

ORLEANS HOUSE GALLERY – RIVERSIDE, TWICKENHAM, TW1 3DJ

THE COACH HOUSE



The Coach House at Orleans House Gallery is situated within tranquil woodlands overlooking the River Thames and provides the peace of the countryside within an urban landscape. The gallery is close to Twickenham and St Margaret's railway stations and the M3, M4 and M25 motorways are within easy reach. Free parking is available.

The newly renovated Coach House Education Centre is available for hire for training and conferences; the space is fully equipped with state-of-art equipment including an overhead projector/screen/flipcharts, Video/DVD and powerpoint, and has a capacity for 60 people.

Hire Fees	3 hours	Additional hours
Coach house for 3 hours	£273*	£50
Coach house for 6 hours	£420*	£50

*This includes use of equipment such as flipchart/powerpoint, DVD, Video, overhead projector, blackout screens.

An additional charge will be made for any other equipment required.

Coffee/tea and biscuits will be charged at £2 per person.

Catering can be arranged on request.

Photocopying & Faxing Facilities are also available at 10 pence per page.

Payment

Invoices must be settled in full 15 days before the event.

Contact

Valerie Beard – Conference Co-ordinator

Tel: 0208 831 6487

Fax: 0208 831 0208 e-mail: vbeard@richmond.gov.uk

Terms and Condition of Letting - Charges

1. Cheques must be made payable to **London Borough of Richmond Upon Thames (LBRUT)**.
2. Full payment of the balance is due 15 days before the event.
3. The hirer must accept liability on behalf of their delegates for any loss or damage to Council property or property owned by organisations or individuals exhibiting artwork or related material with Orleans House Gallery and grounds.
4. In the event of cancellation by the hirer 50% of the full fee will be charged if less than 4 weeks' notice is given of cancellation; 100% will be charged if less than 2 weeks' notice is given.

General Terms and Conditions of Letting

- a. Orleans House Gallery staff reserve the right to escort anybody acting unruly from the premises or take any action deemed necessary and appropriate to protect the premises, contents or staff in the event of being threatened in any way by the actions of the hirer, their guests, caterers or contractors.
- b. It should be noted that essential conservation work might on occasion alter the appearance of the building. Likewise, exhibitions in the Orleans House Gallery are changed several times each year: whilst disruption is kept to a minimum when events are booked, this cannot be guaranteed. If Orleans House Gallery is required to cancel a booking due to the re-scheduling of an exhibition, the deposit and any other monies paid to the Gallery for that booking would be repaid in full. In addition, staff at the Orleans House Gallery will assist the hirer to find an alternative venue.
- c. No smoking is allowed within the Coach House itself.
- d. Where an event takes place during the evening, guests must vacate the premises by 12 midnight.
- e. The grounds are open to the public during daylight hours and the Gallery is open as follows:

Tuesday to Saturday 1pm to 5.30pm (October to March closes 4.30pm)
Sunday/Bank Holidays 2pm to 5.30pm (October to March closes 4.30pm)