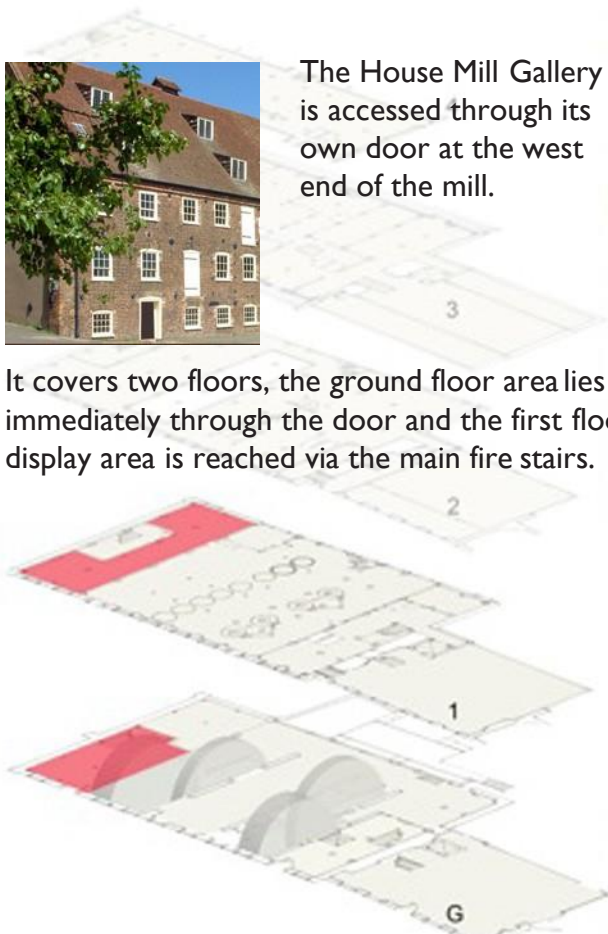


## THE HOUSE MILL GALLERY - information for hirers



The House Mill Gallery is accessed through its own door at the west end of the mill.

It covers two floors, the ground floor area lies immediately through the door and the first floor display area is reached via the main fire stairs.



You may hire either the ground floor area for £100+vat per week and both floors for £200+vat per week. A VAT invoice is provided upon confirmation of booking. We take no commission on sales, the allocation is usually **Tuesday to Monday**. You would hang your work on Tuesday and Wednesday and we ask you to hold your private view on the Thursday evening. The exhibition is then open to the public on Friday, Saturday and Sunday, the show taken down on Monday and cleared for the next artist.

Groups of artists usually hire the space for two weeks so that they can also open during the week and the following weekend too.

As a volunteer Trust, we have no available staff so you would be solely responsible for stewarding your show and you need at least one person on the ground floor and another person on the first floor at all times.

Although we would promote your show on our website any printed flyers have to be designed and printed by yourself and we would need to give final approval of the design before it goes to print.



The building is Grade I listed so nothing can be attached directly to the heritage walls. There are some batons and original features to which the work can be secured. Part of the first floor wall area is white-boarded to take small artworks, but we do prefer that for the most part, the heritage walls are not fully covered, and available for viewing, as an integral part of the House Mill ambience. We recommend a site visit to discuss details, before booking. For further information or to make a provisional booking, please telephone or email Beverley Charters: 0208 980 4626, [info@housemill.org.uk](mailto:info@housemill.org.uk)

To confirm your space please print off and complete the booking form and return it to Beverley Charters, House Mill Trustee for Operations. The Miller's House, Three Mill Lane, Bromley by Bow, London E3 3DU email: [info@housemill.co.uk](mailto:info@housemill.co.uk), or fax: 020 8980 0725.

## The House Mill Gallery Booking Form

**Proposed date of show**

(week from Tue - Mon)

*Please include set up and take down dates*

**Proposed date of Private View**

**Artist/organisation**

**Address**

**Brief description of exhibition**

*Please include area(s) of gallery you would like to use.*

*Please indicate how much hanging space you will need, and how many plinths, or other surfaces, for display. Please note that there is limited "white board" hanging space due to the Grade I listed status  
Ground floor area hire cost is £100+vat per week (£120) and both floors are £200+vat, (£240) per week.*

Please indicate if any additional equipment is required (eg. Free standing lights, reception desk, chairs, coat rack, etc)

**Name of contact**

**Telephone and Email**

**Signature**

HOUSE MILL TRUST

The Miller's House, Three Mill Lane, Bromley-by-Bow, London E3 3DU.

Phone: 0208 980 4626 email: [info@housemill.org.uk](mailto:info@housemill.org.uk) [www.housemill.org.uk](http://www.housemill.org.uk)

Registered Charity No 292336 VAT no 629 4160 36

## The Grade I listed House Mill

The oldest and largest tidal mill of its kind in the world, the House Mill was built in 1776 by a French Huguenot family, to grind grain for the distillation of alcohol. It was operational until the Blitz of 1940 when several buildings on the site were bombed and the wheels of the House Mill ceased turning.

Now owned by the House Mill Trust, it has been restored from a semi-derelict shell to a fascinating building to visit. Guided tours of the mill allow the opportunity to see much of the original milling machinery and vast waterwheels, as well as the chance to find out about the fascinating history of this part of East London.

We are fundraising to restore the heritage machinery throughout the mill and the four water wheels to full working order, securing the legacy of our industrial past for future generations. Through a combination of live demonstrations, interpretive displays and exhibitions we will put learning at the heart of the experience.

The House Mill is open for guided tours every Sunday 11 - 4pm from May to October, and the first Sunday in every month 11am - 4pm, March to December.

Admission £4.00 per person

Accompanied children are free of charge



The House Mill



first floor of the House Mill



The House Mill and Miller's House at Three Mills



The House Mill and Miller's House, viewed from the north

## Conditions of hire

- 1 Smoking is not permitted anywhere in the Miller's House or House Mill, including on the balconies or in the garden.
- 2 A completed booking form must be submitted at least 2 weeks prior to the event in order to secure the booking.
- 3 The specified hire time must include the setting up and clearing away time.
- 4 The premises must be left in a clean and tidy state, as found. A £30 cleaning charge will be made to the hirer should the premises not be left in a clean and tidy state. No food or drink is permitted inside any part of the Gallery, other than during the private view, if held.
- 5 The hirer may not alter or add to the space, or remove any furniture or fittings unless agreed in advance by House Mill Trust (HMT).
- 6 The hirer must not fix materials to the walls by means of any "puncture" or tape. Bluetac or similar temporary fixative is permitted.
- 7 The hirer must provide full details of the intended use of the hire space, which may not be used for any other purpose than that designated by the hirer.
- 8 Any electrical equipment brought into the House Miller's Millers House must be by agreement with the HMT. The hirer is responsible for the health and safety requirements for any such equipment and will be liable for any loss, injury or damage caused to person(s) or to the building or site. The hirer must remove any equipment brought in at the termination of the booking period. An additional charge may be made for heavy usage of House Mill electricity.
- 9 All noise must be kept to an acceptable level and should at no time be a nuisance to the surrounding environment.
- 10 The galleries are hired entirely at the hirer's own risk. The House Mill Trust cannot be held responsible for loss or damage to the hirer's property, and hirers should take out their own contents insurance, if they require such cover.
- 11 The usual opening times for House Mill are 11.00am until 4.00pm. Opening outside of these hours is to be discussed and agreed in advance of any booking confirmation. Private views, on Thursday evenings, should be completed please and visitors off the premises, by 8.30pm.
- 12 The House Mill Trust shall have the right to enter the hired space at any time in an emergency or otherwise with reasonable notice.
- 13 No more than 50 people may be within the gallery area at any given time, divided between the two floors. The hirer will observe the limits on numbers and ensure maximum capacity is not exceeded.
- 14 The hirer is solely responsible for stewarding the show and there has to be **a minimum of one person on the ground floor and another person on the first floor at all times** to ensure that the House Mill H&S rules are not breached. The hirer will ensure that no gallery visitors enter any parts of the House Mill itself, beyond the gallery area. A risk assessment is available and the hirer will ensure that all personnel are aware, and have it available on site throughout the period of hire.
- 15 The building is not fully accessible, and entrance to the ground floor gallery area is via stone steps. Access to the first floor via metal staircase. The floors are uneven in parts, and all visitors are advised to wear "sensible shoes". Access is not permitted for any visitors wearing stiletto heels.