

EVENT MANUAL

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SPACE AND CAPACITIES

SPACE	STANDING	SEATED	THEATRE	AREA
The Gallery	400	300	350	4,713 sq ft (438 sq m)
Triple Height Space	180	90	90	1,034 sq ft (96.1sq m)
The Café	100	60	60	1,054 sq ft (98 sq m)
The Meeting Room	50	30	40	377 sq ft (35 sq m)
TOTAL HIREABLE SPACE	600	480	540	7,178 sq ft (667 sq m)

LICENCES & SUPPLIERS

ENTERTAINMENT LICENCE

The Foundation has a full Entertainment Licence for regulated entertainment. Licence Number; 2006/03791/LAPR

This applies to:

- Performance of plays
- Exhibition of Films
- Live Music
- Recorded Music
- Performance of Dance
- Facilities for Making Music
- Facilities for Dancing

MUSIC

The Foundation has a full PRS certificate. Please ask the Events Office if you require a photocopy. Live music and DJs are permitted but must not exceed 85-86 Db. Please see the 'Sound Levels' section for further information.

ALCOHOL LICENSE

The Foundation is permitted to serve and sell alcohol on the premises. License number: 2006/03791/LAPR.

CATERING

Below are the preferred caterers that we work with and recommend. If you would prefer to use your own caterer there will be an additional charge for using the kitchen (£600 + VAT).

Smart Hospitality	www.smarthospitality.co.uk	0207 836 1099
Inn or Out	www.inn-or-out.com	0207 726 0510
Cook and Waiter	www.cookandwaiter.com	0208 758 9165
Last Supper	www.lastsupperltd.co.uk	0207 378 0101
Philip Small	www.philipsmall.co.uk	0208 200 5666

EVENT MANAGEMENT

ATOM EVENTS is a small boutique style events company based in the heart of Soho, delivering a very personal service and the finest attention to detail. www.atomevents.com 0207 437 0100

STRATAGEM provides strategic, personalised management of events, specialising in delivering high end events, conferences, team activities and parties. www.stratagemevents.org 0207 736 4436

ULTRA VIOLET INC. have over 30 years combined experience working within the industry and are experts in providing jaw-dropping effects for one-night extravaganzas at an affordable price both in the UK and abroad. www.ultravioletinc.com 0207 736 4436

SECURITY SERVICES/DOORMEN

All events must provide on site security for the duration of the event. Our recommended security service is Celebrity Protection Limited: www.celeb-protect.com 0207 561 0101 or Red Carpet Security: www.redcarpetsecurity.co.uk

PHOTOGRAPHY

The Foundation reserves the right to take photographs of each event environment and use them to demonstrate the success and versatility of the venue. Please inform us if you do not wish your guests to be included in such photographs. Any photography of the gallery spaces needs to be authorised by the Events Office prior to the event.

LOCATION & TRANSPORT

TUBE

Circle Line, Hammersmith & City Line - Latimer Road Station (5 minute walk)
Central Line - Shepherd's Bush or Holland Park (10 minute walk)

BUS

The Foundation has 2 direct buses from Shepherds Bush Station.
295 to Stoneleigh Place (1 minute walk from Foundation).
316 to Stoneleigh Place

The following bus routes pass along Holland Park Avenue, 10 minutes' walk from the Foundation.
23 / 31 / 49 / 94 / 148

For more information on bus routes please visit www.tfl.gov.uk

TRAIN

Shepherds Bush Station – London Overground operates from Clapham Junction to Stratford.
Paddington Station is also approximately 4 miles from us.

PARKING

Please be aware that our car park has the capacity for only 4 Cars or 2 Vans. An external company monitors parking but we can suspend this for events. Please give the events office 2 weeks notice if this suspension is required.

Pay and display spaces are located in the local proximity.
The rates and timings for parking in Olaf Street are as follows:

Monday to Friday: 8:30 – 18:30 Saturday: 8:30 – 1:30

20p - 24mins / 50p - 1 hour
Sundays and Bank Holidays free of charge.

There is a NCP Car Park located in;
London West 12 Centre, 2 Charecroft Way, Shepherd's Bush, London W12 8PZ

TAXIS

We do not provide a taxi booking service at the Foundation.

For parties larger than 150 or any event that continues after 22:30 we insist on Taxi Marshalling

Taxi marshalling can be arranged by London Black Taxis.

www.londonblacktaxi.net

There are also a number of licensed car services in the local area:

Addison Lee 020 7387 8888
Black Cabs 020 7272 0272
Dial a cab 020 7426 3420
Chepstow Cars 020 7229 0076
Regal Minicabs 020 7229 8884
Mercury Radio Cars 020 7727 1434

CATERING & CAFÉ

Please be aware the café operates for the public during the Foundation's opening hours and the kitchen is designed for this purpose. However, it can provide additional event catering space if organised with the Events Office in advance. The Foundation requires a member of staff to be on site during any kitchen use.

For any event that requires our café to be closed to the public between 11:00 – 15:00 there is a fee of £750 + VAT.

The kitchen must be left in a clean state to allow for the Foundation catering team to prepare for lunch service at 9.00am.

KITCHEN APPLIANCES

There is a kitchen hire fee of £600 + VAT per day.

The kitchen appliances which may be utilised are:

- 10 grid combination oven with demineralise
- 4 burner open top gas oven range

Please note that under no circumstances may the coffee machine, refrigerator or freezer be used.

CAFÉ FURNITURE

There are 3 long rectangle tables and 4 round tables with chairs in the café. There are also a further 220 black chairs. These must be set in formation by the client.

KITCHEN FIRE SHUTTER

The café has a shutter which may be used to shut the kitchen off during events. However if the kitchen is in use during your event please do not place tables or any other furniture under it, as in the event of a fire the shutter must be able to close.

BUILDING ACCESS

Normal building access for events is 09:00 - 23:00 weekdays and any 12 hours between 09:00 - 24:00 on weekends. Filming and photography access is 09:00 - 18:00. Any change to these hours must be approved by the Events Office prior to the event.

Access to the Foundation's café Kitchen is from 17:00 Monday – Friday (unless café closure has been arranged) and varies Saturdays and Sundays depending on the hire period.

LOADING/UNLOADING 09:00 – 24:00

There are four main doors for loading access, one for the kitchen, two for access to the meeting space behind the main exhibition space and an art loading door directly into the exhibition space. Please ensure that these doors, and in particular the kitchen door are left clear and clean following your event. All doors are on control lock and therefore must not be propped open.

Please be aware that the Foundation operates as an Institution open to the public on a daily basis. We ask that deliveries to be stored in the meeting room are brought in through the rear entrance.

A reminder that deliveries and collections should be made in accordance with the principles of our 'Good Neighbour Policy'.

GOOD NEIGHBOUR POLICY

The Foundation is located within a residential area; it is the responsibility of every event organiser to ensure that privacy of residents and the effectiveness of surrounding businesses are in no way compromised.

Whatever the circumstances, the needs of local residents are of paramount importance. The limited hours of operation and the restrictions regarding excessive noise are the basis of our good standing with our neighbours. Please see the 'security' section in this manual for these procedures.

CONTRACTORS

All contractors visiting the Foundation for the event must sign in at reception and be approved by the Events Office. We expect all contractors to act responsibly within the space and be agreeable to on site suggestions and advice given by the Events Office. They may require swipe cards so please see the Swipe Card section in this Manual.

DELIVERIES

All deliveries to the Foundation are to occur within the negotiated hours of the venue hire, unless previously arranged with the Events Office. Deliveries should be clearly marked with: event name, contact name and mobile telephone number. **For Large or Multiple Deliveries a member of the client's party must be present.**

COLLECTIONS

All products, press packs, tools, materials, hired equipment and waste are to be collected within the negotiated hours of the venue hire and should be clearly marked with the carrier's name, destination, clear description of the consignment (e.g. Box 1 of 4, etc.), contact name, and mobile telephone number.

The Foundation cannot accept any responsibility for collections of equipment remaining on the premises after the negotiated hours of the venue hire. The Events Office may charge for storage of these items after the event venue hire.

LOUISE BLOUIN FOUNDATION BUSINESS

The Louise Blouin Foundation reserves the right to carry out normal business operations during venue rentals to include meetings with clients and site visits. The Foundation will make its best effort to ensure that Foundation operations do not impede activities of the event.

SECURITY

SWIPE CARDS

All doors within the Foundation are controlled by a secure 3GS system. Any areas which are not public access will require a swipe card. These must be ordered from the Events Office 7 days in advance of the event and are granted at the discretion of the events team. They must be signed out and in on return. Any lost or damaged cards will be charged at £15 each.

PROCEDURES

- All events must provide on-site security.
- For events with over 500 guests there must be a total of 3 security guards positioned at the front & rear doors and one at the top of Olaf Street to manage crowds, vehicles & local residents.
- Ensure no glasses or bottles leave the Foundation.
- All guests to leave quietly and responsibly and all to be helped into taxis/vehicles by 23:00/24:00.
- Strictly no smoking directly outside the Foundation front door – security must enforce this.
- All coaches to wait on Freston Road – strictly no coaches to drop guests outside residential areas.
- Ensure no vehicles leave their engines running whilst waiting for guests to leave the Foundation – we must respect our neighbours.
- Thoroughfare must be maintained at all times on Olaf Street to ensure access for emergency vehicles. **This includes crowd and vehicle management.**

STAFFING

Members of the Events Office team must be on site throughout any event held at the Foundation. In the occasion that guests will be viewing the exhibition spaces, our invigilators must be present and there will be a charge of £175.

All events that use the Foundation must employ a fully qualified event organiser. For any event that fails to provide management contact details to the Foundation's events office 14 days prior to the event the Foundation reserves the right to cancel.

TAXI MARSHALLING

For evening events where guests will be leaving the Foundation after 22.30 or have more than 150 guests please ensure that you employ taxi marshals. Please ask the Events Office for more information.

HEALTH & SAFETY

It is a condition of entry onto the premises that every event organiser, contractor, sub-contractor supplier and their agents comply with the Health and Safety at the Foundation.

EMERGENCY, EVACUATION PROCEDURES

The Foundation has a full Fire Safety Strategy and full floor plans which state the locations of all fire exits. Please advise the Events Office if you require a copy of this Strategy.

FIRE EXTINGUISHERS & EXITS

The Fire extinguishers are provided in accordance with BS5306: Part 3 and Part 8. These standards outline the minimum requirements for the number and distribution of portable fire extinguishers within the building.

Please ensure fire exits are kept visible, unobstructed and clearly marked at all times. If you require additional fire extinguishers please advise the Events Office in advance of your event.

FIRST AID FACILITIES

A first-Aid kit is kept in Reception / Security Room and also in the kitchen.

INCIDENT/ACCIDENT LOG BOOK

A record is logged of all accidents and injuries brought to our attention. We aim to make the Foundation a safe and secure environment for all hirer's and guests and seek to eliminate and pre-empt all avoidable hazards.

INSURANCE

A valid copy of the hirer's & event organiser's Public Liability & Employers Liability Insurance certificates confirming a minimum cover of £3 million must be filed before the hire period commences.

The Louise Blouin Foundation has Public Liability & Employers Liability Insurance for the premises at 3 Olaf Street, London W11 4BE.

Limit: £5,000,000 on any one occurrence

Insurer: Aviva Insurance UK LTD

Policy Number: 24432275 CCI

Policy Date: 14th September 2011 - 12th August 2012

PERSONNEL & CONTACT NAMES

We require the client to select a sole contact for running of the whole event. Please provide us with a full list of on-site personnel and contact numbers (especially mobile numbers). This is for both security and courtesy. As stated in the Terms and Conditions this must be received by the Events Office no later than 24 hours before the event.

DISABLED ACCESS

All Foundation spaces are fully accessible for wheelchairs and there is a lift for easy access to all floors. The Foundation has fully equipped toilets for disabled access on every floor.

WATER, FIRE, COMPRESSED AIR, GAS AND ANIMALS

It is your responsibility to advise us of any potentially hazardous elements of your event plan. For example, water filled ponds, compressed gas cylinders, naked flames, live animals all present significant logistical and safety issues. To a lesser extent cooking oils, condensation from ice bins, melt from ice sculptures, spilled drinks, broken glass, staining from fallen petals and stamens may also present problems.

SMOKING POLICY

Smoking is not permitted anywhere in the building. It is the responsibility of the client that they ensure a safe and operable area is made available to all smoking guests with ash trays provided. The recommended smoking area is the pavement adjacent to the North West corner of the building, or the pavement along the West side of the building.

SOUND LEVELS

Internal sound or music levels must not exceed levels of 85-86 Db and comply with the Code of Practice on the Environmental Noise Control at Concerts (1995) for indoor venues. If the type of sound is audible externally even at the stated level, the Events Office will ask for this to be reduced.

FACILITIES

LIGHTING

The galleries are fitted with standard gallery spot lights which can be altered on request. If you require the Foundation to position the lights according to a specific layout, the Events Office requires a floor plan with specific instructions no later than 7 days before your event. Please note that gels cannot be fitted to these lights and neither can they be touched, moved or altered by any external supplier.

HEATING & AIR CONDITIONING

The Foundation is climatically controlled for humidity, temperature and air conditioning. Additional air conditioning units may be required and it is the responsibility of the hirer to assess and organise this.

CLOAKROOM

The Foundation can provide 3 coat rails with 150 hangers for temporary cloakroom setup. The Foundation staff will not run the cloakroom during your event. All items are left at the owners risk and the venue takes no responsibility for lost belongings.

POWER

It is essential that you very carefully consult Electrical Plans as part of your pre-event planning. We require you to clearly inform us of power requirements in advance. Please ask the Events Office to supply you with plans.

WASTE

Any oil or other catering waste must be taken off site. Ice and water can be disposed of carefully in the specified area only outside the kitchen. Ice must not be disposed of in any of the foundations toilets. Please refer to the Terms & Conditions for the variable charges for rubbish removal.

SMOKING AREA

- We ask that no-one smokes directly outside the front of the building.
- We recommend setting up an area on the side or NW corner of the building. Noise Levels must be kept to a minimum. (no PA system)
- Ash trays must be supplied by the client.

FLOOR PLANS

All clients must submit a scale plan showing the proposed layout of the event. It should show all installed elements with a written description listing the materials and methods to be employed. Event organisers may be asked for Risk Assessments of any potential hazard and hazardous situations involved in the event.

TEMPORARY OR PERMANENT ART INSTALLATIONS AT THE LOUISE BLOUIN FOUNDATION

The Foundation regularly displays art installations and exhibitions in the various galleries throughout Olaf Street. This ongoing programme of exhibitions is an integral aspect of the Foundation's core mission as a centre for arts education and cultural dialogue. Any installations or artworks displayed in the space must not be moved, altered or removed from the galleries during external events.

FIXING TO WALLS AND COLUMNS

In general, all installation elements must be freestanding and self-supporting to avoid damage to the fabric of the venue. Any and all fixings to walls & pillars must be discussed in details with the venue and listed on your submitted plans. Under no circumstances must fixings touch the ceiling as the Foundation has acoustic treatment.

It is the Client's responsibility to return the hired area(s) to original state. **Paint: Dulux Matt Vinyl RAL 9016**

FURNITURE

We have 220 black and silver chairs, three long rectangular white tables and 4 circular white tables. These can be used with the approval of the Events Office.

WINDOWS

All Foundation windows are fitted with anti-glare blinds. **Under no circumstances can blinds be altered by contractors.**

CLEANING POLICY

Please ensure all areas are left clean following an event. All rubbish must be in black bin bags and placed outside the rear of the building neatly.

FLOOR

The Ground Floor is highly polished concrete and under no circumstances may high adhesive tape (Gaffa) be fixed to this. We ask that you use exhibition tape. Electrical wires and cables fixed to this surface will mark and damage the varnish and you will be charged to rectify any damages.

It is possible to bring heavy items into the gallery such as cars however the floor does have a weight limit of 1 ton per 2 metres squared. Please note the load bearing for the grills is very low so would require metal sheeting or very thick plywood to spread evenly on the floor and grill to support the weight.

TOILETS

The toilets will be clean and tidy upon arrival and stocked with basic soap, hand towels, additional toilet paper and waste bins. You may dress the toilets with your own supplies as required. Please do not place candles in the toilets as it is a fire hazard.

TELEPHONE ACCESS

If you require the use of landline telephones please inform the events office 7 days prior to the event. There is a fee of £25 a day for this service.

FAX, PHOTOCOPYING & PRINT SERVICES

The Foundation's Private Offices are only available for small quantities of printing should this be required, but there will be an associated charge. 10p per black & white sheet. 20p per colour sheet.

RESTRICTIONS

CANDLES

All candles must sit inside either glass votives or storm lanterns, with the rim of the glass standing higher than the top of the flame. Heat protective material must be placed beneath the candles. The candles must be manned at all times. Candles are not permitted in the toilets or cloakrooms.

CATERING

No naked flames, frying or gas is permitted in any of the gallery spaces.

CONFETTI

Confetti, glitter, or any loose decorations (table or otherwise) are not permitted anywhere in the building.

WINE

White wine is permitted throughout the Gallery spaces. Red wine is permitted during seated dinners but not during standing receptions.

PYROTECHNICS

These are not permitted in or around the Foundation

FIRE WORKS

These are not permitted in or around the Foundation

MARKETING

The Foundation is to be referred to as Louise Blouin Foundation

The Foundation's address is:

3 Olaf Street

London

W11 4BE

No use of the logo unless permission is given by the Events Office

There should be no suggestion that the event is a joint venture or partnership with the Foundation

All Foundation or Art images that are used are accredited in full and are not cropped or altered in any way