

Exhibitions at City Hall

City Hall, home of the Mayor of London, the London Assembly and the Greater London Authority (GLA), is situated on The Queen's Walk near Tower Bridge. It is a prime location in London with a year round public exhibition programme.

Spaces for exhibitions include:

- Ramp (lower ground floor)
- Café (lower ground floor)
- Chamber Lobby (second floor)

An application process is in place to request use of the spaces for exhibitions. Please see sections on criteria and approval process.

Subject to availability, requests may be considered for use of the map area (adjacent to the ramp) for short periods for temporary exhibitions or installations. N.B. charges may apply for use of map or other space if included as part of a commercial event hire.

City Hall opening times

Members of the public may visit City Hall to view exhibitions at the following times:

Monday to Thursday	08:00 to 18:00
Friday	08:00 to 17:30
Weekends & Bank Holidays	Closed.

Criteria for exhibitions at City Hall

A variety of exhibitions are displayed at City Hall with themes that are relevant to London and Londoners. Many of the exhibitions are organised by departmental teams or partner organisations of the Greater London Authority and aim to reflect Mayoral priorities or campaigns. Exhibitions from external organisations which connect with Mayoral priorities can be considered. Priority areas include:

- **Arts & Culture**
- **Sports**
- **Policing and Crime**
- **Business & Economy**
- **Environment**
- **Health**
- **Housing & Land**
- **Planning**
- **Transport**
- **Regeneration**
- **Education and Youth**
- **Communities**
- **Volunteering**

Detailed information on the Mayor of London / London Assembly priority areas can be found at <http://www.london.gov.uk/WHAT-WE-DO>

Approval Process

In order for exhibition proposals to be considered it is necessary to first complete an application form. These can be obtained from the GLA website: <https://www.london.gov.uk/about-us/venue-hire/exhibiting-city-hall-0> or from the Events for London team, email: exhibitions@london.gov.uk

In addition to a completed application form, proposals should include examples of artwork or images, and any accompanying text, which should be clear, concise and accessible. The GLA may contact applicant to request further information if necessary.

Following consideration by a GLA panel with expertise in visual arts, public exhibitions and Mayoral programmes, applicants will be advised of the outcome of their proposal. If an exhibition is approved in principle, the GLA will contact applicant to discuss available dates, spaces and exhibition arrangements, including mounting and exhibiting of work.

The exhibitor will be required to submit examples of artwork and material to be displayed, before final go-ahead is given. The GLA reserves the right to suggest design changes or text revisions if considered necessary, prior to completion of final artwork for printing.

City Hall is able to feature exhibitions by external organisations which have relevance or connect to Mayoral priority areas. As part of the approval process, departmental teams may be consulted about the relevance / suitability of a particular proposal.

Applications by individual artists or for independent promotions and campaigns, not connected with Mayoral priorities or campaigns, are not generally permitted.

Please note that internal GLA led exhibitions and Mayoral campaigns have a priority over external exhibitions and the lower ground floor ramp and map area is usually reserved for this purpose. However, if the lower ground floor space is available it may be approved for use by external exhibitors.

All exhibitions approved for display at City Hall should be produced to a high standard and be suitable for display in a high-profile public venue, which attracts UK and international visitors throughout the year.

Cost

Exhibition space is free at City Hall for GLA approved exhibitions, however the exhibitor is responsible for all production and installation costs. The GLA will advise on requirements for hanging exhibitions and quotes can be provided for services of an approved installer.

The exhibitor is also financially responsible for any damage that may be caused to City Hall by the exhibition. A condition survey will be undertaken before the exhibition is installed and after it is removed.

Insurance

Exhibitors will need to hold at least £5 million public liability insurance as well as insurance to cover the exhibits themselves. The GLA cannot be held responsible for any artwork or installation whilst it is in City Hall. Please note that exhibitors will need to provide evidence of insurance cover in advance of the agreed installation date.

Supporting Documentation

Dependent on the type of exhibition, a risk assessment and method statement may be required at least one month prior to the installation.

Installation & De-rig

Applicants should note that City Hall has a system in place for hanging exhibitions, with wall mounted rails suited to lightweight materials such as polyboard or foamex. Other types of work, eg canvas on wooden frames may be considered, but weight restrictions apply and no materials can be attached directly to walls or interior surfaces. Please check with the GLA whether your proposed exhibition is suitable for the space.

As a guide the ramp space can accommodate 16 x A0 or 24 x A1 portrait size boards, although a variety of other options are possible.

Exhibitors are responsible for the installation and de-rig of their exhibition, although for exhibitions following a standard approved format, such as 5mm polyboard, foamex, or similar, hanging lines and fixings are supplied.

As City Hall is open to the public, installation and de-rig should take place outside of City Hall opening times. Any requirement to install at the weekend will incur additional charges. No equipment or packaging can be stored in City Hall. Specific spaces, installation and de-rig dates will be confirmed once exhibitions have been approved.

For further details, please contact:

Brian Oakaby – Senior Events Officer

Events for London, External Relations

City Hall, The Queen's Walk, London SE1 2AA

exhibitions@london.gov.uk

Tel: 0207 983 4794

Appendix One

Exhibition wall measurements

Ramp - Between ground floor and lower ground floor



Ramp both sides of pillar

- 1st Section (right of pillar) - 15.2 metres, 2nd section (left of pillar) - 4.4 metres
- Total height floor to ceiling - 3 metres,
- Handrail height - 0.9 metres



Ramp both sides of pillar

- Map area in foreground.

Chamber Lobby - second floor



Chamber Lobby white and yellow walls 1

N.B. widths given are lengths of the hanging rail at top of each wall

White wall 1 – 9.0 metres x 2.6 metres

Yellow wall 1 – 11.4 metres x 2.6 metres



Chamber Lobby white wall 2

White wall 2 – 2.7 metres x 2.6 metres



Chamber Lobby yellow wall 2
Yellow wall 2 – 6.4 metres x 2.6 metres

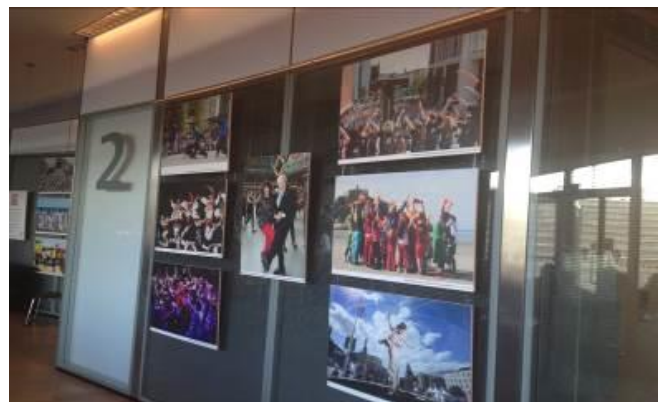
Café - lower ground floor

There are a total of 10 glass panels in the Café area situated outside five committee rooms.

Room 1 – 2.8 metres x 2.7 metres; Room 2 – 2.9 metres x 2.7 metres
Room 3 – 2.6 metres x 2.7 metres; Room 4 – 2.55 metres x 2.7 metres
Room 5 – 2.6 metres x 2.7 metres



Café - Exhibition space outside rooms 2 and 3



Café - Exhibition space outside room 2