

## Conditions of Exhibiting



Exhibitions are by invitation or application only.

### INSTALLATION:

The delivery, hanging and removal of work should be carried out within Centre opening hours (9.30-16:00) on the days stated in your agreement. However, should the removal day be inconvenient, please arrange for a representative to take down your work on your behalf; providing details of your arrangements to the centre prior to take down.

There is an option for you to obtain agreement from the centre, to take down your work a day early; but no work can be removed – even with an agreement, before Saturday afternoon prior to the official removal date. Exhibitors should never remove work from the walls without prior agreement. Group leaders should ensure that all their members comply with this.

It is the responsibility of the artist(s) to hang their exhibition in accordance with the agreement:

- i) Work should be presented to gallery standard.
- ii) Two dimensional exhibitions should be framed to acceptable exhibition standards.  
Thin glass is not suitable for large pictures.
- iii) Box type canvas is acceptable unframed for hanging. The sides of the canvas must also be painted and finished to an acceptable standard.
- iv) Pictures should be hung with mirror plate brackets.
- v) Textile work on battens must be fixed with mirror plates.
- vi) Metal or clip frames are not acceptable.
- vii) Exhibits must be an original work of art. Copyright remains the property of the artist, and the artist is responsible for ensuring that there are no copyright infringements in the creation of the artwork.
- viii) If the exhibit is a copy of another artist, in part or whole, an acknowledgement to the original artist must be made, as in "Homage to Turner" or similar.
- ix) All work should be clearly labelled, stating artist, title, medium and price. The name of the artist and the title of the work should also be fixed to the back of the image. To avoid confusion over numbering and sales lists on walls, WE HIGHLY RECOMMEND that each piece of artwork has its own individual label. (Please use low tack adhesive labels on the walls or blue tac, drawing pins, please DO NOT USE white tac)
- x) Positioning of 3D works, and glass cabinets, should be authorised by the centre prior to final placement.
- xi) There are limited cabinets and plinths available – please liaise with the centre staff - likewise if you wish to bring your own.
- xii) Glass cabinets must be locked by the artist/group prior to the completion of hanging. If it is not locked by the artist prior to leaving, this may invalidate insurance.
- xiii) The Centre has drills/screwdrivers, spirit levels etc. We also provide the screws, please do not use any other screws. If it is a necessity to use other screws, please get advice from the centre staff. (This is due to damage of the wall behind the board in the past)

If any exhibitors have any concerns or questions about hanging their work, please contact the centre.

**HIRE FEE:**

The hire charges are as follows, for approximately six weeks.

<b>GALLERY</b>	<b>HIRE FEE</b>	<b>DEPOSIT</b>	<b>BALANCE</b>
Gallery 1	£300	£ 175	£125
Gallery 2	£185	£ 100	£85
Gallery 3	£230	£ 130	£100
Link	£110	£ 60	£50
Foyer	£80	£60	£60

The non-refundable deposit should be forwarded with your completed contract form in order to secure the space, the balance being due 6 weeks prior to your exhibition.

Hire of Gallery 2 is at a reduced rate as there are times when this Gallery is closed to the public due to private workshops such as Life Drawing.

**Cheques should be made payable to “Castle Park Arts Centre”. Bank details will be available in your signed contract.**

**SALES:**

A full list of works exhibited including any cards/prints or any other items must be provided to the Centre Manager prior to your exhibition, at the latest, the day before the open evening of the exhibition. All information should match the labels on the work exhibited. It is requested that all prints, cards or other items are also suitably labelled. A form will be issued that requests that you provide bank details for payment of sales direct to your bank account.

If a group exhibition, to expedite the sales payment to the artists, it is advised that a representative of the group who is the primary contact for the group provides bank details into which sale payments will be made. It will be their responsibility to distribute the correct amount to each individual artist.

Most works on display should be for sale, and the arts centre will take a 30% commission from any sales made during the exhibition. Artists should price their work accordingly. Payment for sales can be made by cash, card, or cheque by visitors.

Monies from sales will be paid to the artist within 30 days of the end of the exhibition, provided that full payment has been received at this point.

In the event of any sales during the month following the exhibition, commission will be due to the centre.

**INSURANCE:**

The arts centre will insure the exhibits while on the premises, from the agreed delivery date up to and including collection date. The arts centre insurance covers individual art works up to a value of £1,000.00. Any artwork with a higher insurance value will be exhibited at the artists' own risk, under their own insurance.

Please note any work not collected within 2 months of the last day of the exhibition will be disposed of by the Arts Centre.

## **PUBLICITY**

Castle Park Arts Centre will be promoting the exhibition, e.g. Our website, exhibitions programme, press releases and social media. Images must be Jpegs of at least 200kb each. There is an expectation that Artists also will undertake their own promotions and marketing for their exhibition. Any publicity that you wish to undertake for your exhibition, should display the Castle Park Arts Centre logo, the opening hours, address and phone number, stating that admission is free. The arts centre reserves the right to use any images of your artwork for publicity purposes. Due to lead times on some of the publications we use please can you send us your publicity 6 weeks before your exhibition, failure to do so may result in you missing out on certain publications.

**Please note:** Items sent via email should only be in the following formats .doc, .docx, or .pdf (for forms and documents) and .jpg for images sent as separate attachments (i.e. not embedded in Word or PDF documents). Other formats cannot be accepted. Thank you.

## **GALLERY RESTRICTIONS**

Please remember that the arts centre is hired out to various user groups (predominantly art). On occasions, it may be necessary for art works – particularly 3D, to be moved to facilitate meetings. This will be done with the utmost care and will be carried out by an arts centre employee. In our endeavour to be inclusive of all art forms at certain times of the year Gallery 1 may have live music on in the morning. This is to encourage people to come into the gallery and enjoy the art on the walls along with music in a warm and safe environment. If you are inviting your own visitors to the centre, it is advised to notify them of this if it will affect their experience.

Gallery 2 is regularly used during the day for classes and groups. Most of these groups are comfortable with members of the public walking around the gallery.

**Policy on Nudity:** Please note that some of our galleries are frequently used by minors/children, hence the gallery/arts committee reserve the right to allocate the most suitable gallery should your work contain nudity. THIS MUST BE STATED ON YOUR PROPOSAL form and provide suitable examples of the work that will be exhibited for further consideration with your proposal.

## **General**

If you represent an art group, please ensure that all exhibitors are aware of, and comply with, these conditions.

Your Meet the Artist Open Evening is on a Friday, 7pm to 9pm, if you wish to have music in your gallery, please let the Arts Centre Manager know.

Castle Park Arts Centre is open from Tuesday to Saturday between 09:30 and 16:00. These times may vary from summer to winter. Always check our website – [www.castleparkarts.co.uk](http://www.castleparkarts.co.uk)

Under the new GDPR protection policy of May 2018 the Arts Centre will not give out any of your details to other organisations. We aim to keep your details safe, see our website for our privacy policy. If after your exhibition you no longer wish to receive our What's on, Exhibitions and Events please let the centre know, in writing i.e. email, and we shall take you off our emailing list.

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