The Picture Gallery
Internal Events
Policy & Guide to Booking

Man Proposes, God Disposes, Edwin Henry Landseer, 1864
POLICY

1. Introduction

Definition

The Picture Gallery is contained within the ‘Heritage Quarter’ and located in the Founder’s Building, west side, at the north end of the Victorian Corridor. (See appendix A)

The Heritage Quarter covers the area from the east side of the Emily Wilding Davison Building and Windsor building (adjacent to the Arts Building and the Computer Centre), through Founder’s Square, the Founder’s building, the Quadrangles, and Founder’s Field adjacent to the tennis courts and car park 12. (See appendix A)

The Picture Gallery Policy and Guide to Booking aims to provide a clear framework for the consideration and programming of events in the Picture Gallery.

For the purposes of this document, an ‘Event’ is defined as any meeting, formal or informal gathering or other activity due to take place at, on behalf of, or in association with the College. Events may be for staff, students, visitors, or members of the public (where attendance has been co-ordinated in advance).

Vision

The College’s art collection houses world-class paintings, sculptures, prints, drawings and watercolours including iconic works such as William Powell Frith’s the Railway Station (1862) and John Everett Millais’ Princes in the Tower (1878).

At the core of the collections are the legacies of two Victorian collectors: the entrepreneur Thomas Holloway and the artist Christiana Herringham. Their collections have been enhanced through additional gifts, acquisitions and commissions which span from the 17th century to the present day.

In total Holloway bought 77 paintings, including works by the greatest artists of his day. He spent almost £84,000, and having amassed such a rich collection he tasked his architect Henry Crossland with finding a home for it. As no gallery was included in the original plans for the College, Crossland chose to place it in the women’s recreation room. It has remained in this room ever since the opening of the College in 1886 by Queen Victoria.

The Picture Gallery now houses a selection of the College’s art collection and during 2016 a lighting and conservation project took place fitting blinds and UV film to the windows, reducing the natural light to museum conservation levels.

The Picture Gallery is available for a variety of events, such as public viewing and lectures, weddings and conferences, internal events, exams, teaching, and recitals.

2. Priorities

The Picture Gallery houses a significant and valuable historical art collection and, as such, the security and conservation of the paintings are of the utmost importance. Everyone using this space has a responsibility to safeguard the collection.

Priority will be given to College activities over external events.

Events must be designed and managed to protect, preserve and enhance the historic nature of the College properties and grounds.
3. Agreed principles

Recognising the significant importance of the Picture Gallery, as outlined above, this policy seeks to ensure that all events that take place follow the agreed principles outlined below:

<table>
<thead>
<tr>
<th>Security</th>
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<tbody>
<tr>
<td>❖ The Security team are solely responsible for opening and closing the Picture Gallery and operating the alarm system.</td>
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<tr>
<td>❖ <strong>The Picture Gallery should never be left unattended</strong>; a member of staff or trained invigilator must always be present when the Gallery is in use. The Event Organiser will be responsible for its proper use.</td>
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<tr>
<td>❖ The rope barrier protecting the paintings should not be crossed and the paintings should not be touched under any circumstances.</td>
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<tr>
<td>❖ To safeguard the collection from damage and theft, ensure climate control, and prevent straying birds the external doors opposite the Chapel should not be left propped open.</td>
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<tr>
<td>❖ Should any suspicious activity be seen the College Security team should be contacted immediately on <strong>01784 443063</strong>, internal extension <strong>3063</strong> or <strong>444</strong>.</td>
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a. No supplementary lighting should be provided/installed, including fairy lights.

b. The Concert Grand Piano should be respected; no items should be placed on or against the piano, nor moved unless with prior permission and only by staff who are trained in manual handling.

c. To reduce damaging vibration which can cause paintings to fracture and loosen picture frame joints dancing, loud music/singing, and percussion instruments are not permitted.

d. Food or drink spillages should be cleaned up immediately and the Event Organiser should inform their conference team contact. Glasses should not be left sitting on sills, ledges, mantelpieces. All food and drink should be removed at the end of an event.

e. No naked flames (candles or tea lights), smoke, bubble and foam machines, or helium balloons are permitted.

f. Decorations with glitter, sequins, jewels, paint or gold/silver spray paint are not permitted, nor confetti.

g. Flowers and plants brought into the Gallery may constitute a hazard for paintings in the collection; certain pollens, including that of the lily, will stain surfaces with which they come into contact. Therefore pollen stamens of such flowers must be removed prior to entering the Gallery. Flowers and foliage that can stain or scratch should be avoided.

h. All plants and flowers coming into the Gallery need to be sprayed to remove any insects, pupae or larvae that may be present as these can cause direct or indirect damage to organic materials in paintings and fabrics. Alternatively, flowers/plants can be packed in pyrethrum, a natural repellent.

i. Artificial flowers and plants must be certified as fire retardant.
j. Preparation of floral arrangements is not permitted in the Gallery. Vases and arrangements should only contain damp oasis – no standing water should be on display. All floral displays should be removed at the end of an event.

k. No animals are permitted in the Gallery, except guide and assistance dogs.

l. Events are compliant with all relevant UK health and safety legislation, codes of practice, guidance, standards etc. relating to events, together with College health and safety policies, guidance and procedures.

GUIDE TO EVENTS

1. Introduction

Event Organiser

- The Event Organiser is responsible for ensuring full compliance with this policy.
- The Event Organiser is not necessarily the person who booked the room; the Event Organiser will be the named contact point for the booking on the day of the event and present throughout, ensuring the Picture Gallery is never left unattended.
- The Event Organiser will be in attendance when the Security team unlock the Gallery and will be required to sign-in. The Gallery must not be left unattended once unlocked.
- At the end of the event the Event Organiser is required to hand-over in person to the Security team to lock the Gallery and sign-out.
- Should an event close before or after the stated time the Event Organiser must contact the Security team to lock the Picture Gallery, and wait for their arrival. Security can be contacted on 01784 443063, internal extension 3063. There is an internal telephone located on the wall outside the entrance doors to the Gallery in the Victorian Corridor.
- The Event Organiser will liaise with the Conference Office at all times, and accept responsibility for full compliance of all obligations and requirements, and co-ordination with all relevant College departments.
- Should an event be cancelled it is the Event Organiser’s responsibility to contact the Conference Office (out of hours the Security team) and inform them, as well as any other ancillary service providers.

a. All event booking requests should be directed to the Conference Office located within Commercial Services, as described in the Booking Procedure below.

b. The maximum capacity of the Picture Gallery is 200 standing reception, 200 theatre-style, and 120 banqueting.

c. No food or drink is permitted in the Picture Gallery unless provided by the College catering team.
d. The College's Premises Licence authorizes licensable activity for regulated entertainment, such as plays, films, music, and sale by retail of alcohol. Authority must be obtained from the College’s Designated Premises Supervisor for any of the above activities: J.Main@royalholloway.ac.uk

e. Applications for student-led activity may only be made via the associated Department Manager; a staff member must be identified as the Event Organiser and in attendance throughout the event.

f. Staff-led events should be brought to the attention of the Marketing and Communications Events Office, to enable the team to develop an up-to-date calendar of College-wide events to enhance understanding of, and opportunities in relation to, our events offering.

g. The Curator and/or the Conference Office reserve the right to refuse or cancel an event should it be considered an inappropriate use of the space.

2. Booking procedure

Availability and times:
Term time, Monday – Friday, 8am – 7pm (no room hire charges)
Term time, Monday – Friday, 7pm onwards (minimum operating charge of £180)*
Term time, Saturday and Sunday (standard external rate charges, less 10%)*
Vacation, by application to Conference Office (standard external rate charges, less 10%)*

* Exclusions apply to College Events Office activities, art collection activities, Graduation etc

a. For meetings and events booking requests should be directed to the Conference Office via the following email address: Roombookingsandcatering@royalholloway.ac.uk or by telephone on 01784 443045, internal extension 3045.

b. Catering can be ordered via the Conference Office team as above, or by using the online delivered catering facility. Further details can be accessed from their webpages.

c. Should additional services be required it is the responsibility of the event organiser to make these arrangements:
   - For room set-up contact the Porters at Porters@royalholloway.ac.uk or by telephone on 01784 443060, internal extension 3060, or via the Footprints online portal if you have access.
   - For audio visual requirements contact the team at audiovisual@royalholloway.ac.uk
   - For piano hire contact the Music Department at Music@royalholloway.ac.uk. A charge will be applied.
   - For tours contact the Events Office at Events@royalholloway.ac.uk, or by telephone on 01784 443004, internal extension 3004.

d. For teaching and academic tours booking requests should be directed to the Curator, Laura MacCulloch at Artcollections@royalholloway.ac.uk, or by telephone on 01784 443998, internal extension 3998.
3. Emergency procedures

Fire evacuation
The scheduled alarm testing time for Founder’s Building is every Thursday at 9.05am.
If the Fire Alarm sounds at any time other than the scheduled testing time (or for longer than 30 seconds on a scheduled test, as above) then you must:

1. Leave the building by the nearest exit
2. Close doors behind you
3. Report to your designated Assembly Point (number 8, Founder’s North, marked on plan at Appendix A)
4. Do not return to the building until authorised to do so
5. Do not use lifts

There is no provision for College staff to check off visitors from a master list; Event Organisers are held responsible for ensuring attendees know the route to the nearest fire exit and designated Assembly Point. They are also responsible for ensuring that group members evacuate the building in a quick and orderly manner and for carrying out a roll-call at the Assembly Point.

All College buildings have designated Fire Marshals, who wear an orange tabard (with Fire Marshal on the back) and they, along with College Security Officers, will manage all Fire Evacuations. All building users are required to comply with any instructions given by them and to report to them following a roll-call of their group.

Founder’s Building – special arrangements
In order to assist with the control of an evacuation and re-occupation of the Founder’s Building, a Flashing Red Light/Voice Recording has been fitted to each of the 8 access points. These lights will flash and the voice alarm sound when the Fire Alarm has been activated, and re-entry into the building will only be allowed when these lights are turned off and the voice alarm has ceased (regardless of whether the internal sounders are sounding). They are under the control of the Security Staff, who will only turn the lights/voice alarm off when they are satisfied that it is safe to go back into the building and have fully reset the alarm system.