

Courtyard Arts and Community Centre

Gallery Terms & Conditions: Hertford Theatre



Please address all queries regarding the hire of this space to The Gallery Manager at gallerymanager@courtyardarts.org.uk or phone Courtyard Arts on 01992 509596.

- Submissions are invited from artists for solo or group shows
- Exhibitions are for a minimum of four weeks
- The gallery provides eleven panels for fixing work to. In the larger room there are eight screens all portrait measuring 2.87m high x 1.5m wide. In the adjoining space there are two landscape panels which are each 2m high x 1.5m wide and one landscape panel which is 1.5m high x 3m wide
- The natural light from the glass roof and large windows provide a high quality space during the day, at night the space is artificially lit
- The gallery is fully staffed by box office stewards from 10am to 5pm Tuesday to Saturday, with late opening whenever there are evening events at the theatre
- Box office staff handle all sales

Submissions

Please write/email with a proposal (CV, a brief description of exhibition and colour images) to The Gallery Manager, Courtyard Arts and Community Centre, Port Vale, Hertford, SG14 3AA or by email to admin@courtyardarts.org.uk. Please include a stamped addressed envelope if you wish your materials to be returned by post.

Rental

Rental for gallery space at Hertford Theatre is £375.00 per four week period.

Commission

The rate of commission on sales at Hertford Theatre is 30%. A balance of sales payment is made to exhibitors within 28 days of the exhibition's closure.

VAT will only apply if the exhibitor is VAT registered. In this situation the current rate for VAT will be charged on the commission of all sales taken.

Payments

A £75.00 non-returnable deposit is required when booking to secure exhibition dates. The balance of the rent is due 6 weeks before the first date of the exhibition. Payments can be made by cash, card or cheques (made payable to Courtyard Arts).

Cancellation

If you cancel your booking, we reserve the right to charge you the full gallery hire cost if we are unable to find suitable alternative exhibitors.

Insurance

All exhibition work in the gallery is insured up to the value of £10,000 and individual pieces are insured up to £3,500. Our policy has an excess of £100. Courtyard Arts Centre or Hertford Theatre cannot pay for losses not covered by insurance. Video and other audio visual equipment is not covered by our insurance.

If your work is not covered by the above amounts then you must take out your own additional insurance. Any claim made against our insurance would be subject to the excess deduction (above).

Hanging of Exhibitions

- Exhibitions are hung on the afternoon of the first Monday and taken down on the morning of the last Monday of the hire period when the theatre is closed to the public
- Exhibitors must hang, title and list their own work. A member of Courtyard staff will be present on the hanging day
- All work should be clearly labelled and/or numbered with a catalogue list
- A full list of work with title, artist, medium and price needs to be given to the Gallery Manager on the day of the hang
- 2D work is hung using mirror plates and fixed to the wall. Exceptionally work can be hung differently (ie textiles). Please discuss your hang with the Gallery Manager in advance of the show. Clip frames are not acceptable
- It is generally not possible to show 3D work due to health and safety concerns and security of the work
- Exhibitors shall only secure art work to the designated and agreed display boards
- Exhibitors must not drive any nails, screws, drawing pins etc into any other part of the walls, floor, woodwork, fixtures, ceiling, furniture etc. Exhibitors will defray the cost of making good any damage done to the building, furniture or fittings during the hire. Courtyard Arts will charge at cost against damage sustained to the theatre's buildings, furniture or fittings
- Exhibitors are responsible for any costs incurred in hiring additional equipment for the presentation of the event.
- No alterations or additions are to be made to the lighting, heating, seating, gangways, fittings, fixtures or other arrangements of the gallery, except with the permission of the Gallery Manager. Decorations and/or dressings or exhibits of an inflammable nature are prohibited. No wax, powder, water or other substance shall be placed on any floor and the Gallery Manager may refuse to allow any article or appliance which may be considered dangerous or offensive, to be brought into the Gallery
- Exhibitors shall co-operate fully with the venue management so that the terms and conditions of the Premises License and related Health and Safety requirements are met
- Exhibitors shall ensure that emergency exits, the route to and beyond, are kept clear at all times. Gangways and staircases must kept clear at all times. No stands, displays or the like are to encroach on gangways or staircases. The venue Duty Manager's decision on all Premises License and Health and Safety issues will be final and binding

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The Private View

- Private views generally take place one evening during the first week of the exhibition, usually between 6.00pm - 8.00pm
- The date and timings of the Private View must be agreed by the Gallery Manager who will liaise with Hertford Theatre
- Catering/bar provision is provided in-house at Hertford Theatre
- Private view drinks and catering arrangements need to be made in advance with the Front of House Manager at Hertford Theatre on 01992 515805
- Hertford Theatre staff will be on hand during the evening to deal with sales
- Exhibitors must keep good order on the premises and not permit any excessive noise on the premises or within the immediate precincts of the building which might cause annoyance to nearby residents
- Exhibitors must exclude persons likely to cause a disorder or disturbance and Courtyard Arts and Hertford Theatre reserve the right to exclude any person

Publicity

- 20 weeks before the show, exhibitors must supply the Gallery Manager with a title, jpeg images (minimum 1, maximum 4) and a description of the show for publicity purposes. In addition exhibitors must provide the Gallery Manager with individual artist(s) statements of a maximum of 100 words describing the show
- Exhibitors will be solely responsible for the costs of marketing and publicising their event over and above inclusion in Courtyard Arts and Hertford Theatre's seasonal brochures and web presence
- Courtyard Arts will design and provide exhibition posters to be placed at various sites in Hertford and the surrounding area but exhibitors shall not undertake, or permit to be undertaken, any fly posting in the town in respect of any event taking in the Gallery at Hertford Theatre. Fly posting is illegal
- If requested by the exhibitor, we will try to arrange a photo shoot for artists with the local press, the Hertfordshire Mercury, usually on the Monday that the show is being hung. Please note that this does not always guarantee publicity

Please note that this programme of publicity is not exhaustive and artists are advised to undertake their own additional publicity. For last minute gallery bookings the extent of publicity will inevitably be reduced.

Signatures

We offer you the hire of the Gallery at Hertford Theatre on the above terms:

Signed: _____

Date: _____

I/We accept the terms & conditions of this contract:

Signed: _____

Date: _____

(Artist/Group Representative)

Revised April 2016