



## **TERMS AND CONDITIONS FOR EXHIBITING AT THE ARTHOUSE GALLERY**

### **1. FEES**

a) Deposit Fee - A returnable deposit fee of £100 is to be paid at least 3 months in advance of the agreed booking. Your booking is not secure until the deposit has been paid. This fee will be returned in full only if the Gallery fixtures and fittings and decoration are of the same standard as when beginning the booking. All walls, floors and ceiling must be returned to the original condition. Any damage to the Arthouse must be paid for. This includes other items borrowed for or used by the artist/s for their show.

b) Hiring Fee - The Gallery fee is £250 for 2 weeks, £325 for 3 weeks and £400 for 4 weeks - subject to review. If you wish to book the Gallery for longer then this can be negotiated. The hiring fee must be paid in full 2 months in advance of the agreed booking.

c) Invigilation Fee - The invigilation fee is £6.00 per hour (invigilation by members of the Arthouse). If you do not wish to have this service then you must ensure a full and proper service of invigilation can be guaranteed before the show. Failure to invigilate may result in show closure. Invigilators' fees must be paid 1 month in advance of the agreed booking. For guidance on invigilation please consult the Gallery Co-ordinator.

d) No Commission - No commission will be charged on work sold. It is the Gallery's policy that artists should receive the full cash value of work sold and not be liable to any agent or management whatsoever for work exhibited and sold at the Arthouse Gallery.

### **2. TRANSPORT, HANGING AND REMOVAL OF WORK**

a) This is the responsibility of the exhibitor/s.

b) Access to the Gallery for hanging starts on Monday at 10 am. You have 2.5 working days to hang the work. It is advisable to finish hanging by 4pm on the day of the private view.

c) All work must be removed on the Sunday evening at the end of the exhibition. The Gallery must be returned to the original condition. If extra time is needed, this can be negotiated before the end of the exhibition.

d) Health and Safety - All exhibits must be firmly secured. Any work considered to be a danger or health hazard can be removed from the Gallery.

### 3. INSURANCE

a) Insurance of the exhibits and public liability with respect to the show is the responsibility of the exhibitor/s.

### 4. INVITATIONS AND PUBLICITY

a) The Arthouse will issue a press release and invite the press. Information for the press release should be submitted to the Arthouse Gallery at least 3 months before the opening of the exhibition. The Arthouse reserves the right to issue private view cards and other publicity in consultation with the exhibitor. All publicity sent out, must include the Arthouse logo. Cards are printed at the cost of the exhibitor.

### 5. PRIVATE VIEW

a) The private view is normally held on the first Wednesday of the exhibition between 7 and 9 pm and the Arthouse must be cleared by 9.30 pm. The exhibitor/s must attend the private view. The Arthouse will provide a donation-supported bar with staff.

### 6. GALLERY TALKS

a) The exhibitor/s are encouraged to present their work to the public verbally. This presentation can be arranged in conjunction with the Gallery Group.

### 7. GALLERY OPENING TIMES

a) The Arthouse Gallery is open to the public Wednesday to Sunday from 12.00 to 6.00pm (including public holidays, but excluding Christmas and New Year).

b) The Monday and Tuesday (from 10.00 to 6.00pm) prior to the exhibition are set aside for hanging.

c) On the last Sunday, the exhibition closes at 6.00pm. The exhibitor/s has/have from then until 10am on Monday to remove their work and return the Gallery to its original condition.



## APPLICATION FORM FOR EXHIBITING AT THE ARTHOUSE

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel / Fax / Email \_\_\_\_\_

Duration of Exhibition \_\_\_\_\_

List of Enclosures \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please send us 5 - 10 images of your work together with a statement about the work and a description of the exhibition.

Please enclose the work with a S.A.E. together with this form and your Curriculum Vitae/ Artist's Biography to the Gallery Co-ordinator.

This will be given consideration at the next available Gallery Group meeting and we will contact you as soon as possible after that date. All exhibitors must agree to abide by the General Terms and Conditions of the Arthouse Gallery (which are enclosed)

**Lewisham Art House Limited** 140 Lewisham Way London SE14 6PD  
**Tel:** 020 8244 3168 **Fax/Answer phone:** 020 8694 9011  
**e-mail:** lewishamarthouse@btconnect.com **http:** lewishamarthouse.co.uk