

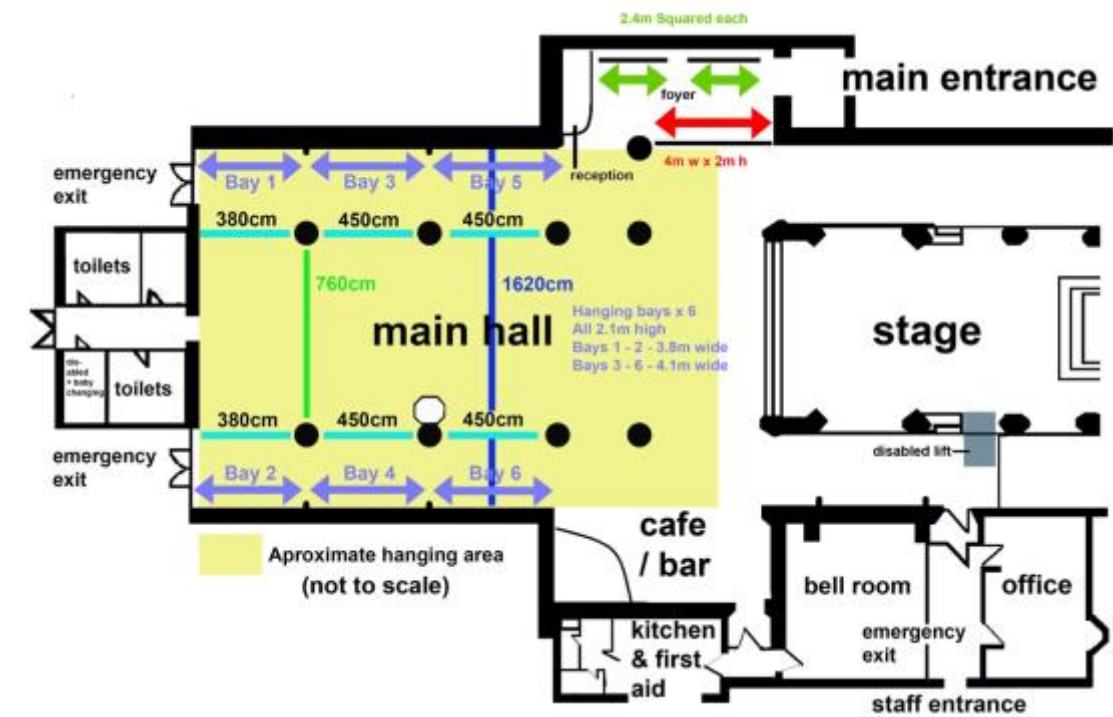
# Landmark Gallery External Hires



The Landmark Gallery is part of the Landmark Arts Centre, which is housed in a magnificent Grade II\* listed, French Gothic style former church in Teddington. We have an excellent reputation for delivering a variety of fine art and craft fairs making the Landmark a well known destination for art lovers of all kinds. You may hire the gallery space as identified below for an exhibition of your own work, those that you represent as individuals or a collective. Exhibiting at the Landmark Art Gallery gives you a truly unique environment in which to show your work to the public.

All enquiries are to be directed to the Landmark Gallery Curator, Ben Kidger – [ben@landmarkartscentre.org](mailto:ben@landmarkartscentre.org) 07989 57 08 31

The area highlighted below in yellow shows the space available to hire for exhibitions. All other areas are not available for hire, although the Stage may be available out of term time, subject to the Landmark's other commitments and for an extra hire fee.



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Because of the varied use of the arts centre the space identified as the Landmark Gallery consists of the main hall and the foyer area. The areas identified in coloured arrows represent the existing hanging space, screens can be put up in the main hall to provide more. Use of the stage does not consist of part of the gallery however this could be used in negotiation with the curator.

### **Foyer**

This area MAY be available depending on what is happening at the Landmark at the time of your show, please discuss this with the curator.

2 x 2.4m squared wooden panels  
4m wide x 2m high wooden panels

### **Main Hall**

Hanging bays – We have a professional hanging system installed on 6 walls within the main body of the Landmark creating 6 separate locations to hang work against, see the stand plan above for measurements.

Other than the installed hanging system area in the main hall we can erect a series of grey panelled boards to create more hanging space. Please indicate on the map on the application form where you would like these to be. We recommend boxing around the 8 pillars (as identified by the large black dots) then filling in between them. This will incur an extra cost.



## **Hire Fees**

### **Basic Space:**

Set up and take down days - £300 per day

Exhibition days - £350 per day - 9.00am – 5.00pm, or later if you decide, please discuss this with the curator.

### **Staffing:**

Additional hanging space – Grey screens are available and can be erected to provide more hanging space - £75 per 11 boards which is our recommendation as it surrounds two pillars and the space in-between.

Front of house staff for out of office hours - £8.50 per hour at June 2016, but please note rate applicable at time of hire will be charged.

All staffing will be invoiced separately to you after your exhibition.

### **Café and Bar:**

The café and bar facilities are there for you to use if you wish. If you want to enquire about the Landmark caterers please speak to the curator.

### **Procedure:**

Read this document and fill out the attached application form and email to the curator at least three pieces of work. The gallery is only one part of a wider series of cultural events taking place throughout the year at the Landmark Arts Centre, therefore the sooner we have your proposed period of hire the more likely that time will be available to you.

If you wish we can arrange an initial meeting with the Landmark Curator when you can see the space and from there you can decide whether to proceed with the booking.

On the application form please specify which dates you wish to exhibit. As the Landmark operates an extremely busy programme these dates may not necessarily be available or there may be days between your show where visitors may not have easy access, in this case alternative dates will be suggested.

### **Marketing**

It is in our best interest to promote your exhibition to an audience. However, you are responsible for this other than what we provide which is:

- Digital invitation to our email based mailing list.
- If your booking is received in time you will also be included in our events brochure, which is sent out three times a year to 25,000 people,
- Our website and in a special gallery catalogue listing future exhibitions.
- If you provide posters for your exhibition, these will be displayed on our exterior notice boards but need to be delivered to us in advance of your exhibition.



You may wish to use the railings outside the Landmark to display banners, you may put these up, depending on the available space (please check with the curator) 1 week prior to your exhibition.

You may wish to create flyers which can be displayed at the Landmark. You may also wish to arrange distribution of these within the area.

Advice can always be given to you from the curator about the recommended way of advertising your gallery, we can email out to our contacts press releases and images of your work but again, the responsibility of advertising is on the client.

### **Terms and Conditions.**

- To make contact please email the curator four images of the work that you intend to show (or work of a similar nature). This will go to a selection panel. If they agree we will proceed with the booking by you reading and agreeing to this document. Then fill out and email the curator with the application form, he will then issue the first invoice.
- The Landmark does not take any commission on sales. However a 5% charge is levied by the bank on the use of the card machine which can be used to take customers money from sales. Your nominated representative will then be sent a cheque once the amount has been agreed. You are strongly advised to keep your own records of sales.
- The Landmark Gallery distinguishes its self from hiring the Landmark Art Centre because of its use of the interior walls and the foyer area. Therefore unless explicitly stated there may be other events within the main hall area at the time of your exhibition but not those that provide a physical or realistic visual barrier for the audience.
- The hanging system as identified by the blue arrows on the floor plan uses the system below.



Rail



Hanger

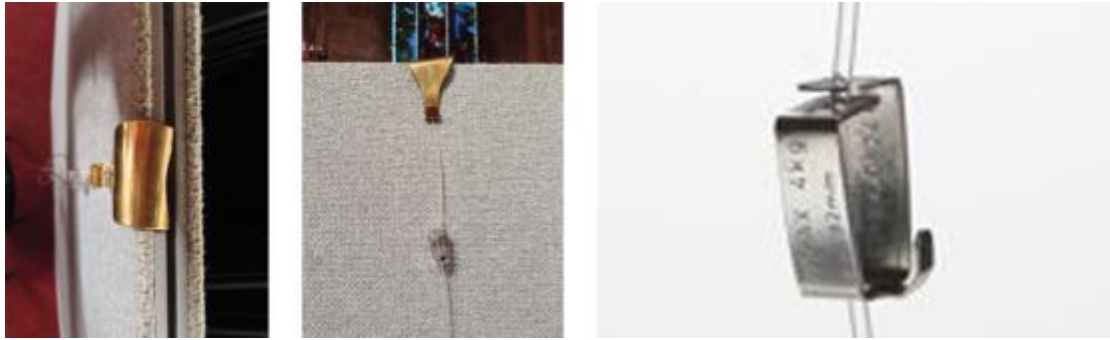


Hook

The hanger attaches to the rail running on the top of the 6 bays on the internal walls, the hook slides up the hanger and you attach the cord on the back of your work to that. It is therefore imperative that you attach cords to the back of the work you want to hang in this area. We have both 1.5m and 2m long hangers, for heavier work you can use more than one hanger.

- The screens use a different system as below.





This uses a nylon cord with a top hook (often referred to as a Victorian hanging system) that attaches into a slot on the top of the screens with an adjustable bottom hook that attaches to a cord on your work. You can not attach anything to the boards themselves, for labels you can use male Velcro.

- The foyer area has wooden panelling so you can either have one screw in the boards hooking onto a cord on the back of your work or on this system you can use mirror plates.
- There are often events on the stage area (separate from the exhibiting area).
- The booking begins the moment you intend to use the space and ends when your work is removed, if the gallery is open to the public or not. This includes time to set up and take down. You will need to tell us when you intend to be open to the public. Because of the pricing structure you will only be allowed to open to the public when you say you intend to in advance.
- Once we have accepted your booking you will be sent an invoice and asked to pay a non-refundable deposit of 50% of the total hire fee. The full amount of the fee shall then be required no later than 6 weeks in advance of the commencement of the hire period which you will also be sent an invoice for. Cheques must be made out to 'Landmark Arts Centre'.
- You cannot charge for admission.
- There will be a member of the Landmark Staff on the front desk at all times during your exhibition. They will operate the credit card machine.
- Exhibitors are responsible for insurance of exhibits.
- The Landmark Arts Centre is not responsible for providing anything that is not agreed in advance, including printing and distributing advertising materials, private view organisation, refreshments etc, this must be done with the completion of the application form. Please ensure that all agreements are made between you and us prior to the first payment being made, we can not take on extra services once this has been taken.
- Your work will be insured against theft and fire while there is no one in the building, i.e. over night.
- The Landmark Arts Centre accept no liability for damage, loss, costs or expenses incurred by the applicant whilst using the Gallery, and the applicant must be adequately insured in respect of Third Party and Public Liability risks.
- Your work will be appropriate to the space, no other pieces may be brought that would cause offence to any other viewer. The Landmark Arts Centre reserves the right to refuse any work to be shown in the gallery if it is deemed inappropriate, i.e. offensive. To avoid this the images you send with your application form must reflect the work to be shown.
- The work will be installed with respect to the environment and the people therein.
- You need to provide your own publicity material and label information for your exhibition. We recommend that you provide us with at least 5 x A3 posters for



us to put in our internal and external display boards. You may also wish to provide us with flyers for us to display in the arts centre prior to the exhibition.

- The client shall vacate the gallery at the end of the hire period. If the client fails to do so The Landmark Arts Centre reserves the right to immediately remove the client's property.
- There is no parking (without prior permission) on site for artists or visitors. Space will be provided for the allotted installation and take down times. If you have disabled visitors that intend to come while the exhibition then parking can be arranged but again, we will require this information in advance.
- You may invite whom you like to the private view but numbers must not exceed 388 at any one time. The private view must be finished by 9.00pm with all visitors having exited the building by 9.30pm. In this sense a private view consists of an event with up to the 388 persons allowed in the building with refreshments. Should you wish to have any other entertainment in the space for your event this must be agreed to in advance. It will be the clients responsibility to ensure that appropriate behaviour is maintained in and outside the Landmark at all times. The duty manager reserves the right to eject anyone not adhering to this and the Landmark reserves the right to end the event should they have good grounds to do so.
- You are responsible for any equipment that we provide from the first day of set up to the take down of the work, any damages will be charged to the client.
- No refunds will be offered to clients wishing to cancel their booking with the Landmark Art Gallery. However if this is done in advance of the brochure going out advertising your exhibition and we are able to find a replacement for the time period, a refund will be considered.
- The Landmark Gallery will ensure that all space previously assigned to the client is in the condition previously agreed. Due to the Landmark's other commitments it is essential that the client visits the space before hand. You will be informed of all other events happening in the space before you pay your deposit.
- Any item of electrical equipment brought into the Centre must bear a label showing that it has been tested for safety within the last 12 months. The Centre reserves the right to disallow the use of any electrical equipment not bearing such a label.
- Hirers must at all times respect the listed status of the building, its fixtures, fittings and facilities and no alterations may be made to the layout or appearance of any room without prior permission from the Centre. In particular, nothing may be attached to the exhibition screens other than the agreed hanging system.

Ben Kidger  
Landmark Gallery Curator

