



# Rothwell Heritage with Desborough and Rothwell Art Gallery

Volunteer Gallery Chair Janet Bassett  
Volunteer Gallery Secretary JoyElizabeth Surgey  
Volunteer Tresham Room Bookings Christine Cocksedge

Terry Smith Building  
14-16 Bridge Street Rothwell  
Northants NN14 6JW  
Telephone 01536 711550

Dear Exhibitor,

## Tresham Room Terms and Conditions

Below are the terms and conditions for use of Rothwell Heritage with Desborough and Rothwell Art Gallery. All terms and conditions apply wherever the works are displayed within The Centre, and if the artist is a volunteer or is staffing an exhibition. Please retain these Terms and Conditions for reference. Please sign the form at the bottom of the exhibition entry form and return to the centre to confirm acceptance of our terms and conditions.

Please contact the Tresham Room Bookings secretary or Gallery secretary to discuss dates and times. As the centre is operated by volunteers, please consider taking a turn stewarding the gallery - it is a great chance to meet 'your public'!

## Exhibition Period and Gallery Opening Times:

- The 'Tresham Room', is used for the exhibition of work by local artists, individuals or groups.
- The 'Tresham Room' is available in one-month blocks, for Friends and other local artists.
- A preview event and / or extension of opening hours to include weekend afternoons may be possible by special arrangement only, made in good time before the exhibition opens. All actions outside the normal opening hours are dependent upon the artists' participation and the availability of volunteer stewards and key holders.
- Normal open hours for the Centre are Monday, Thursday, Friday and Saturday from 10.30am to 1.00pm.
- Works may also be viewed / purchased during other activities, events, classes and talks that The Centre may run.

## Hanging and Display Details:

- All paintings must be fitted with taut cords ready to be hung.
- Only appropriately framed work will be accepted for hanging. A cradle may be used for unframed work that is for sale and not for hanging.
- Please place a label on the back giving your name, title of painting and price. If the item is not for sale please state this clearly on the label and put a blue dot on it. Using the Centre's Exhibition Entry Forms, a list all works to be exhibited should be handed to the Tresham Room secretary before the exhibition opens.
- The exhibitor(s) are responsible for display labels or a catalogue showing artist's name, title of painting and price.
- The safety of the public must be considered when we accept items for display.
- Stewards are required to record all sales details. The monies taken for all works sold must be handed to The Centre, for administrative purposes.
- If they wish to remove work during the Exhibition period, exhibitors are requested to provide a replacement or, if appropriate rearrange the display.
- **The Organisers Rothwell Heritage with Desborough and Rothwell Art Gallery, will take precautions to safeguard works of art but cannot accept responsibility for any damage or loss however caused. Exhibitors should arrange their own insurance if they so wish.**

## Financial Terms

- Artists who are not Friends are required to pay a hanging fee of £1 per item
- **Commission rates: sales of greetings cards = 10% all other sales = 20%.** The monies for all works sold must be handed to The Centre, for administrative purposes. This applies even if the artist in question staffs the exhibition. This is to ensure financial security for all involved.
- A deposit of 50% will be required of the purchaser to secure the work, although full payment is preferred.
- The purchaser may only remove works sold once the full amount has been received.
- The Centre will endeavour to pay out monies owed to artists within one month of the exhibition ending. Amounts of £10 and over will be paid by cheque and posted. Amounts under £10 will be paid in cash and left in the gallery for exhibitors to collect. We are unable to contact exhibitors individually about these smaller amounts. Exhibitors will need to enquire at the gallery if there are any monies waiting for them.

Yours Sincerely,

JoyElizabeth Surgey (Gallery Secretary)  
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Email: gallery@rothwellheritage.org.uk

Christine Cocksedge (Tresham Room Secretary)  
Tel: 01536 710180