

HOUSE

TERMS AND CONDITIONS FOR GALLERY HIRE

1) Artists must submit a proposal application form together with relevant images, a brief written description and details of how they will use the gallery space. Send proposals to House, 70 Camberwell Church Street, London SE5 8QZ for the attention of Rebecca Maddox. Email: house-gallery@hotmail.co.uk. The gallery reserves the right to accept or reject proposals. The gallery takes no responsibility for lost slides or proposals.

2) On acceptance, a time frame for the exhibition will be agreed and conditions finalized. To secure the booking, full payment for the gallery hire must be made. When the artist arrives to set up, an additional returnable deposit for £60.00 will also be paid which will be returned when the walls, ceiling and floor are properly repaired on completion of the exhibition.

3) A press release must be written and e-mailed to house-gallery@hotmail.co.uk together with supporting j-peg images four weeks prior to the exhibition to allow time for listings to be written, and the press release distributed for PR purposes.

4) Gallery hire is charged at £200 per week, £300 for 2 weeks. However we offer a reduced rate to students of £180 per week, £250 for 2 weeks on presentation of valid student identification. Our recommended minimum booking is 2 weeks.

5) In unforeseen circumstances the management reserves the right to cancel an exhibition without notice, where it is possible one months notice will be given. In both instances all monies will be fully refunded. Cancellation by the exhibitor must be received in writing with at least 6 weeks notice. If less notice is given all payment made up to this point will be non-returnable.

6) Private views will be held on the 1st or 2nd Friday of each show, between 7 and 9pm.

7) The private view bar is only to be administered by House staff, due to licensing laws. No other alcohol can be taken onto the premises on private view evenings. Artists may place a bulk order for drinks at a reduced rate if they wish, at least 1 week notice must be given for this. Due to licensing law, open alcoholic beverages must not be taken out onto the street.

8) Artists are responsible for producing publicity for their show and should give an amount of flyers to the gallery at least 2 weeks before the opening for distribution. The artists will also need to provide vinyl, or other suitable lettering for the gallery window, and a sales list if applicable. Artists are encouraged to publicize their exhibition in addition to the general publicity which the gallery provides.

9) The gallery will provide website publicity for each show, and send an email invitation to our press contacts and extensive mailing list. (Please note, unfortunately the gallery cannot provide a paper mail out.)

10) Gallery opening times are Monday-Friday 8.30-4.30, Saturdays 9-5. We are closed on Sundays. Artists may access the gallery to set up or set down on weekdays between 8.30-4.45. If the artist requires access to the gallery outside these hours they will be responsible for paying a staff member to supervise the site at £7.50 per hour. However set up/down must always be finished by 7pm because of upstairs tenants.

11) Although House will always be supervised during gallery opening hours, we regret that we are unable to provide invigilation for exhibitions. This is the artist's responsibility. If the artist cannot provide invigilation, they must inform Rebecca Maddox, the exhibitions co-ordinator.

12) Good care will be taken of exhibits but as this is a grassroots initiative we do not provide insurance cover for the artwork nor can take responsibility for loss, damage,

fire or theft. However we do have personal insurance if an individual is harmed on the premises.

13) Any damage to the property caused by the artist will need to be paid for by the artist. The artist is responsible for leaving the premises as found - including filling in holes and whitewashing walls. Failure to do so will result in the loss the £60.00 deposit. The gallery will provide the basic materials to do this i.e. paint, filler, brushes, trowel and sandpaper.

14) House is committed to arts education in the community and we would encourage each artist to provide a written sheet helping the general public to access their work. We would also like the artist to give a talk on their work during the time of the exhibition if possible.

15) The gallery reserves the right to remove any work that has not been agreed, or which we find in any way offensive.

House wishes to support artists by providing a platform for their work, and is a non profit making organisation which is committed to keeping costs to the artist to as low as possible and sees each show as a collaborative event.

I have read the above terms and conditions and agree to abide by them.

I commit to hiring the gallery space at House between the following dates:

Signed

Dated