2026-2027

PENNY SCHOOL GALLERY





SPECIFICATIONS

Size: 101m^2

Capacity: 100 -150 standing/seated – dependent on configuration & works

Facilities: Track lighting; power outlets (ceiling & floor); roller blinds; storage cupboard, vehicle access (drop off/collection only).

Panelock Gallery Display System (moveable)*

Large format printing (additional fee)

On Request:

Plinths - up to 10 included in fee (more available for additional fee); wall-mount shelves; tables; chairs; stage.

AV: projector (connection by HDMI), speaker, microphone, monitor (additional fee)

Staging (additional fee)

Moveable Walls:

Our Panelock gallery display system is customisable to your exhibition requirements. Included in this doc are a range of layouts. Please notify the Studio Manager prior to install for requirements. Our technical team will prep the gallery to exhibition standard ready for your arrival.

*Spec:

Included in hire:

3.6m x 60cm unit (x1)

2.4 x 60cm unit (x1)

Available for an additional fee:

2.4 x 60cm unit (x2)

Further bespoke arrangements possible – please contact to discuss

WHAT DO YOU GET?

- The opportunity to host your event in a highly sought after venue in Kingston upon Thames.
- The opportunity to get involved with the young creative community at the CIC and support/enrich our students' journeys at the college through student engagement opportunities.
- Freedom to pursue your creative vision with support from our team.
- A dedicated Studio Manager throughout your event, from initial enquiry to open.
- Promotion from the PSG & CIC networks (more info below).

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PSG HIRE FEES 2026-2027

Please note all rates are exclusive of VAT & are revised each academic year (Sep – Aug).

MONDAY-THURSDAY 9AM-8PM – Basic Hire	**£40 PER HOUR**
FRIDAY AND SATURDAY 9AM-5PM – Basic Hire	**£45 PER HOUR**
MONDAY-THURSDAY 9AM-8PM / FRIDAY 9AM-5PM / SATURDAY 9AM – 1PM Basic Hire	**£150 PER DAY**
WEEK: MONDAY - THURSDAY 9AM - 8PM, FRIDAY 9AM-5PM, SATURDAY 9AM – 1PM Basic Hire	**£650 PER WEEK**
OVER-RUN – all events	**£90 PER HOUR**
PLINTHS up to10 included in fee	**TBC – dependent on need**
STAGING *to cover technician costs for setup + derig*	**£100 FLAT FEE**
PROJECTOR	**£10 PER DAY**
LIGHTING	**TBC– dependant on need**
SOUND	**TBC– dependant on need**

DISCOUNTS:

We are happy to offer discounts to registered charities, as well for student engagement activities. Please contact the studio manager for further information.

OPENING HOURS:

MON - THURS	9AM – 8PM
FRI	9AM – 6PM
SAT	9AM – 1:30PM
SUN	CLOSED

Please note, these are *guidance* hours only; hirers are not obligated to open for this duration. Timings can be flexible, so please get in touch if what is listed above does not suit your requirements.

Due to our late opening Mon – Thurs, we recommend hosting evening events during this window. Extended opening hours are available at an additional cost. Current rates to be supplied on enquiry.

We run **College Open Events** on some Saturday mornings/ Wednesday evenings. Hirers are requested to remain open for the duration of these. You will be informed if your exhibition is scheduled during a college event date.

FURTHER INFO:

VISITORS:

The Penny School Gallery is open to the public. We will presume that your event/exhibition will be open to the public, unless indicated otherwise.

INVIGILATION (EXHIBITIONS):

We are unable to provide invigilation. All exhibitions should be invigilated. Any hirer choosing to the leave the gallery unattended whilst open does so *at their own risk*. Hirers must provide ample stewards for exhibitions, front of house, security of artworks & gallery visitors during open hours as evaluated by the hirer in their risk assessment. Security guards are sited at reception and are only available to support at the college's discretion.

PROMOTION:

You will receive promotion via:

- Our social media: Instagram: @Kingston.College_Creatives
- Our website: PENNY SCHOOL GALLERY
- Mailouts to the CIC mailing list, as well as Kingston College students & staff
- Printed materials – you can leave flyers in the CIC reception, and your A1 event poster (included in hire fee) will be hung in the window as soon as the previous event has finished.

INSURANCE / HEALTH & SAFETY:

Hirers must provide proof of Public Liability insurance for the time of hire (cover of up to £5M). If cover will renew before your event date, you are able to evidence current cover and then provide updated cover nearer the time of your event.

For all events we require a Risk Assessment (template provided).

DISCLAIMER:

Please note that the Penny School Gallery is part of the Kingston College Creative Industries Centre, South Thames College Group. As a gallery located in a Further Education college; events, exhibitions and artworks held or displayed in the Penny School Gallery must be suitable for a young audience. We request the right for artwork to be removed from the gallery if it is deemed inappropriate.

Exhibitions/events containing, but not limited to, works with the use of offensive language, scenes of an explicit or sexual nature and/or violence may be requested for removal. Works will be assessed on a case-by-case basis by the Studio Manager.

If you have any concerns regarding this disclaimer, please speak to the Studio Manager.

Penny School Gallery

Creative Industries Centre

Kingston College

55 Richmond Road

Kingston upon Thames

KT2 5BP

Studio Manager: Lauren Mason

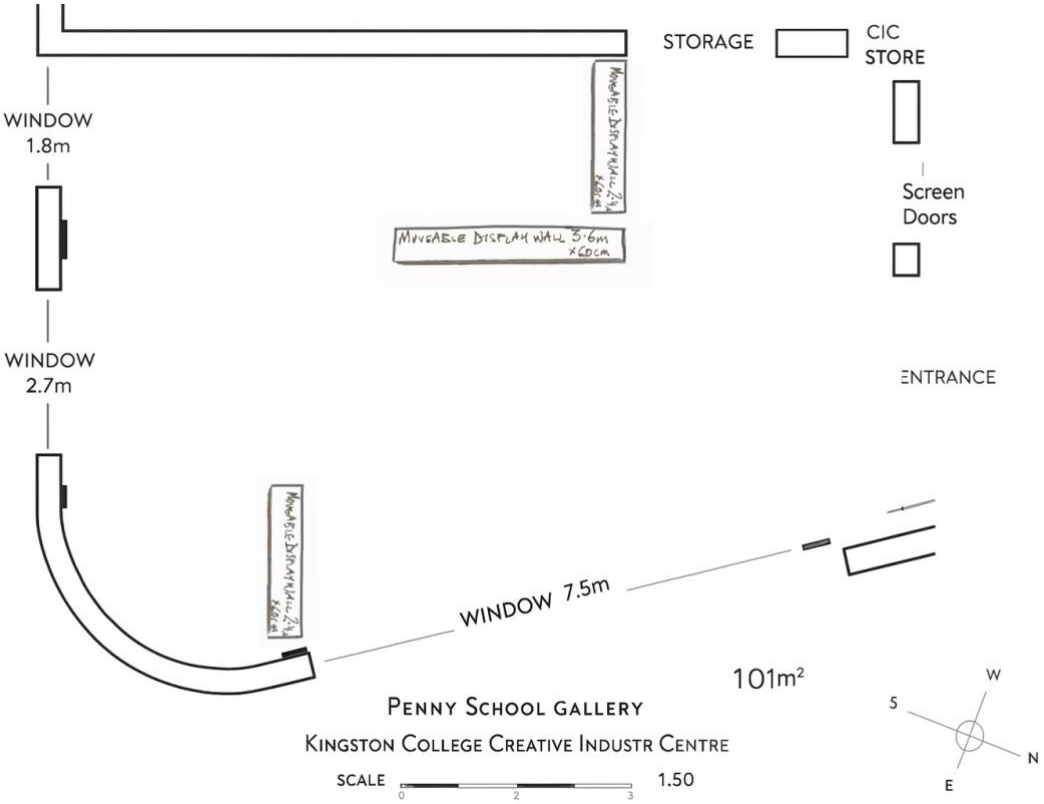
2026-2027

Lauren.Mason@stcg.ac.uk

020 826 82872

WALL LAYOUTS:

VI.



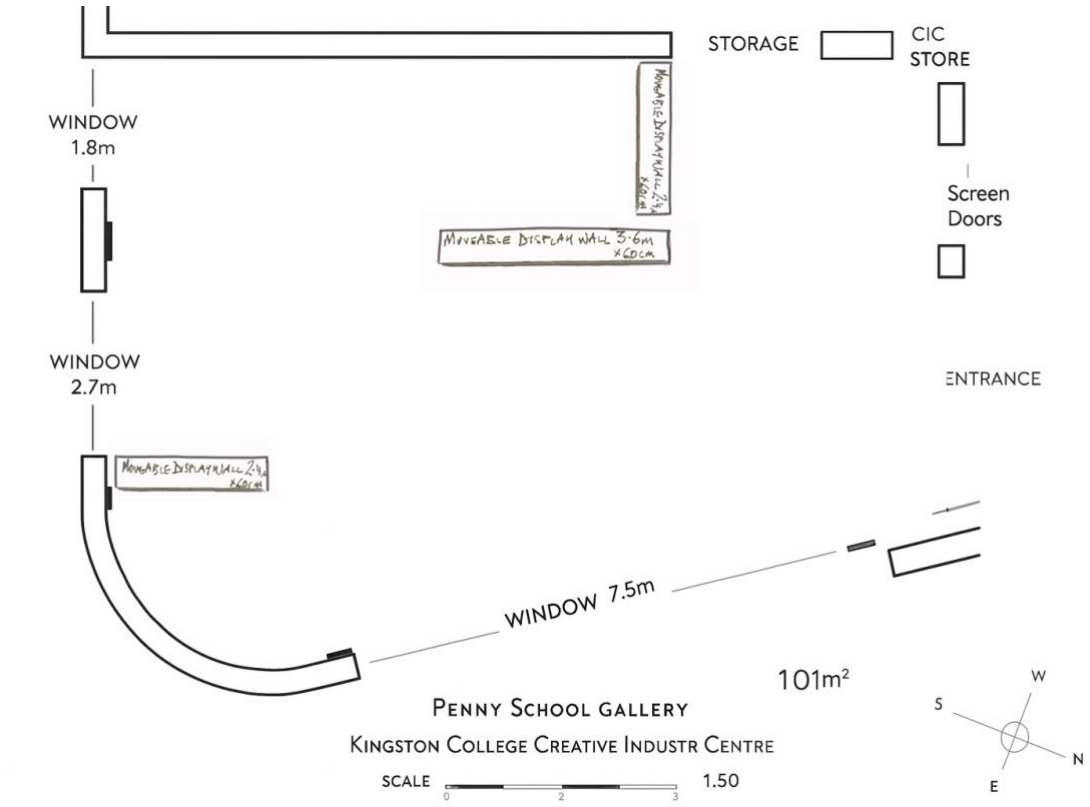




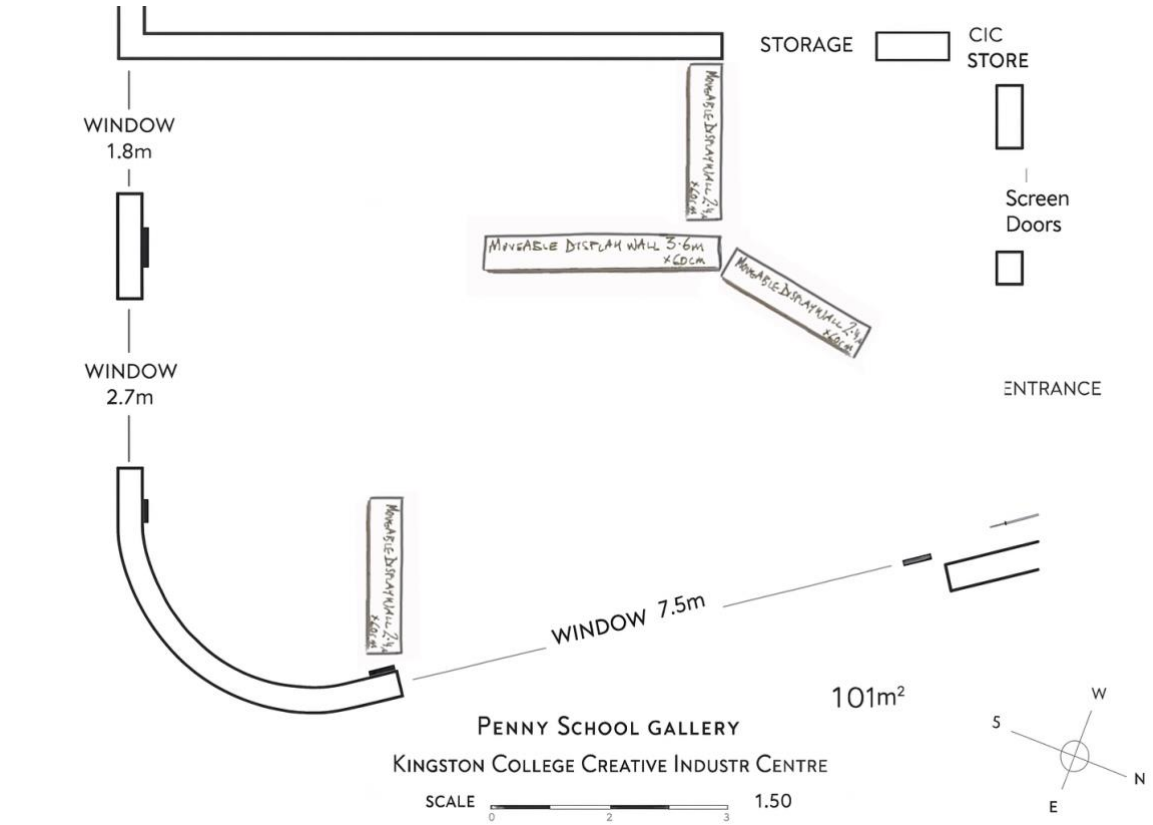
With addition of long plinths as room divides

V2.

2026-2027


STORAGE
CIC STORE
WINDOW 1.8m
Screen Doors
MOVEABLE DISPLAY WALL 3·6m x60cm
WINDOW 2.7m
ENTRANCE
WINDOW 7.5m
101m²
PENNY SCHOOL GALLERY
KINGSTON COLLEGE CREATIVE INDUSTR CENTRE
SCALE
1.50
W
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V3.

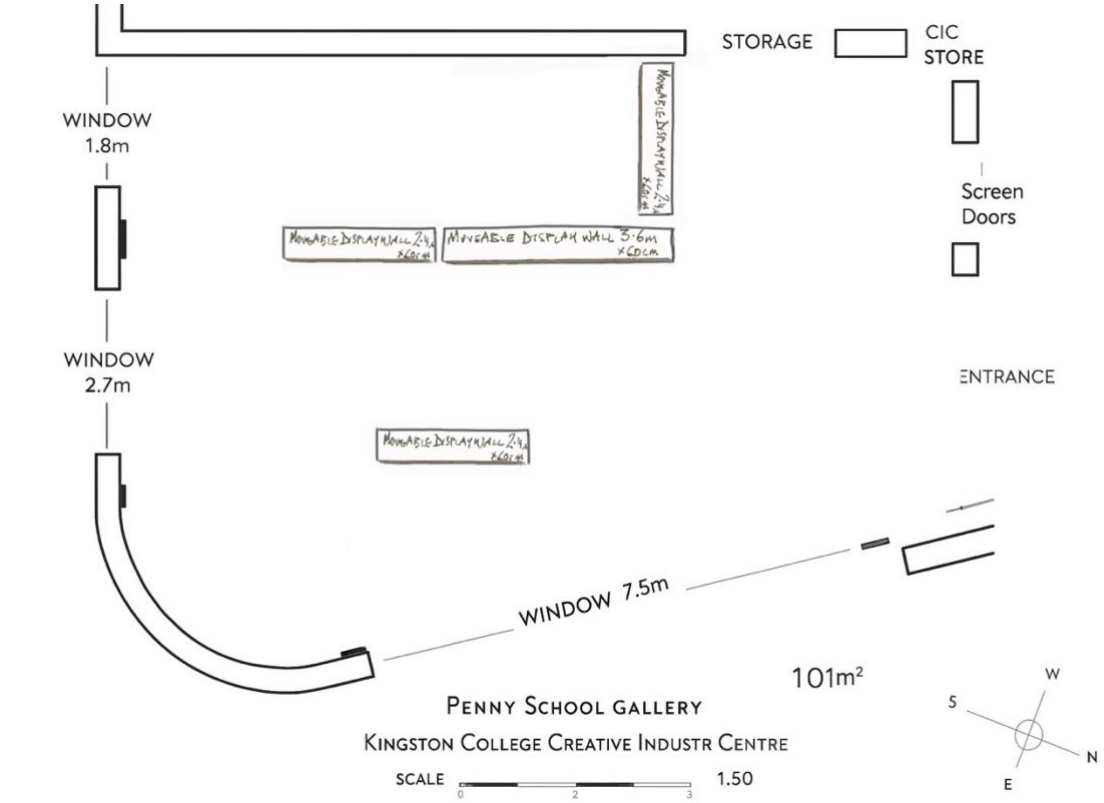


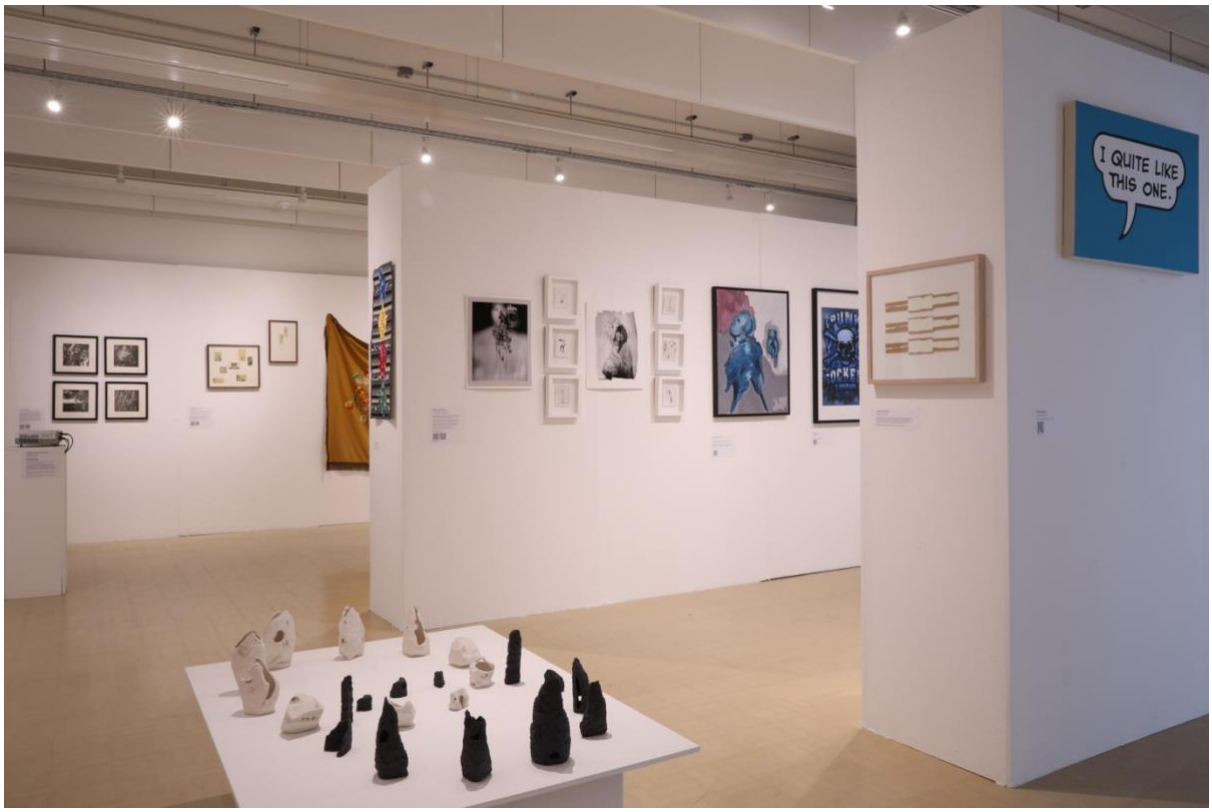


Slim additional single angled board (single skin)

V4.

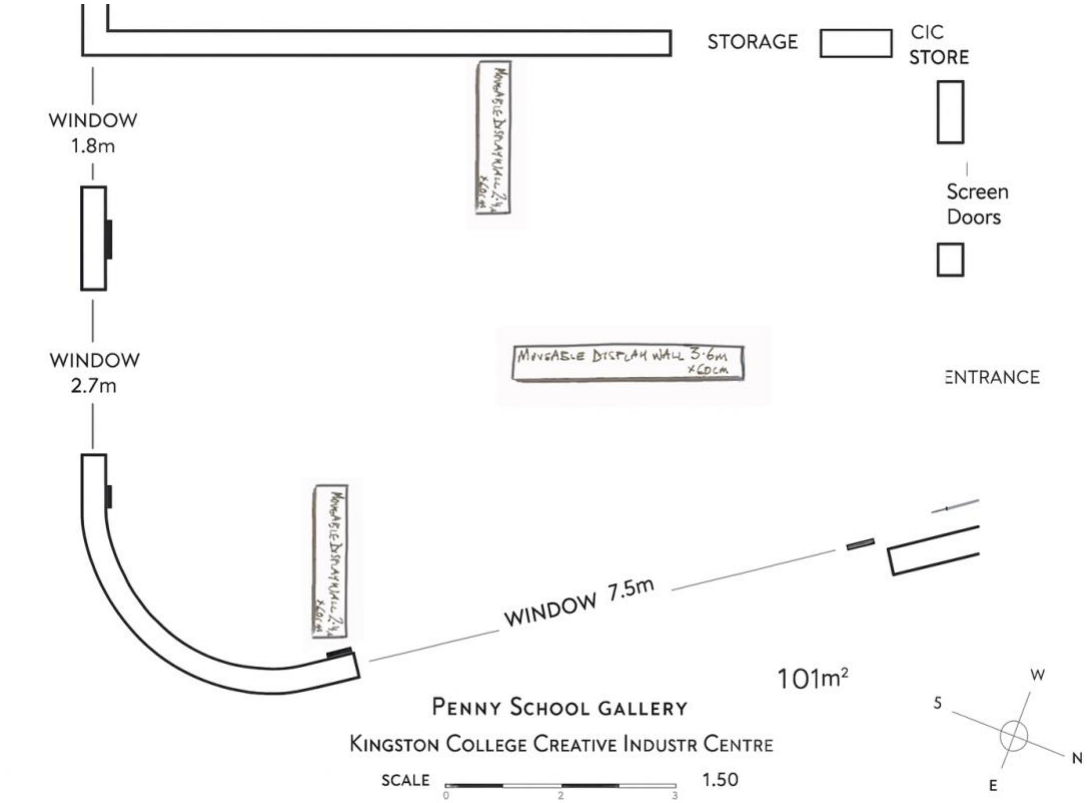
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101m²
PENNY SCHOOL GALLERY
KINGSTON COLLEGE CREATIVE INDUSTR CENTRE
SCALE
1.50
W
S
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E


I QUITE LIKE THIS ONE.



V5.


STORAGE
CIC STORE
WINDOW 1.8m
Screen Doors
WINDOW 2.7m
ENTRANCE
WINDOW 7.5m
101m²
PENNY SCHOOL GALLERY
KINGSTON COLLEGE CREATIVE INDUSTR CENTRE
SCALE
1.50
W
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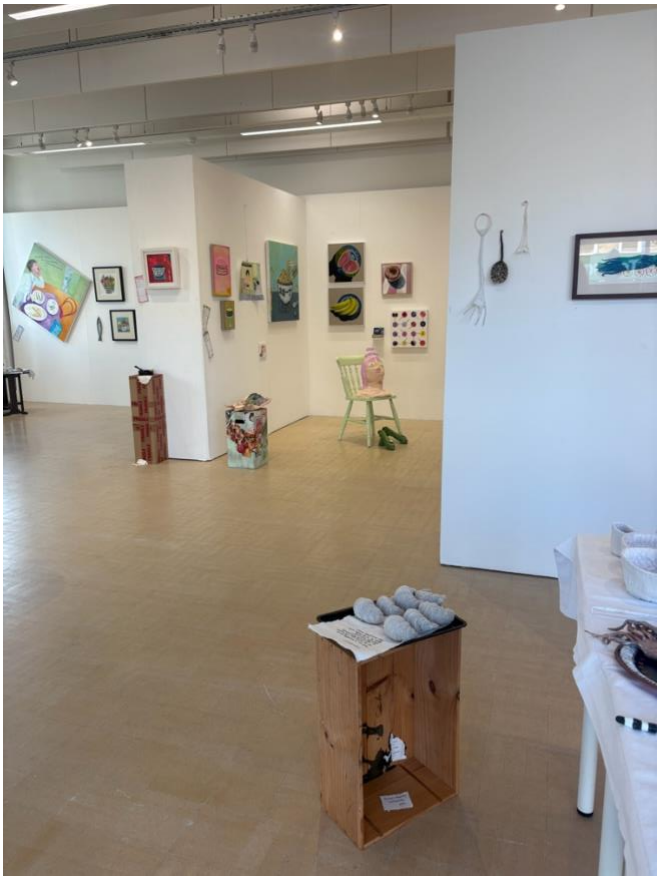
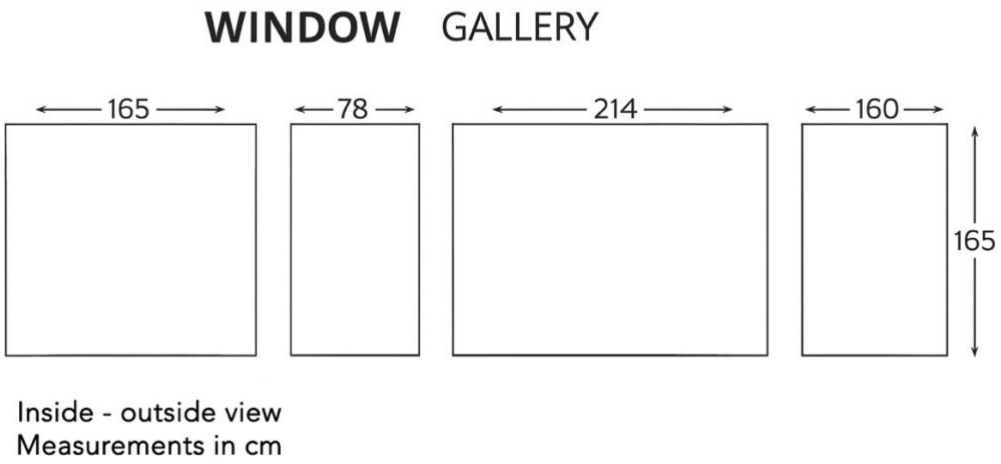


Image: KAOS – Let Them Eat Cake 2026



Window display options available – contact to discuss