The Art Workers' Guild

VENUE HIRE





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Introduction to the Guild

The Art Workers' Guild was founded in 1884 by young architects and designers, many of whom were prominent figures of the Arts and Crafts Movement. Today, we are a body of more than 400 artists, craftspeople, architects and academics working at the highest levels of excellence in their professions. We represent over 60 creative disciplines. Our main charitable aim is to support the visual arts and crafts in any way that may be beneficial to the community.

Housed in a handsome Georgian building at 6 Queen Square in the heart of Bloomsbury, the Guild provides a venue for kindred arts organisations, hosting some 400–500 events a year as part of our charitable status.

Our Grade II* listed building has two meeting rooms and a large lecture hall available for hire. The venue is particularly well-suited to the many small societies whose aims are aligned with those of the Guild, and fees are among the best value for historic venues in London.

Discounted rates are available to organisations who further the stated charitable aims of the Guild which are 'to advance education in all the visual arts and crafts and to foster and maintain high standards of design and craftsmanship in any way that may be beneficial to the community'. Charities with a registered charity number are VAT exempt on room hire costs only.

Audio-visual equipment and simple catering are available;
please contact roomhire@artworkersguild.org for more details.

OPENING HOURS

The Guild is available for hire Monday to Saturday between 9am–10pm.
The office is open Monday to Friday from 10am–6pm.





THE HALL

The Hall

CAPACITY

100 (seated) / 120 (standing) / 60 (cabaret)

DISABLED ACCESS

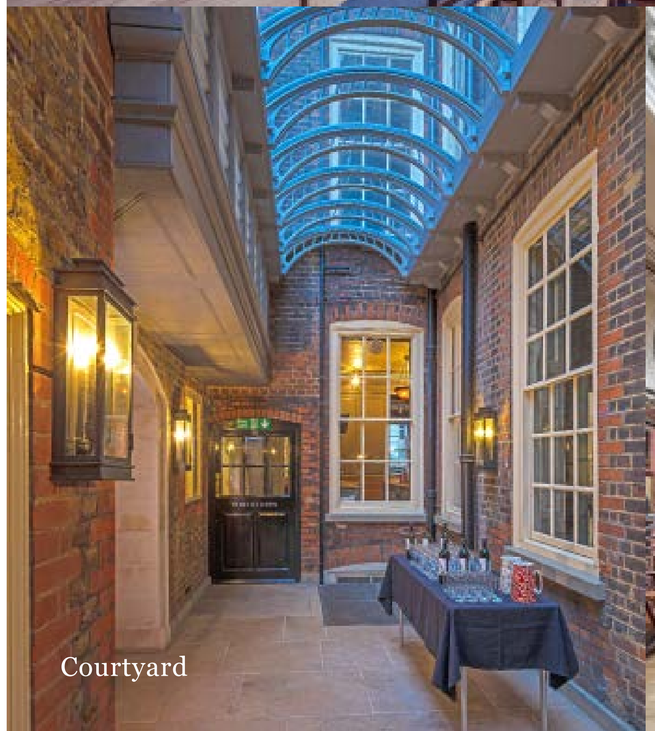
Yes

A large meeting-hall on the ground floor, designed in 1914 by Brother Francis W Troup and furnished with rush-seated ladder-back chairs dating from the same period. With excellent acoustics and a 15 ft screen, it is well-suited to lectures, presentations and performances. A hybrid AV system via YouTube is available.

Our covered courtyard, which can be used as a bar area or breakout space, is included with hire of the Hall. A Hall booking is inclusive of the whole ground floor of the Guild.



Theatre style (seated)



Courtyard



Reception style (standing)

The Hall *Pricing*

October 2026 – September 2027

Room hire Hall	Educational hire (2 hours minimum)	Event hire (4 hours minimum)
Regular rate	£600 (for 2 hours)	£1360 (for 4 hours)
Discounted rate	£535 (for 2 hours)	£1185 (for 4 hours)
Each additional hour	£145	£340

Please note that all rates are subject to VAT.
Registered charities are VAT exempt on room hire costs.

Please consult our calendar for room availability, and email roomhire@artworkersguild.org to book a room, or get in touch with any questions you may have.

Please note, your booking is not confirmed until you receive a booking form from us. Cancellations must be made at least one month in advance to avoid being subject to the full cost of room hire.

Please read our terms and conditions for more detailed information.



The Hall
Audio Visual *Facilities*

We provide AV facilities, including a projector, screen, laptop, microphones and remote controls in the lecture hall. Hirers may use these facilities for an extra charge.

KIT LIST

Standard meeting

Canon Projector
Screen
Mac laptop
USB remote control
1 fixed lectern mic
4 roaming mics
4 audio speakers

Hybrid meeting
(only available with AWG engineer)

All of the standard meeting AV facilities
Engineer
3 fixed cameras
(one covers the stage and lectern, two cover the audience)
Live stream via YouTube

HYBRID AV

If you wish to hold a hybrid event (online, on YouTube, and in person), using our AV facilities, this will need to be booked with the House Manager at least one month prior to your event. We will book our AV technician on your behalf, they will attend your event and look after the audio-visual equipment and cameras, etc. A recording of your session will be available to download onto your USB immediately after the event. Video editing is available for an extra charge.



Audio Visual Pricing

October 2026 – September 2027

Equipment hire	Full day	Half day
Standard AV regular rate	£145	£95
Standard AV discounted rate	£125	£85
Hybrid AV (Hall only)	£645	£415
Hybrid AV (Hall only) discounted rate	£625	£405

Please note that all rates are subject to VAT.
Registered charities are VAT exempt on room hire costs.

For Hybrid AV, cancellations must be made at least one month in advance to avoid being subject to 50% of the full cost of Hybrid AV.

Please read our Terms and Conditions for more detailed information.



THE MASTER'S ROOM



Theatre style (seated)

The Master's Room

CAPACITY

25 (seated) / 50 (standing) / 15 (meeting)

DISABLED ACCESS

YES

Looking out onto leafy Queen Square, this front ground-level room can be used for small events and meetings, or as a break-out space before or after lectures.


Meeting style


The Kitchen


Reception style (standing)

The Master's Room *Pricing*

October 2026 – September 2027

Room hire Master's Room	Educational hire (2 hours minimum)	Event hire (4 hours minimum)
Regular rate	£145 (for 2 hours)	£575 (for 4 hours)
Discounted rate	£135 (for 2 hours)	£510 (for 4 hours)
Each additional hour	£60	£70

Please note that all rates are subject to VAT.
Registered charities are VAT exempt on room hire costs.

Please consult our calendar for room availability, and email roomhire@artworkersguild.org to book a room, or get in touch with any questions you may have.

Please note, your booking is not confirmed until you receive a booking form from us. Cancellations must be made at least one month in advance to avoid being subject to the full cost of room hire.

Please read our terms and conditions for more detailed information.



The Master's Room
Audio Visual Facilities

We provide basic AV facilities in the Master's Room – hirers may use these for a small additional charge.

KIT LIST

Screen
Projector
Laptop
USB remote control

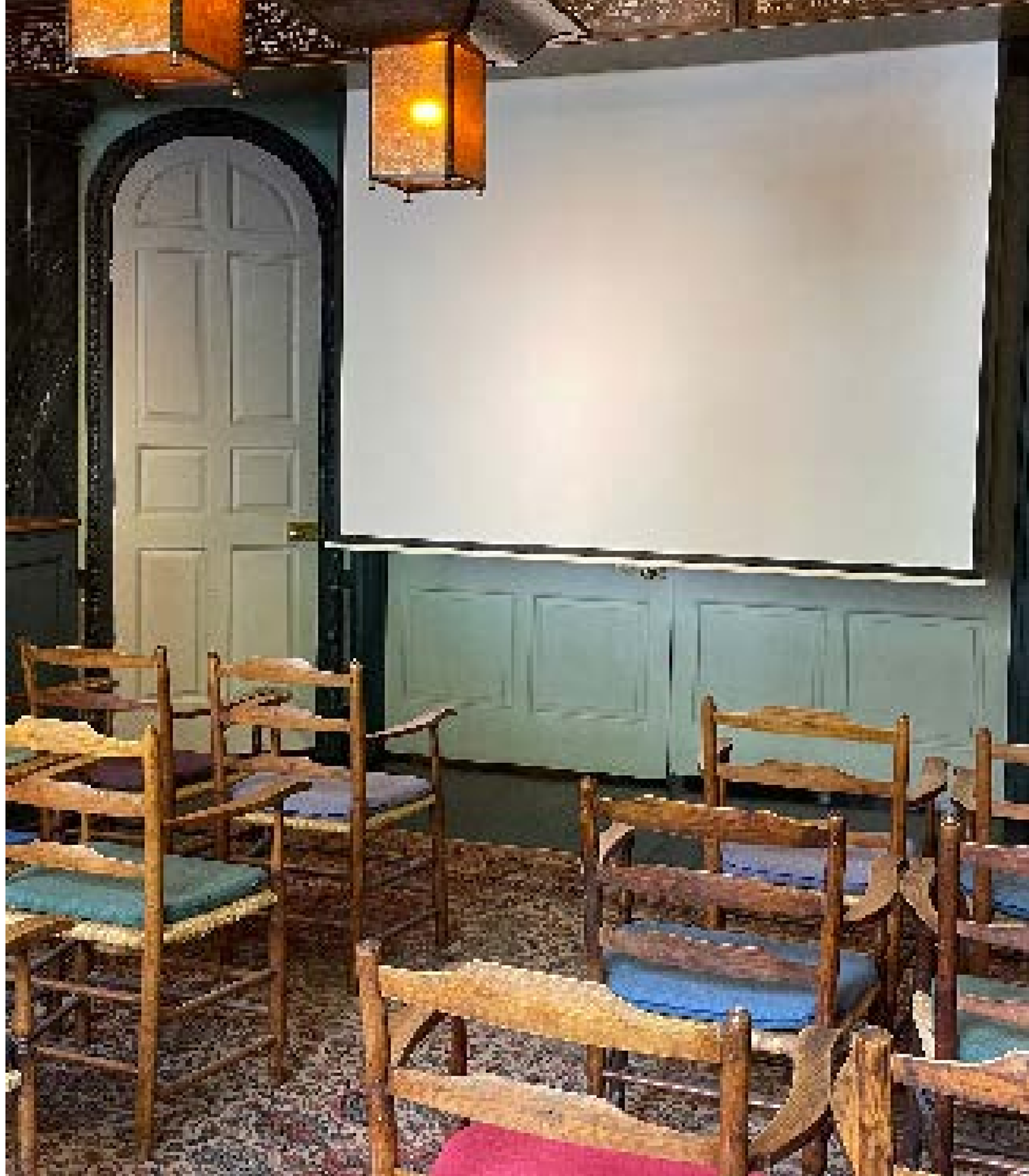
HYBRID AV

There is no hybrid option available in the Master's Room.

October 2026 – September 2027

Equipment hire	Full day	Half day
Standard AV regular rate	£145	£95
Standard AV discounted rate	£125	£85

Please note that all rates are subject to VAT.
Registered charities are VAT exempt on room hire costs.



THE GRADIDGE ROOM



Meeting style

The Gradidge Room

CAPACITY

30 (seated) / 70 (standing) / 20 (meeting)

DISABLED ACCESS

NO

This Georgian reception room on the first floor serves as a committee or presentation room, and can also be used as an excellent exhibition space, holding 70 people at a private view.

The Gradidge Room overlooks the leafy square and there is a break-out space in the adjoining library.



Theatre style



Reception style (standing)



The Library

Gradidge Room *Pricing*

October 2026 – September 2027

Room hire Gradidge Room	Educational hire (2 hours minimum)	Event hire (4 hours minimum)
Regular rate	£145 (for 2 hours)	£575 (for 4 hours)
Discounted rate	£135 (for 2 hours)	£510 (for 4 hours)
Each additional hour	£60	£70

Please note that all rates are subject to VAT.
Registered charities are VAT exempt on room hire costs.

Please consult our calendar for room availability, and email roomhire@artworkersguild.org to book a room, or get in touch with any questions you may have.

Please note, your booking is not confirmed until you receive a booking form from us. Cancellations must be made at least one month in advance to avoid being subject to the full cost of room hire.

Please read our terms and conditions for more detailed information.



Gradidge Room
Audio Visual Facilities

We provide basic AV facilities in the Gradidge Room – hirers may use these for a small additional charge.

KIT LIST

Screen
Projector
Laptop
USB remote control

HYBRID AV

There is no hybrid option available in the Gradidge Room.

October 2026 – September 2027

Equipment hire	Full day	Half day
Standard AV regular rate	£145	£95
Standard AV discounted rate	£125	£85

Please note that all rates are subject to VAT.
Registered charities are VAT exempt on room hire costs.





CATERING

Catering Pricing

Catering	*October 2026–September 2027*
Sandwiches	£9.50 p/person
Fruit	£2.00 p/person
Cake (8 slices)	£6.00 p/cake
Nibbles (crisps, cheese straws)	£5.50 p/bowl
Biscuits	£7.00 p/plate
Tea and Coffee	£1.70 p/cup
Juice	£4.75 p/bottle
Bottled Water	£3.50 p/bottle
Wine	£15.00 p/bottle
Beer	£3.00 p/bottle
Self Catering Service Charge	£60.00



Kitchen Kit List

CROCKERY

* Oval Platters x 6
* Square Platters x 10
* Dinner Plates x 28
* Side Plates x 28
* Large Bowls x 6
* Medium Bowls x 4
* Small Bowls x 4
* Large Salad Bowl x 1
* Medium Serving Bowls x 4
* Large Jugs x 6
* Medium Jugs x 6
* Cups and Saucers (downstairs) x 100
* Cups and Saucers (upstairs) x 40

CUTLERY

* Knives/Forks/Spoon Set x 30
* Teaspoons x 100
* Cakes slices x 4
* Large knives x 4

GLASS WARE

* Wine Glasses x 100
* Tumblers x 100
* Sherry Glasses x 25
* Flutes x 60
* Glass Jugs x 4

OTHER

* Chopping boards x 4
* Bottle opener
* Corkscrew
* Microwave
* Kettle
* Large hot water urn (downstairs only)
* Medium hot water urn (upstairs only)
* Large fridge (downstairs only)
* Small fridge (upstairs only)
* Ice buckets
* Tables
* Table cloths
* Chairs
* Tap water



External Catering

Please note: This option is only possible for events taking place in the Hall and you will need to book the Master's Room on the ground floor for cooking and preparation purposes.

Things you may like to consider before booking an external caterer for your event at the Guild:

FACILITIES

Please ask the House Manager for a list of our trusted caterers who are familiar with the building.

The Guild does not have cooking facilities onsite. We strongly recommend serving cold food only. If, however, you wish to serve hot food, your caterer may bring their own hot food equipment with the prior agreement of the House Manager.

Your caterer may arrange a site visit with the House Manager to discuss the arrangements.

SETTING UP AND CLEARING UP

Caterers' preparation and cleaning up time must be factored into your booking. Caterers may not arrive before the event organisers. Caterers are responsible for clearing up their equipment and must leave everything clean and tidy after use.

SELF CATERING

We do allow self-catering. There is a £60 service charge for all self-catered bookings, this covers use of crockery and equipment and a member of staff. Please refer to our kit list on the previous page.

DELIVERIES

Deliveries and collections of equipment/food/drink must be agreed in advance with the House Manager.



Three Gents Catering

Contact Us

Emily Snape
House Manager
roomhire@artworkersguild.org
020 7278 3009

HOW TO FIND US

The Art Workers' Guild
6 Queen Square London
WC1N 3AT

Office hours are 10am–6pm

DIRECTIONS

Nearest tube: Holborn or Russell Square
Buses: 59, 68, 168

From Holborn: Turn right out of the station along Southampton Row, then right down Cosmo Place into Queen Square. Turn left and the Art Workers' Guild is a few doors down on the left.

If you would like to view the building before making a booking, please make an appointment with the House Manager.

From Russell Square: Turn left out of the station, then left down Herbrand Street and left down Guilford Street. Take the first right down the short passage just after the entrance to the car park, and then right around Queen Square. The Art Workers' Guild is on the right.

Parking: Available in Queen Square – payable by meter until 6.30, free in the evening.



Terms and Conditions

TERMS AND CONDITIONS FOR HIRE OF PREMISES

BOOKINGS

Bookings are considered binding on receipt of the completed booking form from the House Manager. Hirers will be invoiced in full for room hire, catering and equipment used no more than seven days after the event. Rates charged will be those which apply at the time of the event, details of which are available on our website www.artworkersguild.org.

All bookings are charged by the hour, with a **minimum booking of two hours** for lectures and other educational events or work meetings, and a **minimum booking of four** hours for private functions, including book launches and drinks receptions.

First-time bookings are not secured until payment is made. Invoices for room hire will be issued at the time of booking and are payable within 21 days. For first-time bookings that take place within 21 days, invoices are payable immediately on receipt. Other charges (e.g., catering) will be invoiced after the event.

PAYMENT TERMS

Payment terms are 21 days from invoice date (except for last-minute first bookings – see above). Interest for overdue payments will be charged at 4% over the current Bank of England base rate. **If invoices are outstanding beyond this period, the Art Workers' Guild Trustees Ltd reserves the right to cancel all future bookings held by the hirer.**

CANCELLATIONS

Any cancellations must be made in writing to the House Manager at roomhire@artworkersguild.org **at least one calendar month** before the hiring date. Within this period, hirers will be charged the full room-booking fee, plus 50% of the Hybrid AV cost if requested. This includes any changes of booking dates or AV requirements. The Art Workers' Guild reserves the right to cancel a booking for reasons beyond its reasonable control. Should this be necessary, it will give the hirer as much notice as is reasonable in the circumstances, and any deposit paid by the hirer will be refunded.

ACCESS

The premises are not available for hire during the following periods:

- Sundays and Bank Holidays
- Between the beginning of August and the end of the first full week in September
- From 20 December to the end of the first full week in January

One site visit prior to the booking can be arranged by appointment with the House Manager.

Hirers will have access to the building up to half an hour before the start time of their booking. **Please do not turn up earlier than this as you may be turned away**. If hirers require more time to set up, then this must be booked with the House Manager and will be charged.

A responsible representative for the booking must be present at all times throughout the booking and must make themselves known to the House Manager on arrival. Hirers will be charged by the hour until all guests have left the building, and they are responsible for ensuring this is done in a timely fashion.

The premises are not available for the purpose of storage of any kind.

CATERING

Food and drink may be ordered at the rates which apply at the time of the event, as detailed on the tariff sheet. **All food and drink orders should be finalised with the House Manager no later than one week before the event**. All food will be invoiced as ordered; all drinks will be invoiced per bottle/carton opened.

If the hirer is self-catering/using external caterers, set up time must be included in the hours booked. Deliveries and collections of equipment/food/drink must be agreed in advance with the House Manager, and all collections must be arranged for the following day at the latest. If self-catering, Hirers are responsible for clearing and collecting all equipment and catering supplies themselves.

RUBBISH

Rubbish bags are placed at the hirer's disposal. All rubbish must be split out into the following categories; Food waste/glass/plastic/paper/non-recyclable refuse.

Please collect all rubbish in the relevant bags and tie up, taking care not to overload each bag, and leave with the House Manager.

FURNITURE AND TABLEWARE

Any furniture moved by the hirer MUST be returned to its original location after the event. The House Manager and staff will be able to advise on this.

Guild crockery, cutlery and glasses are available for use.

AUDIO-VISUAL EQUIPMENT

The Guild's audio-visual equipment is available for hire. The Guild recommends that lecturers rehearse with the equipment before the start of the lecture and that they should bring their presentations on a USB stick, or email to the House Manager in advance. If hirers wish to bring their own equipment, this must have been maintained in a safe condition, in order to satisfy the terms of the Electricity at Work Regulations, 1989.

We have the facility and equipment to hold hybrid events (online on YouTube and in person), which is managed by an AV technician. This service must be booked with our House Manager in advance and is only available with our AV technician services included.

WI-FI

Wi-Fi is available throughout the hireable areas of the building on an 'as-is' basis. Due to the nature of the service, the hirer acknowledges that faults, technical difficulties, and/or loss of signal may lead to temporary unavailability of Wi-Fi. The hirer understands that the Wi-Fi connection is not a secure network or a secure way to access the network. It is the hirer's responsibility to take all appropriate measures to protect their own data and/or software, including but not limited to, contamination by viruses that may travel over the internet and/or from third-party intrusion into their device. Hirers must not attempt to access or download copyrighted or illegal content while using the Guild's Wi-Fi.

USE OF THE PREMISES

The hirer shall not use the premises for any purpose other than that described in the booking form, and shall not sub-hire or use the premises, or allow the premises to be used, for any unlawful purpose. Nor shall the hirer do anything, or bring onto the premises anything, which may endanger the same or render any insurance policies invalid. The hirer must not allow the consumption of alcohol thereon without written permission.

HEALTH AND SAFETY

The Guild has public and product liability insurance for all events booked. While the hirer is using the building, they will be deemed as a 'responsible person' and must therefore make necessary arrangements for safe evacuation. The hirer MUST leave all communal passages and fire escapes clear at all times. It is forbidden to store goods or set up a reception or display in the entrance hall. **Unless locked, the front door must be manned at all times by the Hirer**. If preparing, serving, or selling food, the hirer must observe all relevant food and hygiene legislation and regulations.

DAMAGE

Art Workers' Guild Trustees Ltd cannot accept responsibility for any articles lost, stolen or damaged belonging to the hirers or their guests, whether or not due to the negligence of the company's staff. The hirer shall be responsible to the Guild and shall reimburse the Guild for any damage to the Guild's fixtures, fittings, and furniture, or his or her staff, agents, or visitors, whether authorised or unauthorised.