



## Terms & Conditions

Art at The Works Gallery is open to the public between 1 and 5 pm every weekday afternoon, Monday to Friday. Some extension of these core hours may be possible by arrangement, though there may be an additional cost.

Bookings are open to individual artists or multiple artists wishing to share the facilities. The minimum booking period is one week. The maximum booking period is four consecutive weeks.

A non-refundable administration fee of £30 is payable on submission of a completed Enquiry Form. In addition to this, selected artists will be charged the flat rate of £120 per week, payable in advance, to cover the cost of their exhibition overheads. All charges include VAT. Artists are responsible for their own sales and no commission will apply.

Artists are responsible for publicising, promoting and staffing their exhibitions, though guidance and support can be provided and events will be listed on the Art at The Works website with a link from Stephen Whettem Architects website. An e-mailshot will also go out to the Gallery mailing list. Private viewings may be accommodated by arrangement.

Setting up usually takes place on Monday mornings, with the Gallery being available from 9.30am. However, if the Gallery is not in use, it is possible that arrangements can be made to set up on a mutually convenient day the week before. Artists holding a Private View on the Friday evening before their exhibition can set up that Friday or, subject to availability, on the Thursday. At the end of an exhibition, the Gallery will remain accessible until 6.30pm on the final day (usually a Friday) for dismantling or, if there is no follow-on exhibition, it might be possible to take down on the Monday after. Artists are responsible for setting up and dismantling their own exhibitions.

Artists are responsible for their work for the duration of their booking and need to have appropriate insurance in place for artwork and, preferably, also public liability. Art at The Works/Stephen Whettem Architects takes no liability for exhibits or injuries caused by negligence on the part of exhibitors.

For wall-mounted exhibits, artists are expected to use the hanging system provided (Locator from Picture Hanging Systems Ltd). The irregularly shaped Gallery offers approximately 16m of hanging length across eight walls and 26m<sup>2</sup> of floor area. For sculptures and 3D work, artists are expected to provide their own plinths. Artists are responsible for providing their own step ladder for hanging and taking down.

Artists will have use of kitchen and toilet facilities for the duration of their booking. There is vehicular access for loading and unloading, and public car parks at nearby Abbey Rise and Abbey Place. There is no on-site parking. Internal access to the Gallery is via standard width doorways.

The cost of any damage to the premises will be the responsibility of the booked artist(s). Exhibitors are expected to leave the premises clean and tidy when they vacate, returning the Gallery to the state in which they found it. They must also refrain from causing undue noise or disruption which might have an adverse effect on the architectural studio above. Music may not be played.

Artists are responsible for sending a completed Enquiry Form, brief synopsis, outline CV, exhibition title and digital images of their work to the Gallery Administrator for inclusion on the Art at The Works website.