



Courtyard Arts and Community Centre

Gallery Terms & Conditions: Courtyard Arts

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 usually for a minimum of two weeks
- The gallery provides 1000 square foot of wall space. It also offers six white hardwood plinths for 3D work. The natural light from the glass roof and the York stone floor provide a high quality space of neutral tones
- The gallery is fully staffed by stewards from 10am to 4pm Tuesday to Saturday. Our stewards handle all gallery 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 gallerymanager@courtyardarts.org.uk. Please include a stamped addressed envelope if you wish your materials to be returned by post.

Rental

Rental for gallery space is £240 for 2 weeks, £350 for 3 weeks and £420 for 4 weeks inclusive of poster costs.

Emerging Artists

Courtyard also aims to encourage exhibitions from students at reduced rates, generally in January. Please contact the Gallery manager for details.

Commission

Courtyard Arts Centre takes a 30% commission on all sales. A balance of sales payment will be made within 30 days of the exhibition's closure.

Booking/payment of balance

A £75 non-returnable deposit is required when booking to secure exhibition dates. At this point we request your exhibition title, jpeg image and a description of your show which will be used in our advertising/website/flyer listing of forthcoming events. The balance is due a minimum of 3 weeks before the opening show date. For bookings with less than 3 weeks before open the full balance will be required.

Cancellation

If you cancel your booking within eight weeks of your exhibition, we reserve the right to charge you the full gallery hire cost if you or 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 cannot pay for losses not covered by insurance. Video and other audio visual equipment is not covered by our insurance.

Curatorial Services

Artists are expected to hang their own work and provide labels for the work or a numbered list. A gallery coordinator will be on hand to advise where necessary. Artists must supply the Courtyard office with at least 10 hard copies and an electronic copy of the price list no later than 10am on the first Tuesday of the exhibition. Full curatorial services can be provided at a negotiated cost.

Hanging of Exhibitions

Exhibitions are hung on the first Monday and taken down at 4pm on the last Saturday. 2D work is hung using a simple rod and hook system. Clip frames are not acceptable. Courtyard can provide six plinths for 3D work and a browser for prints. Work can also be free standing or hung from the ceiling.

The Private View

Private views generally take place between 7-9pm on the first Tuesday of the opening week. Exceptionally an alternative evening may be possible. The gallery has wine glasses and straight glasses. Please note that artists are required to purchase their own refreshments (wine, soft drinks and nibbles). Courtyard staff/trustees will be on hand on the preview evening to help organise the event and deal with sales. As a general policy the gallery should be closed and locked by 9.30pm. If you would like Courtyard members to be invited to the private view, please inform the Gallery manager.

Publicity

20 weeks before the show, we list each show in the online listings of Artists' Newsletter for which we need a 100 word statement and an image in advance of your show. We organise local publicity through a variety of free listings - although please note these are not guaranteed. We also post details of each show on our own website and in our regular events leaflets and e-flyers. We put up exhibitors' posters at various sites in Hertford and the surrounding area and send regular flyers to other art and entertainment venues in the county.

We inform the Hertfordshire Mercury of our exhibition programme and regularly send photos and information of individual exhibitions. Please note that this does not guarantee publicity. We design posters for exhibitors, the cost of design is included in the hire fee.

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)

Courtyard Arts and Community Centre
Port Vale, Hertford
Hertfordshire
SG14 3AA

Tel: 01992 509596

www.courtyardarts.org.uk
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