

# The New Art Gallery Walsall

## Conferences and special events

### About the gallery



The New Art Gallery Walsall is a unique award-winning Gallery within the West Midlands. We cater for seminars, presentations, product launches, training days, job fairs, lectures, business meetings and private events. Let us support you in designing an inspiring and creative event.

For an alternative part of your day, delegates may wish to explore the four floors of the Gallery with panoramic views, changing exhibitions programme, the Community Gallery and the Garman Ryan Collection which includes work from European masters including Constable, Epstein, Freud, Picasso and Van Gogh.

To find out more contact us:  
01922 654400  
[thenewartgallerywalsall.org.uk](http://thenewartgallerywalsall.org.uk)  
[hirings@walsall.gov.uk](mailto:hirings@walsall.gov.uk)



### The New Art Gallery is the right venue for you. . .

- Modern meeting facilities including projector connectivity and free Wi-Fi.
- An opportunity to explore fascinating art collections, either self-guided or via a 30-minute tour of the Garman Ryan Collection with a member of Gallery staff.
- Panoramic views from the roof terrace.
- Easy access from Walsall Train Station via a 2-minute walk and Walsall Bus Station via a 5-minute walk.
- Just 10 minutes from Junction 10 of the M6 with nearby parking.
- Catering supplied by Costa Coffee or an external vendor of your choice.
- Competitive pricing with a quality service.
- Bespoke arrangements to meet your requirements.
- Our usual opening hours are Tue-Sat 10-5pm and Sun 12-4pm, although the building can be opened outside of these hours by arrangement. The Gallery is closed on bank holidays.

# Spaces to hire

The Gallery has a variety of different spaces which can be arranged to suit your needs.

Please note, the roof terrace is open only when weather allows.



Foyer and shop, Ground Floor



Activity Room Mezzanine



Garman Ryan Collection,  
Floors 1-2



Activity Room 1, Floor 1



Conference Room, Floor 4



Roof Terrace, Floor 4

## Hire charges

	Ground floor Foyer	Mezzanine Activity Room	Floor 1 Activity Room	Floor 4 Half Conference Room	Floor 4 Whole Conference Room	Floor 4 Roof Terrace
Length	17.0m	9.75m	7.0m	7.9m	10.5	26
Width	8.5m	4.75m	5.5m	5.9m	7.8m	5.44m
Height	7.0m	3.0m	3.5m	9.35m	9.35m	
Area	144.5m	46.0m	38.5m	46.5m	82.6m	153.89m
Air con.	No	Yes	Yes	Yes	Yes	No
Natural daylight	Yes	No	Yes	Yes	Yes	Yes
Max delegates boardroom-style	/	22	20	16	16-30	
Max delegates theatre-style	100	36	30	35	70-80	
Max delegates classroom/banqueting-style	/	20	18	18	40	
Max delegates standing	250	40	40	50	100	40
Full Day Hire 10:00- 17:00		£225.00	£225.00	£225.00	£350.00	£170
Half Day Hire 3.5 hours between 10:00 and 17:00		£125.00	£125.00	£125.00	£275.00	£100

**Gallery Hire** (evening Hire only) £2,500.00

**Foyer** (evening Hire only) £1,250.00

Additional staffing costs may apply depending on the details of your event- please enquire for further information.



## Additional information

**Timings:** The gallery is open to the public between Tuesday to Saturday 10:00–17:00, and 12:00–16:00 on Sunday. Access outside of these times can be arranged with prior notice and incurs a small staffing charge. Please let us know if early or late access is a requirement.

**Access needs:** The Gallery has accessible toilets on the Ground Floor and Floor 1, baby changing facilities on the Ground Floor and gender-neutral toilets on Floor 4. All four floors of the Gallery have both stair and lift access. However, the activity room on the mezzanine level is not suitable for individuals/groups with mobility disabilities. Please speak to us about your requirements.

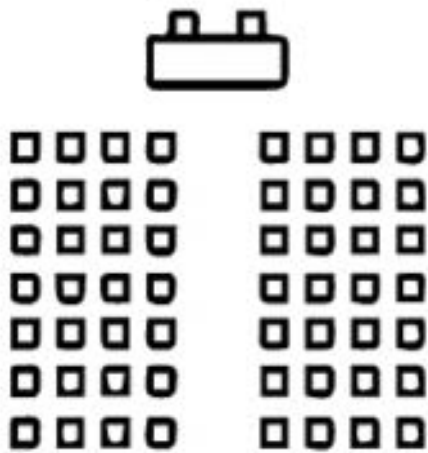
**Vehicular access:** Unloading and loading of equipment is possible via access to the Loading Bay in the rear of the Gallery from Marsh Street. All vehicles must have prearranged parking in the Loading Bay, otherwise they are likely to receive a Walsall Council Penalty Charge Notice. On making your booking, please let us know if you require your vehicle to be booked into the Loading Bay.

**Please note:** No helium balloons are allowed in the Gallery.

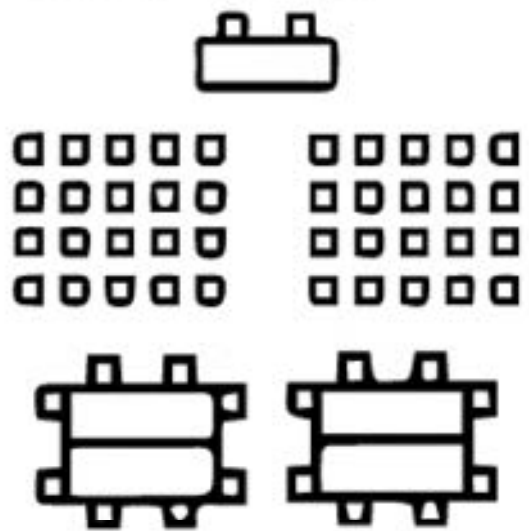


# Room set up styles

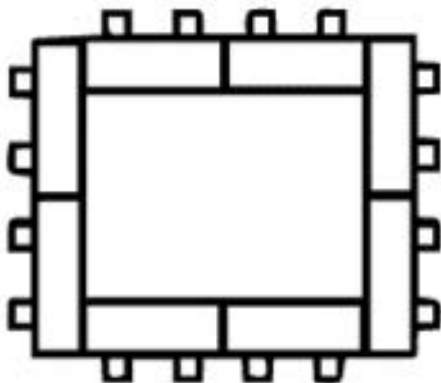
Theatre Style



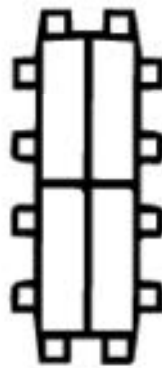
Theatre Style + Break Out



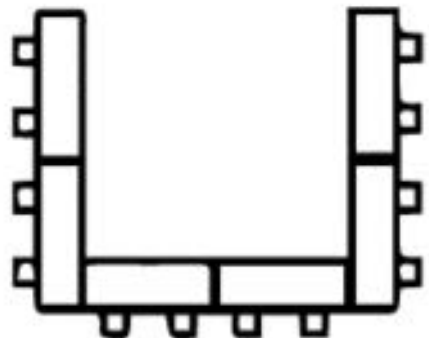
Board Room Style  
Square



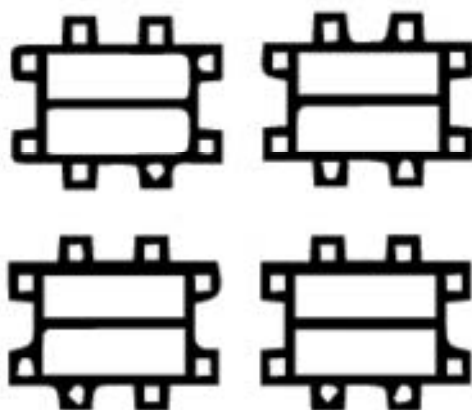
Board Room Style  
Conference



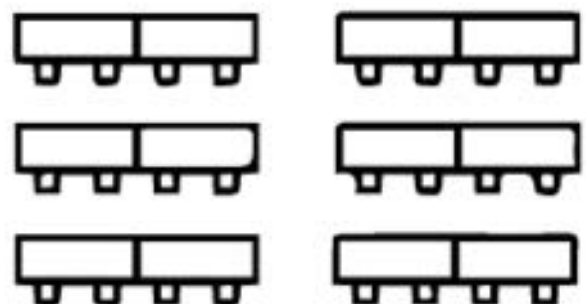
Board Room Style  
U Shape



Banqueting Style



Classroom Style



# Room hire booking form- part 1

Function Date:

Function Title:

Contact Name:

Organisation:

Address and postcode:

Tel:

Email:

**Please select room and preferred layout:**

Room:	Layout:						
	Theatre	Theatre (+Breakout)	Boardroom (Square)	Boardroom (Conference)	Boardroom (U Shape)	Banqueting	Classroom
Floor 4 Roof Terrace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor 4 Whole Conference Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor 4 Half of Conference Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor 1 Activity Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mezzanine Activity Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground Floor Foyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please discuss other individual requirements with us.

# Room hire booking form- part 2

Number of guests/delegates:

Access time for set up:

Start time of event:

Finish time of event:

Vehicle registration for Loading Bay:

**Please indicate other requirements:**

Flip chart and pens	<input type="checkbox"/>
Lectern	<input type="checkbox"/>
Digital Projector	<input type="checkbox"/>
Clicker for use with PowerPoint presentations	<input type="checkbox"/>
PA System (suitable for use when guest numbers exceed 30)	<input type="checkbox"/>
Unlimited tea, coffee, water, orange juice and apple juice for £2 + VAT per head	<input type="checkbox"/>
Unlimited tea, coffee, water, orange juice, apple juice and biscuits for £2.40 + VAT per head	<input type="checkbox"/>
30-minute tour of the Garman Ryan Collection for a maximum of 30 guests (available for an additional cost of £30)	<input type="checkbox"/>

*Free Wi-Fi can be accessed by choosing this network: Buzzard.*

**Payment Details:** You can pay with cash or card at the till on Reception, with a cheque payable to Walsall MBC, or an invoice can be sent out to you (please provide an invoice address and email address, if different from above).

**Signed:**

**Date:**

*Upon signature, or completion of an electronic version, this holds the client to the enclosed terms and conditions of hire.*

Please tick this box if you would like to receive gallery updates via email. ☐

# Costa catering requirements

## Costa Coffee Walsall

Function Date:	
Function Title:	
Room:	
Contact Name:	
Organisation:	
Address:	
Postcode:	
Tel No:	
Email:	

Buffet Order No:	
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## Morning Refreshments

Freshly Ground Coffee  
 Tea  
 Freshly Ground Coffee with Biscuits  
 Tea with Biscuits  
 Still Mineral Water 500ml  
 Sparkling Mineral Water 500ml  
 Orange Juice per Jug  
 Apple Juice per Jug  
 Selection of Pastries served with Coffee  
 Selection of Pastries served with Tea

Prices Per Person			Quantity	Time
NET	VAT	TOTAL	Required	Required
2.67	0.53	3.20		
2.46	0.49	2.95		
4.42	0.88	5.30		
4.29	0.86	5.15		
2.00	0.40	2.40		
2.00	0.40	2.40		
3.63	0.73	4.35		
3.63	0.73	4.35		
4.96	0.99	5.95		
4.75	0.95	5.70		



## Lunch

Sandwich Platter – Mixed Cold Sandwiches, Crisps & Fruit  
Deluxe Sandwich Platter – & Mixed Toasted Paninis, Crisps, Fruit & Selection of Small Cakes

Prices Per Person			Quantity	Time
NET	VAT	TOTAL	Required	Required
7.00	1.40	8.40		
8.54	1.71	10.25		

## Afternoon Tea

Selection of Muffins/Cakes served with Coffee  
Selection of Muffins/Cakes served with Tea  
Selection of Muffins/Cakes

Prices Per Person			Quantity	Time
NET	VAT	TOTAL	Required	Required
5.25	1.05	6.30		
5.13	1.03	6.15		
2.58	0.52	3.10		

### Please note:

- Tea/coffee may be purchased/requested on the day.
- Refreshments can be paid for on the day with cash or credit/debit card at the Costa Coffee till.
- Alternatively, an invoice can be issued by Central Coffee Ltd (T/A Costa Coffee).

### Please complete the details below if paying by invoice:

Name Of Company/Person To Invoice	
Full Address Inc. Postcode	
Purchase Order Number (If applicable)	
Telephone Number	
Email Contact Details	

*Room hire will be invoiced separately by Walsall Council.*

# Terms and Conditions for booking and hire of facilities

## Definitions

- a) 'The Client' means the person, company or organisation, which wishes to use the facilities.
- b) 'Condition' means a term of the contract, any breach of which, regardless of seriousness, allows the party not in breach to terminate the contract, and /or reject the goods supplied under the contract, and /or sue for damages for any loss caused.
- c) 'The Council' means Walsall Metropolitan Borough Council.  
'The facilities' means any part, or all, of the Gallery which the Client wishes to hire / utilise in connection with their event.
- e) 'The Gallery' means The New Art Gallery Walsall.
- e) 'larger event' involves more than 20 delegates / guests.
- f) 'Price' means the price as indicated on the Gallery Hire Charges and Menu selectors.
- g) 'materials, displays and or equipment' means any material, displays and or equipment that has been brought in or been made to be brought to the Gallery by the Client
- h) 'smaller event' involves up to and including 20 delegates / guests and the term 'Writing' defined as e-mail messages and 'written notice' shall be construed accordingly.

## 1. Application of Terms and conditions

- a) These terms and conditions of purchase shall apply to the contract between the Client and the Council, to the exclusion of all other terms and conditions including those that the Client may purport to apply to any such transactions.
- b) The Council must agree any variation of these terms and conditions in writing.
- c) You are contracting with Walsall Metropolitan Borough Council to use the facilities at The New Art Gallery Walsall.
- d) The Gallery has the right to amend these Terms and Conditions at their discretion upon 7 days' notice, before the date of the facilities being used.

## 2. Numbers booked

- a) Provisional numbers will be asked for at the time of the booking, and the Gallery reserves the right to stipulate a minimum number to be charged for any event. Final numbers must be confirmed within 14 days of the event (not including the day of the event) unless a reduction in this time is

agreed to in writing from a Front of House Manager, subject to any minimum, this will be the number charged for.

### **3. Catering Requirements**

- a) Catering requirements must be confirmed no later than 14 days prior to the date of the event.
- b) All catering and refreshments provided shall be in the form agreed to between the parties at the time of booking and as detailed in the Gallery Hire and Catering Booking Forms.

### **4. Payment**

- a) For whole-Gallery hire or evening Foyer hire, a 20% deposit of the full charge must be paid upon confirmation.
- b) The outstanding balance of the account is payable during or after the event.
- c) If payment is to be made by either credit card or charge card then this must be made known to the Gallery at the time of booking. Only recognised cards will be accepted. The signatory prior to the event must produce the card.
- d) The Council may offset against the price any sums due from the Client to the Council whether under this contract or others.

### **5. Cancellation by the Customer**

- a) Should the Client wish to cancel or amend the hire, this must be communicated with the Gallery no later than 7 days prior to the date of the event as a courtesy.

### **6. Cancellation by the Gallery**

- a) The Gallery may cancel the booking at any time without obligation to you in any of the following circumstances:
  - If the Gallery is closed or any part is closed due to fire, alteration or redecoration, by order of any public authority, or through any reason beyond its control.
  - If you become bankrupt or insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed over all or a substantial part of your assets.
  - If you or any of your employees, agents and or servants has offered or offers any form of inducement, favour or forbearance or has committed an offence under Prevention of Corruption Act 1889 – 1916 or shall have

been given any fee or reward the receipt of which is an offence under sub-section (2) of Section 117 of the Local Government Act 1972.

- If you are more than 30 days in arrears with payment to the Gallery for previously supplied services either under this contract or any other contract with the Council.
- If the event, in the Gallery Management's reasonable opinion, prejudices the reputation or policies of the Gallery / Council.

and upon such cancellation the Client shall not have or prefer against the Authority any claim in respect of this Contract for work done or materials used, supplied or otherwise, howsoever in respect thereof.

## **7. Liabilities**

- a) All materials, displays and or equipment brought by the client into the Gallery shall at all times remain the responsibly of the Client. The Council is not responsible for any loss, damage, theft to, or of, the said materials, displays and or equipment. The Council will not accept any responsibility for the loss or damage to property or death or illness of or injury to persons unless caused by the Council's negligence.
- b) The Client will indemnify the Council and keep the Council fully indemnified against any and all liability for loss of or damage to any property or death or illness or injury to persons and against any and all claims, costs, demands, proceedings and damages arising out of breach of the terms and conditions of this contract, any act or omission including negligence on the part of the Client his agents, employees and or servants.
- c) Without thereby limiting their responsibilities under clause 6, the Client shall insure for the benefit of the Council with a reputable insurance company against all such loss of and damage to property and injury to, or death of, persons including against all actions, claims, demands, proceedings, damages, costs, charges and expenses in respect thereof that the Client is responsible for. The Council reserve the right to vet and approve specific provisions made by the Client in respect of insurance and indemnity.
- d) Unless otherwise provided for in this agreement any equipment leasing agreements entered into by the Client must not form a liability to the Council or to any new Supplier after the end of the existing contract. The Client shall indemnify the Council for all costs, losses and expenses incurred whatsoever as a consequence of a breach.

## **8. Health & Safety**

- a) All delegates must enter their name on the signing-in sheet provided by Security or for the Client to hold an attendance list on-site for the duration of their event.

- b) An evacuation procedure is clearly detailed on signage in each room, for use the event of any emergency. Please ensure that all delegates are advised of this procedure prior to the start of your function especially the location of the fire exits.
- c) If, in the opinion of the Gallery Management, Risk Assessments are required, these will be submitted in writing prior to the event in order to be scrutinised and agreed by the Gallery Management.  
If specific equipment or materials are to be used by you or any contractor employed by you, they must conform to all relevant health and safety legislation and with all necessary documentation available on request.
- d) The location and use of any materials, displays and or equipment must at all times be in consultation with the Front of House Manager. This does not in any way waive, inhibit, restrict or reduce the liability of the Client for any acts or omissions including negligence of his agents, employees and or servants. The Client shall at all times remain responsible for all liabilities arising from the use of and location of the said materials, displays and equipment.

## **9. Display Material and equipment**

- a) You must notify at the time of booking of display stands and publicity material and or any specific equipment or materials including electronic or electrical equipment that you intend to use, or any contractor employed by you intends to use.
- b) In the interest of safety, reception tables and displays must remain inside rooms unless otherwise agreed.
- c) The use of display stands and publicity material and specific equipment or materials including electronic or electrical equipment must be approved by the Gallery prior to any event.

## **10. General**

- a) Goods or services may not be bought or sold on the premises without the Gallery Management's prior written consent, in which case additional terms and conditions will apply, which you must sign to acknowledge understanding. No tickets whatsoever may be sold at the event.
- b) The Gallery name, logo and telephone number and the name The New Art Gallery Walsall may not be used in any advertising or other publicity material without the prior written consent of the Gallery Management.
- c) No signs, displays, posters or other material may be fixed to the walls of the Gallery rooms without the prior authorisation of the Gallery Management.

- d) If the contract includes your employing of the services of an outside contractor, then you will indemnify the Gallery against any loss of or damage to property or death or illness of or injury to any persons, and against all claims, costs, demands, proceedings and damages arising therefrom. Any outside contractor employed by you must report to the Duty Manager at the Gallery and sign the Gallery's standard Contractors Indemnity Form. The Gallery reserves the right to refuse access to any contractor in appropriate circumstances.
- e) If the event includes the use of the Gallery for filming purposes, prior written consent must be obtained from the Gallery Management and additional terms and conditions and charges will apply.
- f) The Gallery operates a No Smoking Policy throughout the whole facility including all its function areas and meeting rooms.

#### **11. Right to Indemnity**

- a) The Client shall indemnify the Council against all claims by or liabilities to customers of the Council arising out of any breaches by the Client of this contract.

#### **12. Force Majeure**

- a) The Council shall not be liable for any failure of performance due to act of God, war, strike, lock-out, industrial action, fire, flood, storm or any other event beyond the control of the Council.

#### **13. Waiver and severability**

- a) The Council may waive any of its rights under this contract without prejudice to any other rights under this or other contracts. Failure by the Authority at any time to enforce the provisions of the Contract or to require performance by the Client of any of the provisions of the Contract shall not be construed as a waiver of any such provision and shall not affect the validity of the Contract or any part thereof or the right of the Authority to enforce any provision in accordance with its terms and conditions.
- b) Any clause, or part thereof, which is or may be void or unenforceable shall be treated as severable from the remainder of this contract and shall not affect any other provisions of this contract.
- c) Headings are not to be taken into account in interpreting this contract.

#### **14. Non-agency and non-assignment**

The Client and their employees, servant and agents: –



- a) Is not and shall not in any circumstances hold themselves out as being the servant or agent of the Council for any purposes whatsoever including being authorised to enter into any contract on behalf of the Council, or in any way to bind the Council to the performance, variation, release or discharge of any obligation.
- b) Assign the Contract or any part thereof or the benefit or advantage of the Contract or any part thereof.

**15. Third Party Rights**

- a) Notwithstanding any other provision of this contract nothing in this contract confers or purports to confer any third party right to enforce any terms and conditions on any person who is not a party to it.

**16. Complaints**

- a) Any complaints or claims against the Gallery relating to the event must be received in writing no more than 7 days from the date of the function concerned.

**17. Proper Law**

- a) This contract is governed by the law of England and Wales.