# Westminster Hall: exhibition and events application form

This form will enable you to apply to hold an exhibition or event in Westminster Hall, part of the Palace of Westminster.

Exhibitions and events in Westminster Hall take place at the discretion of the three Keyholders: the Lord Great Chamberlain; the Speaker; and the Lord Speaker.  Decisions about whether a proposed activity should take place in Westminster Hall are made on the basis of whether it is:

* relevant to Parliament; and
* appropriate for the status, history and heritage environment of Westminster Hall.

## The request process

The practical considerations of holding an event or an exhibition in Westminster Hall are considerable. We need to ensure that all of the elements of holding an event or exhibition in a Grade I listed building have been considered, and that the organiser can provide sufficient funding for the event or exhibition to take place. Some of these considerations are noted in the guidance notes at the end of the document.

The Westminster Hall Advisory Group (WHAG) is an advisory group of officials from both Houses of Parliament. The primary role of the group is to advise the Keyholders of Westminster Hall about the feasibility of any proposed exhibitions or events, as well as the standards and procedures needed to maintain the Hall's aesthetic, heritage and status.

1. Your request will be passed in the first instance to the Westminster Hall Advisory Group.
2. We will send our recommendation to the Keyholders, who will consider your application.
3. We will contact you as soon as possible to let you know whether or not it has been approved.

## What we need from you

Please provide basic information about the proposed exhibition or event in the appropriate form below. You should feel free to attach supporting information or to use supporting information instead, as long as the questions in the form below are addressed.

We appreciate not all the information required may be available when you apply. When information is incomplete, an approval in principle may be given with final permission only being given when all necessary information has been received (please see the guidance notes below).

Please note that it is critical that any exhibition or temporary event structure must be demountable within six hours in the event of the Hall being required for a State event at short notice.

Note: All fields are stretchable but please be concise.

## Privacy Notice

Our collection of personal data is covered by the [House of Commons Privacy Notice for the Public](https://www.parliament.uk/site-information/data-protection/commons-data-protection-information/hoc-privacy-notice-for-the-public/), and the [House of Lords Privacy Notice for Members of the Public](https://www.parliament.uk/site-information/data-protection/lords-data-protection-information/). Our lawful basis for processing this data is the processing is necessary for our legitimate interests whilst taking into account your interests and rights to privacy.

The personal data we collect may be shared with the Lord Great Chamberlain where necessary to enable them to exercise their role as a Keyholder.

## Contact details

### Contact name

|  |
| --- |
| Enter contact details here |

### Contact phone number

|  |
| --- |
| Enter phone details here |

### Contact e-mail

|  |
| --- |
| Enter e-mail details here |

## Initial details

### Proposed title of exhibition/event

|  |
| --- |
| Enter event title here |

### Organisation name

|  |
| --- |
| Enter organisation name here |

### Associated events

|  |
| --- |
| Please note any wider programmes or publications to which the event/exhibition is linked |

**A: Exhibition application form**

### Dates and set-up time

|  |
| --- |
| What are the proposed start and end dates for the exhibition? How much set-up/take down time do you require? Please bear in mind that any exhibition must be demountable within six hours (day or night) in the event of the Hall being required for a State event at short notice. |

### Subject-matter

|  |
| --- |
| Outline the subject-matter of the exhibition. |

### Displays and material

|  |
| --- |
| What type of displays do you plan to use, including the material and their fire rating?If possible please supply images and drawings of the display equipment. Please give as much information as possible at this stage. |

### Who is your target audience?

|  |
| --- |
| Enter audience details here |

### Contractors and specialists

|  |
| --- |
| Give details of any specialists involved e.g. exhibition and graphic designers, exhibition logistics company. |

### Costings

|  |
| --- |
| How will the exhibition be funded and what will the approximate cost be? |

### Relevance to Parliament?

|  |
| --- |
| In what way is the exhibition relevant to Parliament? |

### Insurance requirements

|  |
| --- |
| What form and what level of insurance (if any) do you have in place, or will you be arranging, if your proposal is successful? |

## B: Event application form

### Dates and set-up time

|  |
| --- |
| What are the proposed start and end dates for the event? How much set-up/take down time do you require?Please bear in mind that any temporary event structure must be demountable within six hours (day or night) in the event of the Hall being required for a State event at short notice. |

### Subject matter

|  |
| --- |
| Outline the theme and content of the event. |

### Installations

|  |
| --- |
| Give details of any installations required (e.g. stage, electrical equipment) and, if relevant, materials employed and their fire rating. |

### Access to Westminster Hall

|  |
| --- |
| Indicate where and when entrance and exit to the Hall will be required for the audience. |

### Ticketing

|  |
| --- |
| What audience numbers are anticipated and what arrangements will be made for ticketing at the event? |

### Designers and specialists

|  |
| --- |
| Give details of any specialists involved e.g. event and graphic designers/event logistics company. |

### Costings

|  |
| --- |
| How will the event be funded and what will the approximate cost be? |

### Relevance to Parliament

|  |
| --- |
| In what way is the event relevant to Parliament? |

### Insurance requirements

|  |
| --- |
| What form and what level of insurance (if any) do you have in place, or will you be arranging, if your proposal is successful? |

## Guidance notes for the application forms

The following notes include some of the key matters which should be taken into account when filling in the forms above. It is not necessary to provide a detailed answer to every point raised below when initially applying for your event / exhibition.

However, if you are successful it will be necessary to work closely with Parliament to ensure that all required information is provided, to an agreed programme, in advance of your event/exhibition taking place.

Westminster Hall is a Grade I listed building. Therefore, any temporary structures or furniture must be agreed by Parliament to ensure that they do not damage the fabric of the building.

### Parliamentary contact

If an exhibition or event is accepted, an individual within Parliament will be appointed as a primary contact for the organiser.

Due to the large number of security and heritage requirements of Westminster Hall, you should anticipate frequent contact with this individual in the lead-up to your exhibition or event.

### Design and construction

Parliament will want to be satisfied that all aspects of design, quality, construction (where applicable) and content are of the highest quality.

Full design and construction details and method statements will be required in due course, and the physical structures will need to meet the heritage requirements of Westminster Hall.

The exhibition/event content must link to Parliament’s history or work and be presented in compliance with best practice and standards.

Parliament is not able to support the costs of, or provide staff resources to help with, designing, constructing and striking an event or exhibition.

### Consultants

Parliament may require the use of a consultant to help with planning an exhibition. When this is the case, the organiser would be required to meet the costs of their time, an estimate of which can be provided.

The consultant is contracted by Parliament to supply these services and has working knowledge of the space, facilities, security and heritage requirements of Westminster Hall as well as good exhibition practice.

### Lead time scale

Due to the number of factors which must be taken into account, organisers are urged not to underestimate the amount of work (including liaison with Parliament) that is required for an exhibition or event in Westminster Hall. For the same reason, considerable lead-in times of approximately six months for events or exhibitions are normally required.

### Dismantling timescale

Any exhibition or temporary event structure must be de-mountable within six hours (day or night), in the event of the Hall being required for a State event at short notice. Detailed method statements must be provided to support this requirement.

### Standards

Organisers will be required to follow directions given by Parliamentary staff, for instance in relation to health and safety, fire prevention and building conservation. These may add to the organiser’s costs.

Organisers will be required to sign an agreement with Parliament relating to their exhibition or event prior to the exhibition or event being installed or taking place.

### Avoiding disruption

The event or exhibition will need to take into account the other regular uses made of Westminster Hall. These include:

* Access to the Westminster Hall debating chamber must not be obstructed by an exhibition or event, or its setup. Access will normally be required between 9.30am and 4.45pm on Monday to Thursday during sitting hours. The House of Commons’ normal sitting hours and times can be found [on the Parliamentary website](http://www.parliament.uk/about/faqs/house-of-commons-faqs/business-faq-page/).
* Exhibitions have a designated area in Westminster Hall within which they must be located, including during construction, which must be confined to the designated area.
* Noise levels during installation and deinstallation should be kept to a minimum, and noisy works may have to take place out of hours.
* Parliament’s public tour route begins in Westminster Hall. The Jubilee Café, open to the public, abuts the Hall. Exhibitions and events and their installation/deinstallation must not obstruct the flow of members of the public. Public safety is of paramount consideration during the installation/deinstallation and design of events/exhibitions.
* Some Parliamentary offices are accessed through Westminster Hall. Some access to the main staircase in the Hall, leading to these offices, must be available throughout the event or exhibition for fire safety reasons.
* For a large event, it may be necessary to screen off St Stephen’s Flats (at the south end of the Hall) and provide a security presence there: it is used as a thoroughfare by Members and Parliamentary staff. This may add to the organiser’s costs.

### Costs

Organisers should assess the likely cost of holding an event or exhibition in Westminster Hall. The Group’s experience is that these are often underestimated.

The heritage status of the Hall means that extra care must be taken, particular materials used and preparations made when staging an exhibition or event. This may also mean that more time than usual is needed for setting up and striking an exhibition or event structure.

Parliament will, as a rule, look to recover any additional security and heating/lighting costs incurred as a result of an event or exhibition. These may be considerable and organisers should ensure that they are aware of the likely levels of these costs.

### Temperature issues

Westminster Hall is constructed of thick stone walls. As a result, the environment in the Hall can be very cold, and frequently damp. Temperature and humidity readings are available from the Curator’s Office. This must be taken into account by organisers. The Hall is unsuitable for the display of certain heritage objects for much of the year. The temperature also makes the Hall unsuitable for audiences at certain times of the year.

There is no air-conditioning or heating facility within the Hall.