

BASEMENT EXHIBITION & EVENT SPACE

The basics

Underneath the main gallery room (ground floor) space at Conclave is a basement room, which is a multi-purpose events and exhibition space.

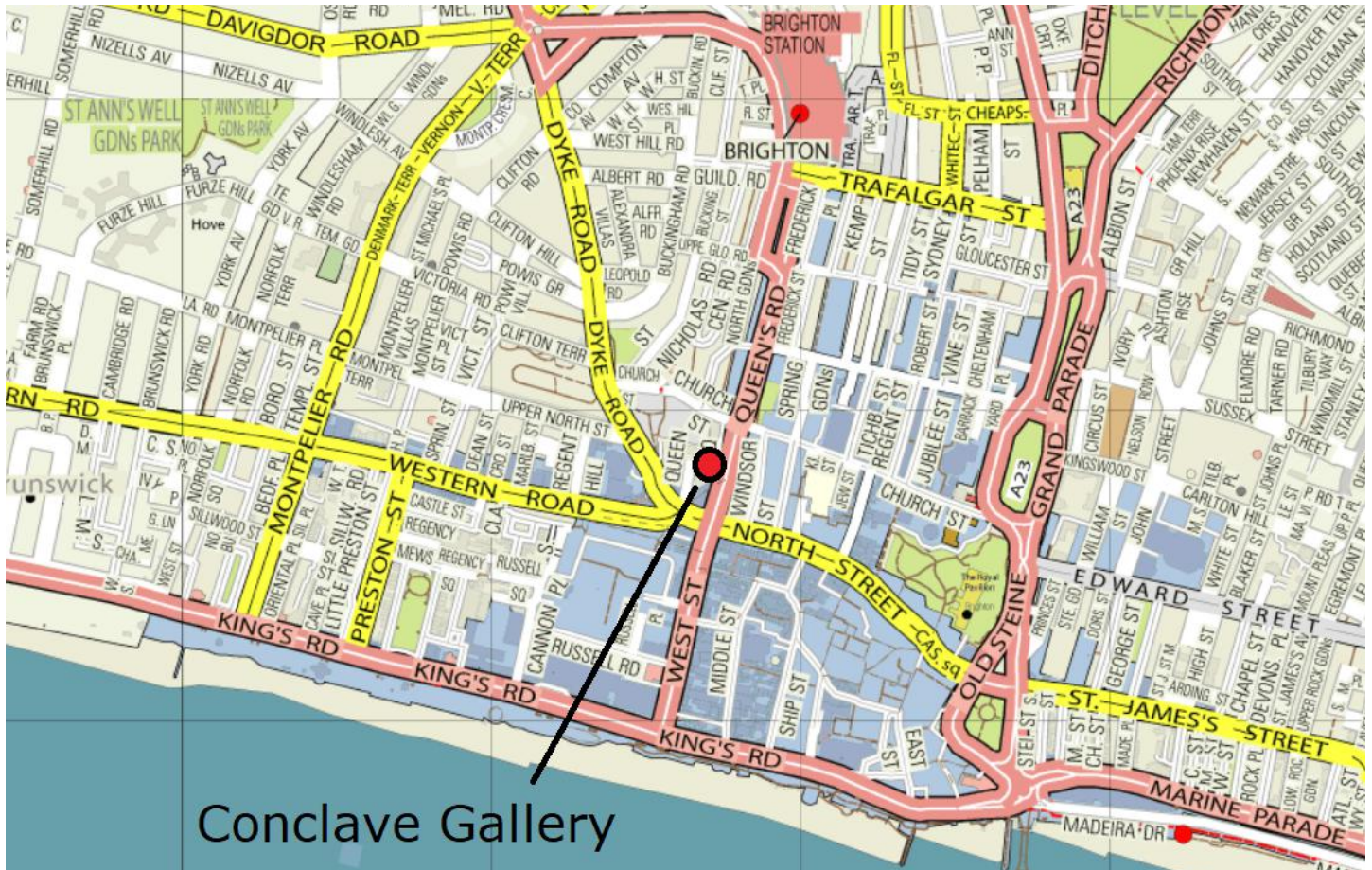
The exhibition area (wall space) is intended for to be used for short-term occasional shows that can't be hosted in the main space, and is available for private hire on a bespoke basis, by prior arrangement.

The floor space is intended to host short workshops, meetings, pop-ups or other events and can be hired by event organisers on a daily, half-daily, evening, weekend or bespoke basis by prior arrangement.

Unless specifically arranged with us, the space is provided unstaffed.

Location

Conclave located at 9 Queens Road, right in the heart of Brighton city centre on main road. We are conveniently placed 5 minutes walk from Brighton train station and 2 minutes walk from Churchill Square shopping centre bus stops (where most routes stop).



The space and facilities

Conclave is a 2-floor open-door premises with approximately 32m² of shop-floor gallery display space on the ground floor (easily visible from a pavement-fronting shop window) and a further 36m² in basement events/display space. A floor plan is attached at the end of this document.

Occupant maximum capacity for the basement is dependent on obstructions (e.g furniture) in the room, and the nature of the event and activity, but as a guideline, empty space standing capacity is 60 people, 37 seated in rows with a small stage/performance area. NB. These numbers are without social distancing measures.

The basement is accessed via the main gallery, and so is open during normal gallery opening hours (Tues/Weds 12-6, Thurs/Fri/Sat 10-6, Sun 11-5, closed Mondays) or outside these hours by bespoke arrangement.

Ceiling height in the basement is 2.37m (7'9"). The basement space can be divided into a smaller space (approx. 22m²) by way of a curtain to provide a more intimate, focussed exhibition space in the front area, if required.

The main exhibition walls are a total width of 6.27m (x 2.2m height) and are faced with [OSB](#). In addition other (white) walls (totalling c.10m) have a ceiling height picture rail from which to hang 2D works.

A video projector (with sound) is available and there are two walls recommended for projecting films and visuals onto (one is better for localising ambient light if the show is a mix with "normal" works requiring lighting).

There are 2 types of built-in lighting:

- 10 overhead daylight LED panels, designed for workshop use where good light is necessary (switch-controlled in 5 pairs).
- 8 directional spotlight strips (each made up of 4 lights) with warm-white bulbs, normally directed at the walls for display and ambient lighting. Each set of 4 is separately switch-controlled.

A pair of 800w active speakers (i.e. built-in amplifier) are available for sound works and can be plugged directly into a laptop, projector or phone (via standard audio jack).

Reasonable use of utilities (e.g. electricity, water and heating) are included, but a contribution towards costs may be required for some exhibitions and events.

There may be times when floor-space / room-use events have to share the overall space with an ongoing exhibition on the walls. In these cases, event organisers agree to treat the works on display with respect, avoid direct contact by their staff or guests (and to cover costs of any damage or theft that occur during their events.)

We can provide 4 large tables (each fit 8 people seated tightly, or 4 with ample table workspace) and (stackable) chairs for your use during your event.

Payment collection and processing services available on request.

We have a bar area, and are licenced to sell alcohol 5-11pm at events (alcohol cannot be supplied or consumed on the premises outside of these hours)

Unlimited guest Wi-fi is included.

Access

The space is accessed via the main gallery, down 14 stairs to the rear of the gallery. There is no lift or wheelchair access.

For bespoke room hire arrangements, you have the option of us restricting access to the basement rooms to invited guests only, or to allow open public access if so required.

What are the costs?

There are different factors which will create your end quote, but as a guideline:

ROOM HIRE:	Morning (4hrs)	Afternoon (4hrs)	Day* (10-6)	Evening* (6-10pm)
Monday	Varies			
Tuesday	Varies	£40.00	Varies	£85.00
Wednesday	Varies	£40.00	Varies	£85.00
Thursday	£40.00	£40.00	£60.00	£85.00
Friday	£40.00	£40.00	£60.00	£150.00
Saturday	£60.00	£60.00	£100.00	£150.00
Sunday	Varies	£55.00	£100.00	£100.00

EXHIBITION WALL SPACE HIRE:	PER WEEKDAY	PER WEEKEND	PER WEEK**	9 DAY SHOW PACKAGE***
Non-exclusive use of floorspace	£40.00	£125.00	£300.00	£450.00
Exclusive use of floorspace	£50.00	£200.00	£450.00	£600.00

* Normal opening hours on Sundays are 11-5, evenings are 5-9pm.

** One week is Tuesday to Sunday of standard gallery opening hours

*** Show package includes 4hrs set-up time Friday afternoon, Friday evening opening event (5-8pm), 2 weekends and the intervening week, and 3hrs take-down time on the Sunday evening.

Additional set-up and take-down time is charged in half-day rates (e.g. £40 for an afternoon's access of up to 4hrs)

For all bookings, a 50% holding deposit is required, and the balance of any payment due is due 14 days in advance. For some events and shows, an additional returnable deposit may be required.

COVID CANCELLATIONS

Full T&Cs are available on request, but to summarise: if you book the venue and/or exhibition space and the main gallery is still legally allowed to open, then the booking is assumed to be going ahead and standard cancellation and notice fees apply. If you choose to cancel due to practicalities (or legal requirements) of attendance capacity and/or the types of activity you are planning, then we can offer no additional refund protection. If we are legally unable to open the gallery and/or exhibition/venue space, then we will cancel your booking and offer a full refund of any payments made.

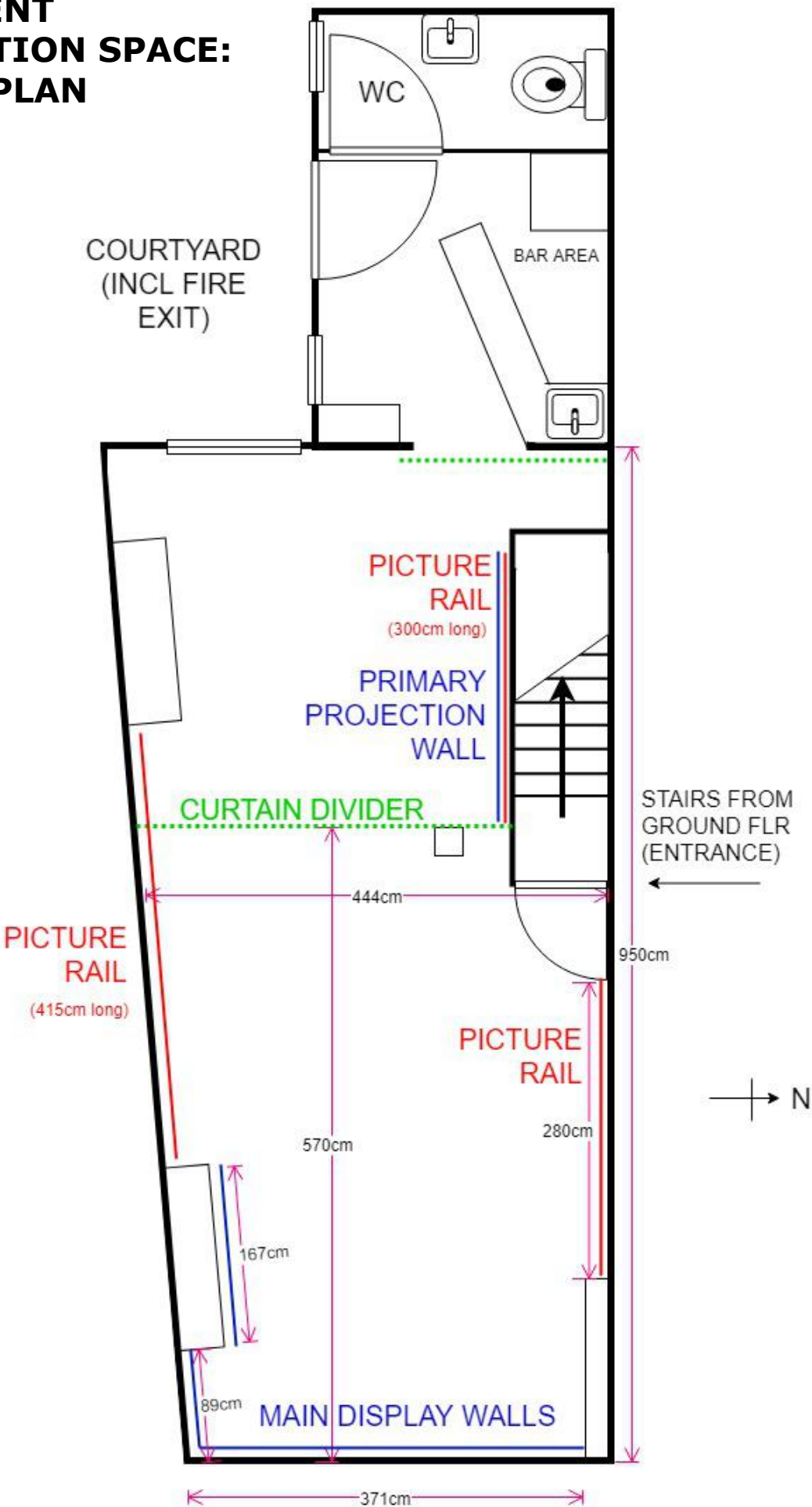
Display and set-up requirements

You are responsible for the physical hanging and setting up of your show or event, and for its take-down and clear-up at the end. We will discuss the best timing arrangements for this with you.

We will discuss hanging and display technical arrangements with you, but a few pointers:

- The main, permanent display walls are [OSB](#), and must not be damaged. (Under no circumstances can paint be directly applied to the walls!)
- We will advise on approved fixings and methods (basically small screws/screw-hooks, hand-applied pins, or staple gun applied staples - no nails, no hammering!)
- Secondary display walls (painted white) can be used by way of hanging works from the ceiling-height horizontal rails. No items can be attached directly to any white walls.
- Display of 3D works is possible, but should be discussed on an individual basis.

**BASEMENT
EXHIBITION SPACE:
FLOOR PLAN**



PHOTOGRAPHS OF THE BASEMENT SPACE





ROW SEATING / THEATRE SPACE SET-UP EXAMPLE

Our seats can be arranged to suit your event and stage size requirements: here are a couple of examples / plans.

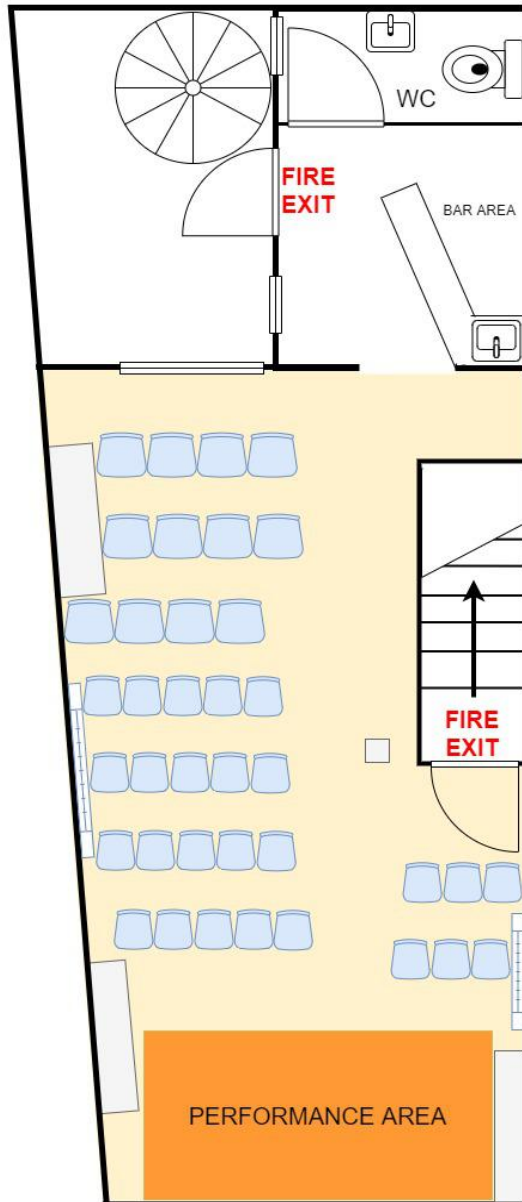


FIG 1:
Rows of
(unreserved)
seating (38) +
stage area



MEETING ROOM / WORKSHOP SET-UP EXAMPLE

