

Terms and Conditions - Gallery Two

Telephone 01536 711550

Below are the terms and conditions for use of Gallery Two at Bridge Street Gallery. All terms and conditions apply wherever the works are displayed within the gallery, 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 gallery co-ordinator to confirm acceptance of our terms and conditions.

Exhibition Period and Gallery Opening Times:

- Gallery Two is used for solo artists or small groups to exhibit their work.
- The period of exhibition is one month
- A preview event / or extension of opening hours to include week-end 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 artist's participation and the availability of stewards and key-holders.
- Normal open hours for the Centre are Monday, Thursday, Friday and Saturday from 10.00am to 12.30pm.
- All unsold works are to be collected by the artists at the end of the exhibition.
- Works may also be viewed / purchased during other activities, events, classes and talks that the Gallery or Heritage Centre may run.

Hanging and Display Details:

- It is encouraged that all work must be for sale only one in ten works may be N.F.S.
- All work must be framed and fitted with taut cords ready to be hung. Only appropriately framed work will be accepted for hanging.
- Mounted unframed works may be submitted for the browser, cellophane wrapped with Name, Title, Price and Medium on the Back of the work.
- All work must have label on the back with Name, Title, Price and Medium
- Exhibitors are responsible for display labels or a catalogue showing Artists Name, Title of Work and Price.
- Artists are required to help with stewarding during the exhibition and to record all sales details.
- Using the Gallery's Exhibition Entry Forms, artists must list all works to be exhibited. These must be handed to the Gallery Co-ordinator before the exhibition opens.
- All work must be received and collected in the Gallery during the times arranged
- The safety of the public must be considered when we accept items for display.
- The Organisers, Rothwell Arts and Heritage Centre, 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.

Copyright Issues

- We would ask all exhibitors to be sure to check and get appropriate copyright agreement if they are using any material not their own, e.g. photographs, images from the internet, as the subject for their work. As this may constitute making a copy.

Financial Terms

- Hire of Gallery Two is £50 for one month
- Artists charged Commission on all work sold. Rates: £19.99 and under = 10% £20.00 and over = 20%
- The monies for all works sold must be handed to the Gallery or 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.

Christine Cocksedge
Gallery Co-ordinator