painting.

In 2015 the RWS was approached by a developer looking for an arts charity to occupy part of a building on Whitcomb Street. Their research had found that the Society had shown their paintings there many years ago in the 19th Century. The Society gladly accepted the developer's generous offer to return to the building, and shortly afterwards enlisted the help of world renowned architect Chris Wilkinson RA and his award-winning firm, WilkinsonEyre. After several years of renovation works Chris' vision for the space was finally realised and in 2020 the Society signed a 250 year lease.

Plans and proposals for the galleries continue to develop in what is still an early stage in the Society's long future at Whitcomb Street. However, the RWS envisage that the RWS Gallery will provide a venue for not only their own programme of exhibitions and events celebrating water based media and art in general, but also activities delivered collaboratively with like-minded artists, galleries, curators and groups, and periods of gallery hire to those with creative values in line with the Society's own.





Ground Floor

Image 1 Spacious silestone reception desk area backed with shelving suitable for the display of exhibition catalogues and other related material.

Image 2 The view from the reception area into the ground floor gallery space with the double doors leading to the stairwell shown to the right.

Image 3 The ground floor gallery space showing the main entrance doorway to the right and the double doors leading to the stairwell to the left.





Lower Ground Floor

Image 1 One of two vaulted inter-connecting gallery spaces. This is the view of the lower ground space when first accessed via the main stairwell.

Image 2 The second of two lower ground spaces showing the charming through-way between both vaulted galleries. The door shown to the right provides access to two gender neutral toilets and the lift to the ground floor.

Image 3 The lower ground gallery space showing the view if entered via the lift.



The Space

The RWS Gallery has access at street level leading to a modern and contemporary gallery space on the ground floor. A silestone reception desk designed by the late Chris Wilkinson RA provides an understated focal point for visitors, and a unique display shelving area for catalogues and other exhibition material.

The lower ground gallery is accessible via the main stairwell or lift. The space comprises two airy vaulted galleries with floating walls for the display of artwork. This space is served by specialist equipment ensuring that temperature and humidity are at the correct conservation levels for the safe display of historic artworks.

Both the ground and lower ground galleries are equipped with state-of-the-art lighting designed by lighting expert Chris Beasley. The lighting is designed to flood the walls rather than produce areas of spotlighting, creating the feel of natural daylight throughout.

Ground Floor

- 70m² of floor space
- 56m² of wall space suitable for the display of artwork
- 28 shelving spaces measuring 40 x 30cm (approx) behind the reception desk suitable for the display of exhibition printed material such as catalogues

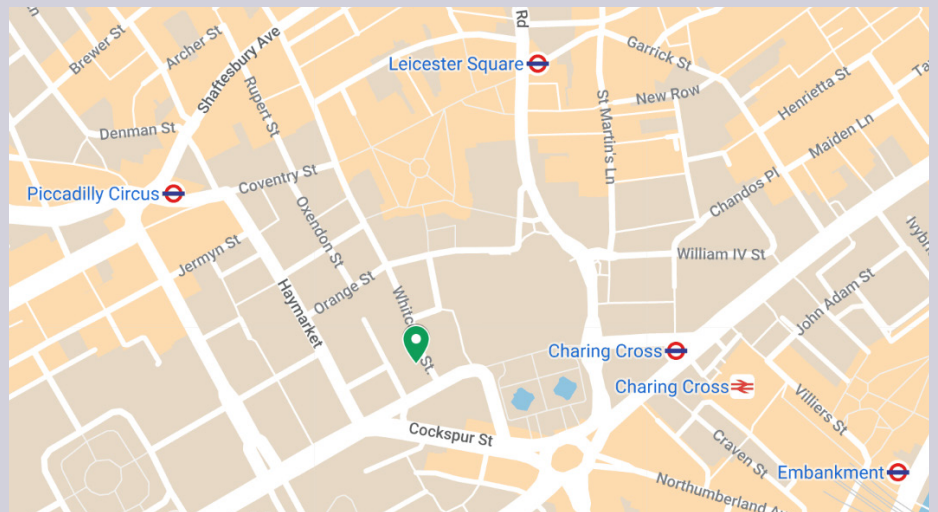
Lower Ground Floor

- 75m² of floor space
- 115m² of wall space suitable for the display of artwork

Facilities & Access

- Two gender neutral toilets including one accessible to those using wheelchairs
- Main access to the gallery at street level with a dropped kerb for wheeled access a few steps away
- Access for deliveries via the main street entrance on Whitcomb Street. This is a one-way double-yellow road however loading and unloading for brief periods is permitted
- Air conditioning throughout
- Specialist temperature and humidity control equipment serving the lower ground floor gallery spaces
- Lift serving both floors of the gallery
- WiFi with download speeds of 100mbps
- Two wine fridges to fit approximately 25 bottles each
- Two wireless microphones with portable speaker available on request
- Fifty contemporary white event chairs and ten matching trestle sized tables available for use on request
- Card payment system available for use on request, subject to an additional charge

Location



The RWS Gallery, at 3 - 5 Whitcomb Street is located opposite the Sainsbury Wing of the National Gallery, and is a one minute walk from the hustle and bustle of Trafalgar Square. This key street in Central London acts as one of the main thoroughfares connecting Trafalgar Square, Leicester Square and Soho, areas attracting millions of visitors each year.

The Gallery is well served with transport links with nearest stations Leicester Square (Northern and Piccadilly lines) and Charing Cross (Bakerloo and Northern lines, and National Rail) just a few minutes walk away.

Work is currently underway to provide a main entrance to the National Gallery on Whitcomb Street, right opposite our own, and expected to complete in 2024. This exciting project will ensure that Whitcomb Street will be a destination for arts and culture visitors for years to come.

The location of the RWS Gallery is shown at the green pointer on the map above.

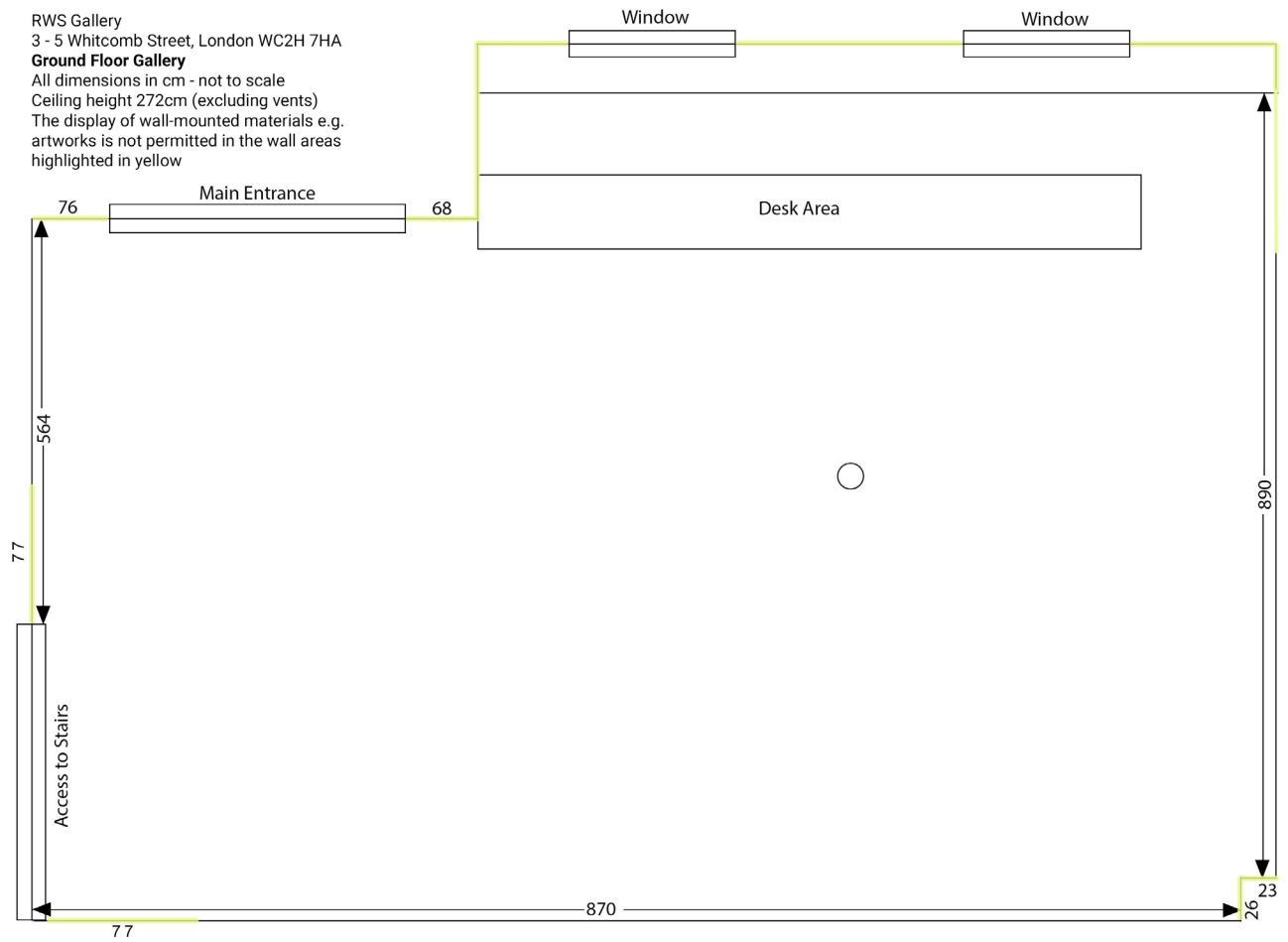


RWS

ROYAL WATERCOLOUR SOCIETY

GALLERY

RWS Gallery
3 - 5 Whitcomb Street, London WC2H 7HA
Ground Floor Gallery
All dimensions in cm - not to scale
Ceiling height 272cm (excluding vents)
The display of wall-mounted materials e.g. artworks is not permitted in the wall areas highlighted in yellow

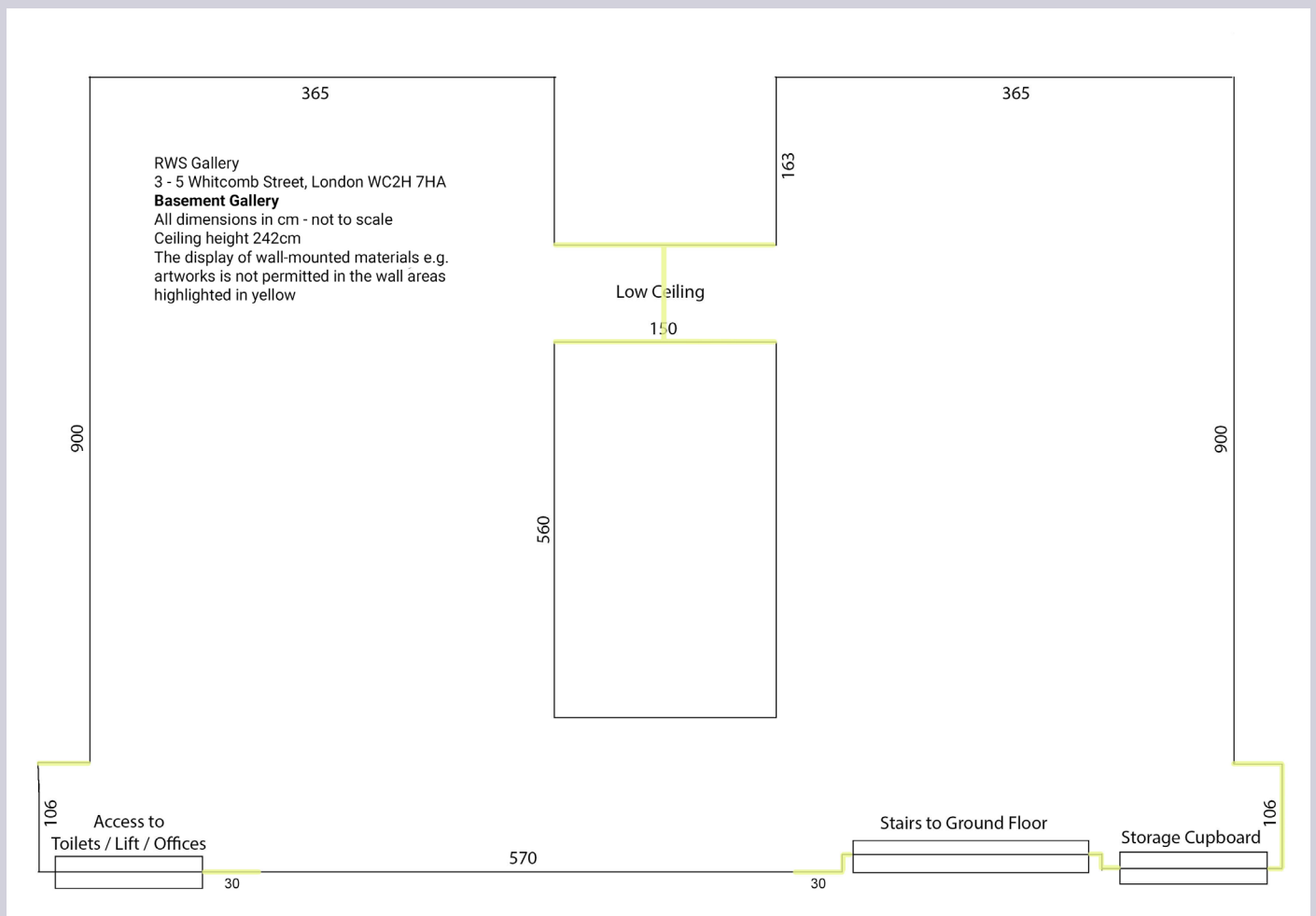




RWS

ROYAL WATERCOLOUR SOCIETY

GALLERY



Rates

The RWS Gallery is available for exhibition and event hire at a rate of £8,500 per week (7 days) for 2024. Fees for 2025 onwards are available on request.

Should you wish to hire on a daily basis, the RWS Gallery is available at a rate proportionate to the weekly rate, equalling £1,215 per day, with a 3 day minimum. Hire periods of fewer than 3 days are available, with daily and hourly rates available on request.

A non-refundable deposit is due to secure the booking. The balance is due 8 weeks before the hire period, plus a refundable security deposit of £1,000. Please note that the RWS is not currently VAT registered so VAT does not apply to the fee.

Usual access times for general public opening is between the hours of 11am - 5pm, with access to the hirer 15 minutes either side of public opening hours. For 2 days during a hire period, usually the first and last days of the hire for the purpose of install and take down, access for the hirer is 10am - 6pm. Additional hours may be available on request, subject to an additional fee.



Hire Includes

- Use of both the Ground and Lower Ground gallery spaces for an exhibition or event
- Use of gallery equipment listed on page 5, on request
- RWS reception staff on site for the duration of the hire
- Exhibition or event listing on the RWS website and promotion through RWS social media and e-newsletter
- Gallery cleaning on one occasion per week of hire
- Insurance of artworks fixed to the walls up to a combined value of £300,000

Optional Extras



The following extra services are available on request to ensure the hire experience is as smooth and stress-free as possible. Our expert staff have years of experience delivering exhibitions and events to the highest standard and so hirers can rest assured knowing that their exhibition or event is in good hands. All optional extras are subject to an additional fee. If there is something you'd like support with that isn't listed here please contact us to discuss and we will do our best to accommodate you.

- Front of house and invigilation staff to welcome and direct visitors, in addition to the reception staff already provided
- Exhibition technicians to install and de-install the exhibition, and 'make good' the walls before vacating the premises at the end of the hire period*
- Additional access or opening hours including for evening events such as private views. For events requiring a bar, 2 bar staff will be included in the fee.
- Gallery cleaning in addition to what is already included (see page 9)
- RWS Gallery branded exhibition signage for the main street entrance, designed in-house and tailored to the hirer's exhibition or event. All signage for display on the main entrance doors is designed, printed and installed by the RWS Gallery in-house team. Signage designed and printed by the hirer is not permitted for display on the main entrance and therefore if this optional extra is not requested only the gallery name will be displayed on the entrance doors.
- Payment system for sales (if applicable)*
- Exhibition signage and labels (if applicable)*

*It is expected that the hirer will arrange their own equivalent if they choose not to make use of the optional extras marked with an asterisk

FAQs

Are exhibition hires limited to those showing only works in water based media?

No, we welcome gallery hire proposals for exhibitions and events showing art made in all media within the physical constraints of the gallery.

Can I hire just the ground floor space, or just the lower ground floor space only?

The hire fee includes both ground and lower ground spaces but hire of one floor only may be possible on certain occasions. Please contact us for further information and specific rates.

Can I hire the space on a daily, half-daily, evening or hourly basis?

Yes. For hires of 3 days or more the rate is proportionate to the weekly rate and is charged at £1,215 per day. For hires of fewer than 3 days including on an hourly basis, rates are available on request.

Is the hire fee applicable to VAT?

No, the RWS is not currently registered for VAT. In the event that the RWS becomes VAT-registered hirers will be notified as soon as possible.

Does the gallery take a commission on sales?

No. All money made through sales goes directly to the hirer. However if the hirer requests to make use of the gallery payment system a small percentage per sale will apply.

Are proposals welcome from groups of artists who intend to share the cost of hire?

Yes, we welcome proposals such as these. Please contact us to tell us more about your idea.

Is there a criteria for exhibitions and events that can be held at the RWS Gallery?

Exhibitions and events held at the RWS Gallery should align with the creative values and vision of the RWS. Requests put forward to hire the gallery are subject to approval by the RWS Hire Group. If you are unsure whether your exhibition or event may be suitable, please feel free to contact us.

Can I display artworks and exhibition / event material on the stairwell or hallway areas outside of the gallery spaces?

No, the RWS Gallery occupies part of the Hobhouse Estate and all areas outside of the gallery spaces are communal to the building so unfortunately nothing can be stored or displayed here.

Can I hire the gallery for an event that isn't an art exhibition or art related?

We welcome all types of hire proposals. Please get in touch to tell us more about your idea.

Further Information

For further information regarding the RWS Gallery, or to enquire about hiring the space please feel free to get in touch.

Fay Brown
Operations & Communications Manager
fb@rwsgallery.co.uk
020 8050 9425

RWS Gallery
3 - 5 Whitcomb Street
London WC2H 7HA

