



# Cranleigh Arts Centre

## EXHIBITOR'S PACK 2016

Thank you for expressing an interest in displaying art at Cranleigh Arts Centre.

We have put together this information pack to assist you with the practicalities of displaying your art at the Centre. However, if you do have any other queries that are not answered here, please do not hesitate to contact us.

Exhibitions Contact: Beth Mathieson  
[beth@cranleighbartscentre.org](mailto:beth@cranleighbartscentre.org)  
01483 278001

### This pack includes...

Main Gallery Application Form  
Terms and Conditions of Exhibiting  
Plan of Gallery & Images

### About Cranleigh Arts Centre...

The Cranleigh Arts Centre is a hive of activity, with a full programme of films, live music, theatre productions, children's activities, exhibitions and workshops. We are also popular as a venue to hire for meetings, parties and community events.

As a non-profit making community arts centre and registered charity we work hard to cover our costs. With just a small but energetic team of staff, we rely heavily on our dedicated team of volunteers in our aim to provide a professional and quality service.

1 High Street, Cranleigh, Surrey, GU6 8AS  
01483 278001  
[www.cranleighbartscentre.org](http://www.cranleighbartscentre.org)

# MAIN GALLERY APPLICATION FORM

Please complete and return to the Programme Coordinator, or email all details below to [beth@cranleighartsentre.org](mailto:beth@cranleighartsentre.org). Please include at least five photographic images of the artwork you are wishing to exhibit in the gallery space. For groups, please provide one or two per exhibitor.

When your application has been received, it will be reviewed and considered by Cranleigh Arts Centre. In order to maintain a varied and interesting programme, the artwork must meet the criteria outlined in the Centre's Visual Arts Policy. Should you be successful with your application, it will be agreed and a contract will be issued. Please note that the Cranleigh Arts Centre reserves the right to cancel or alter all or any part of the contract should the artist(s) fail to abide by any of the requirements listed within the Terms and Conditions.

**Name:** .....

**Address:**.....

.....**Postcode:**.....

**Email:**.....**Tel/Fax:** .....

**Website address:**.....

**Approximate display dates/ No. of weeks**.....

**Artist statement:** (continue on reverse if necessary).....

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**Description of work and dimensions:** (Sculpture/ painting/ print, approximate size etc.)

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**Exhibition Title:** (if known) .....

**Would you like to be included in the brochure?** (see T&C).....

**Would you like to request a private view for your exhibition?** .....

**Do you require plinths?** .....

**How did you find out about exhibiting at Cranleigh Arts Centre?**.....

## Terms and Conditions of Exhibiting at Cranleigh Arts Centre

- 1. Gallery hire** The Main Gallery is £264 (inclusive of VAT at current rate) for a minimum hire period of 2 weeks, and £110+VAT per week thereafter. Cranleigh Arts Centre will take a 30%+VAT commission on total sales which exceed the basic hire fee.

*A 50% deposit is required in order to secure the booking, once the contract is issued.*

- 2. Sales** Box office volunteers, overseen by Duty Managers, will record sales and collect payment, on behalf of the artist(s). This will be banked within the Centre's normal banking routine. When the exhibition ends arrangement will be made for payment of the artist(s) money due, usually within 28 working days of the end of the exhibition.

Any work sold can only be collected on the day the exhibition is taken down.

- 3. Invoicing and settlement** Commission on sales is charged at 30%

It is an HMRC requirement that the standard rate of VAT (20%) is charged on the commission, following the sale of items from the exhibition VAT is charged on goods sold

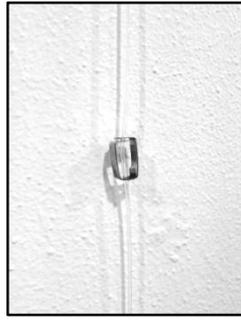
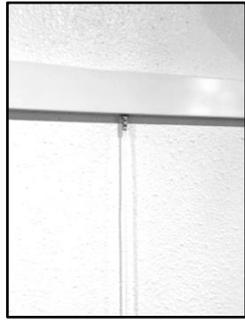
Please see HMRC example below:

Asking price ( <i>the price you wish receive for your goods</i> )	£100.00
Plus 30% commission	£130.00
Plus VAT ( <i>multiply the above amount by 1.2, current VAT rate of 20%</i> )	£130 X 1.2
<b>On sale/shelf price =</b>	<b>£156.00</b>

***Payment will be payable 30 working days from the end of exhibition.***

- 4. Contract** When an application for an exhibition has been accepted and agreed by the Programme Coordinator, a contract is made to the artist or representative of the group. In the case of two or more artists exhibiting, one artist will act as the representative for the group for the contract and financial settlement. Please note the Cranleigh Arts Centre reserves the right to cancel or alter all or any part of the contract agreement should the artist(s) fail to abide by any of the requirements listed within these terms and conditions.

- 5. Conditions of Use** Cranleigh Arts Centre retains the right to refuse any application for its use, or in exceptional circumstances to close an exhibition or to exclude particular works for public exhibition.
- 6. Marketing and Publicity** Artists are responsible for promoting and marketing their own exhibition.
- Subject to timescale, the Marketing Coordinator can provide the following assistance:
- Brochure entry (charges apply)
  - Website/Social media: all promoters/artists receive one listing per event.
  - Poster and flyers (if provided) displayed internally in foyer, bar area, toilets, main hallway and our outside display at front of building.
  - Local press contact details (on request)
  - Sales report (on request)
- The Marketing Coordinator will contact you regarding brochure copy deadlines and costs. If you have any queries, please email: [Rosie@cranleighartscentre.org](mailto:Rosie@cranleighartscentre.org)
- 7. Programming** Cranleigh Arts Centre produces a brochure three times a year:
- Spring: January –March
  - Summer: April – August
  - Autumn: September – December
- Programming and booking of the exhibition spaces are generally done six months in advance of the exhibition date to allow for time to compile the brochure.
- 8. Tables and Chairs** Due to the nature of our gallery space we use an area of floor space for five tables (max) for customers to appreciate the work whilst enjoying refreshments from the Tea House. Please be advised of this when hanging your work.
- 9. Hanging system** We provide a hanging system consisting of hanging rails, nylon cord and self-locking hooks which can be adjusted up and down the nylon cord. There are a limited number of hooks in stock – please be aware when hanging your work.
- A single nylon cord can take up to 4kg.
- We can provide a step ladder for access to the hanging system.
- Your work should be ready to hang.
- Please bring your own tools if needed for installation of your work.
- Cords and hooks have been purchased according the manufacturers' safe loading of goods.
- No other hanging system will be permitted**



**10. Exhibition space in the Main gallery**

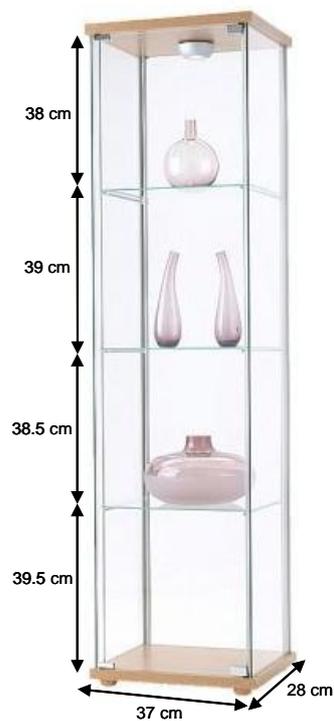
Main gallery – please see Plan of Gallery for dimensions

Additional items available for exhibiting (at no extra charge):

- Short plinths x 5 = 76cm height
- Medium plinths x 4 = 92cm height
- Tall plinths x 2 = 106.5cm height
- Top of plinths are all 61cm by 61cm
- Browser x 1
- Display units (see below)

Display unit A for use in main gallery:  
We have 1 of these available

Display unit B for use in main gallery:  
We have 2 of these available



**11. Stock list**

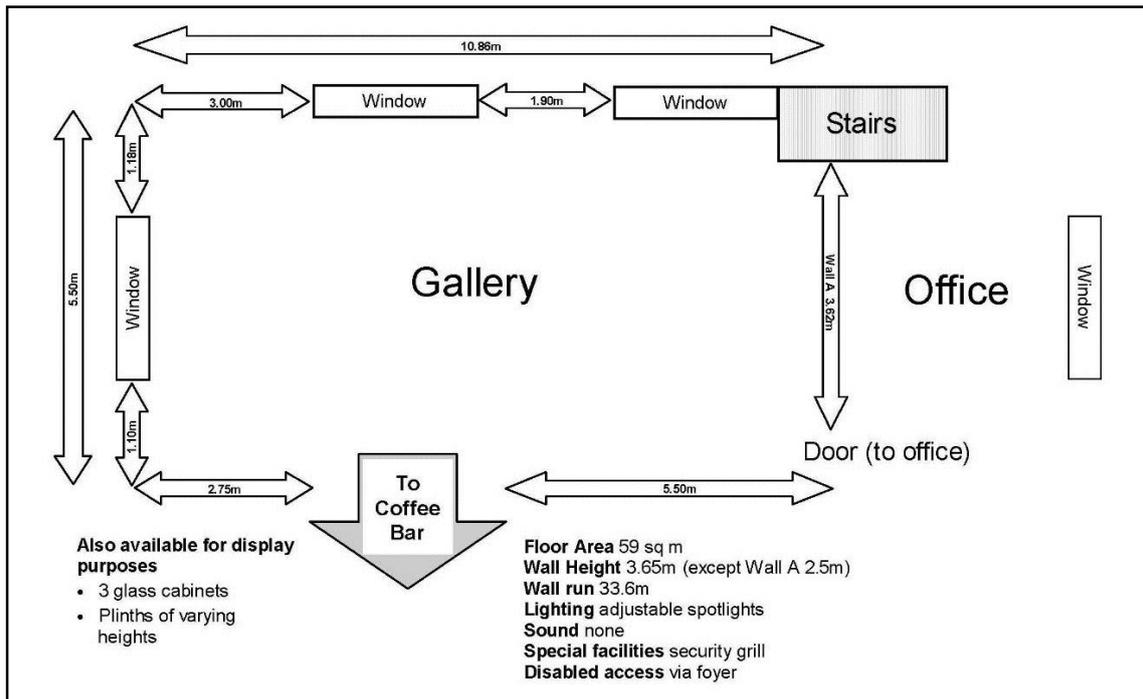
The artist(s) must provide an inventory of the work to be included before the start date of the exhibition. The stock template with codes will be provided to the artist(s), please only use the codes supplied. Please refer to the deadline for submitting the stock list in your contract.

**12. Labelling**

Artists are responsible for their own labels. All items must be labelled and the code should be clearly displayed for reference at the box office, in order for any sales to be processed.

- 13. Transporting the Exhibition** It is the responsibility of the exhibitor to transport the exhibition and any equipment needed to and from the venue.
- 14. Access** This must be by prior arrangement for the set-up/ take down of the exhibition. Set-up will take place on Monday, a day before the exhibition is open to the public, between 10am and 4:30pm. Take down will be on the final day of the exhibition, after the Centre is closed, from 4.30-5pm.
- 15. Storage space** There is no storage space available for artists. Please take any wrappings, including bubble wrap.
- 16. Insurance** The Cranleigh Arts Centre Ltd. does not accept liability for any loss or damage to exhibitor's works or personal possessions. The responsibility of insuring the exhibitors' artwork is that of the exhibitor. Please provide Cranleigh Arts Centre with a copy of your insurance
- 17. Public Liability** The artist and anyone assisting the artist must provide the following: Proof of Public liability insurance cover from either their insurers or insurance brokers confirming that they have Public Liability insurance with a minimum indemnity limit of £5 million each and every claim. This will provide insurance cover for the artist for any claims for accidental damage or accidental injury caused to third parties or their property as a result of any negligence.
- 18. Technical/damage** The artist(s) is responsible for hanging the work in the gallery. Only the fixing and hanging system supplied by The Cranleigh Arts Centre can be used. Walls, floors and other exhibition areas must be left in the same condition after the exhibition as they were before it. Any damage to these areas will be repaired by The Cranleigh Arts Centre and the cost charged to the hirer. If your exhibition has any special technical requirements, or an unusual setup, please send details as soon as you know or at least three weeks before the date of the exhibition commencement. Please ensure that the artwork is ready for hanging in a way that the exhibitor sees fit for the individual work. If using any electrical equipment in the exhibition such as projectors, extra lights etc. additional charges may apply, please discuss arrangements with the Programme Coordinator before you sign your contract.
- 19. Cancellation** In the event of the artist(s) cancelling their exhibition for whatever reason, the 50% deposit is forfeited by the artist(s). The artist(s) is liable to pay the full agreed hire if the exhibition is cancelled fewer than 60 days in advance of the opening of the exhibition.
- 20. Private view** The Cranleigh Arts Centre welcomes Private Views for which there will be a hire charge of £20 per hour + VAT, (including a free 15 min get in and 15 min get out time). Please be aware that certain times in the Centre's timetable are more suited to this type of event. Please contact the Programme Coordinator for more details. The Tea House and box office can be open for private views, if requested. Please refer to the Exhibition Private View agreement form.
- 21. Opening Hours** Tuesday – Saturday 10.00am – 4.30pm. The Gallery opens at other times depending on other Arts Centre events (please check the website).

## Plan of Gallery



Gallery floor plan and dimensions



Gallery exhibition space, 2014

