

# Courtyard Arts and Community Centre

## Gallery Terms & Conditions: Courtyard Summer Show



### Courtyard Summer Show 2019

Submissions of 2D work, including paintings, drawings, printmaking and photographs are invited.

The exhibition runs from 21st May to 10th August 2019 at Hertford Theatre. Unsold works to be collected Sat 10th August (time to be confirmed).

The natural light from the glass roof and large windows provide a high quality space during the day, in the evening the space is artificially lit.

The gallery is fully staffed by box office stewards (see theatre website for opening times), with late opening whenever there are evening events at the theatre. Hertford Theatre box office staff handle the sale of artworks.

### Submissions

Entry forms and images of artwork to be submitted to the Gallery Manager, Courtyard Arts and Community Centre, Port Vale, Hertford, SG14 3AA – or preferably by email to [gallerymanager@courtyardarts.org.uk](mailto:gallerymanager@courtyardarts.org.uk). We will endeavour - where possible and subject to capacity - to represent at least one work from all artists who enter. Artists can submit up to 3 works. Incomplete submissions will not be accepted.

### Fees & Commission

£30 fee per selected artwork – to be paid on selection. The rate of commission on sales is 30%.

### Insurance

All exhibited work in the gallery is insured up to the value of £57,000 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 Exhibition

To take place on Monday, 21st May 2019, 9.30-11am. The work will be taken down and collected on Saturday 10th August 2019. The take down date may alter as the Theatre will make

arrangements for their summer closure. The times and any updates will be communicated to the artists.

All work should be clearly labelled on the back of the work, including: artist's name, title of work, medium and price.

2D work is hung using mirror plates and fixed to the wall. Please discuss your hang with the Gallery Manager in advance of the show. Clip frames are not acceptable.

It is not possible to show 3D work due to health and safety concerns and security of the work.

The Gallery/ Theatre Management may refuse any artwork, which may be considered unsuitable or offensive to exhibit at Hertford Theatre.

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.

### The Private View

A Private Views is scheduled to take place on Thursday 23rd May 2019, 6.30- 8.30pm.

### Publicity

Exhibitors will supply the Gallery Manager with a title and jpeg image for each work selected for publicity purposes.

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 publish details of the exhibition on their website and social media.

Please note that this programme of publicity is not exhaustive and artists are advised to undertake their own additional publicity.

**Please address all queries to The Gallery Manager at [gallerymanager@courtyardarts.org.uk](mailto:gallerymanager@courtyardarts.org.uk) or tel. 01992 509596.**