

TERMS AND CONDITIONS OF GALLERY HIRE

- Gallery Hire** £145.00 for 1 week (10 Day hire)
£200.00 for two weeks (17 day hire)
Included in the cost : Point of sales machine
Road signage to promote your exhibition
Email invites to Redearth's own mailing list
- A one week hire is a 10 day period with access to the gallery the day before the private view (the private viewing being on a Friday) and continues for 9 days, the last day being on the Sunday. All work to be removed on the last day. A two week hire will be as above covering 3 weekends.
- A deposit (50% of the gallery hire) to be paid (see booking sheet) on confirmation of hiring the gallery (cheques payable to S & J Paramor) to secure the dates of your exhibition and is non-refundable.
- Full payment is due 8 weeks prior to commencement of your exhibition.
- Gallery commission** 20% of sales is the basic charge, any variance to be agreed in advance.
- Heating and Lighting** We have electric heaters and you will be charged for power consumed at the rate we are charged, you will be required to keep a record of times power is switched on.
- Lighting .438 pence per hour+ VAT
Heating .682 pence per hour + VAT (FOR 2.5kw heaters)
- Please make sure all lights are turned off at night including outside gallery lights.
- Insurance:** You are responsible for insuring the contents of your exhibition; we have third party liability insurance for the site.

Point of Sale (Credit and debit card machine)

Included in the cost of hiring the gallery is the use of the point of sale machine. If during the exhibition sales are made through the sale machine, funds are paid into the Redearth Partnership bank account. At the end of the exhibition we will transfer the balance after deductions for utility costs, bank charges, commission on sales and any other costs incurred into a designated named bank account. We can provide training on how to use the point of sale machine.

Bank Charges: 3% + VAT (we are not VAT registered – this charge is in line of the charges made by the bank)

Stewarding the Gallery

You will be expected to steward your gallery and you will be given a set of keys to the gallery. However, we can assist you in stewarding the gallery, this will need to be arranged at the time of booking. Our charges are £10.00 per hour and we are available to steward the gallery Monday to Friday's 11.00am to 4.00pm, we are not available to steward the gallery during weekends.

Keys to the Gallery

We will provide you with a set of keys to allow access into the gallery. If the keys are lost you will be expected to cover the replacement costs and possibly the door locks if we feel that the loss of the keys undermines the security of the gallery.

Marketing

We can assist in providing artwork for your posters / printable invitations and email invitations, please enquire if you need help in this area.

Please use our logo in our colours for your marketing material; this can be emailed to you as a jpeg. You will be responsible for the marketing of your exhibition. We do have press contacts list which you can use for marketing your exhibition.

Signage

We will provide the necessary road signage for your exhibition (this is included in the hire cost of the gallery), please email your logo, images of work to be displayed in the exhibition and details of your exhibition. Art work and wording of the signage will be sent to you for approval a week before your exhibition.

Mailing lists

Included in the hire charge is the availability of our e-mailing list which we will manage by sending out e-invites on your behalf two weeks prior to your exhibition which is then followed up with a further email during your exhibition.

Setting up your Exhibition

Please contact the gallery to discuss requirements etc. You would normally be expected to set up the day before the first day of the exhibition and take down on the last or the Monday if your exhibition is a weekend booking

Cleaning

We will ensure the gallery is clean for the set up of your exhibition; you will be responsible for cleaning the gallery during and at the end of the exhibition. If you need to make holes in the wall to hang paintings, these will be need to be filled in and painted over (we have the paint available).

We have a 22 plinths available of differing sizes which are available for you to use for your exhibition, they might require touching up before the exhibition – please make sure they are cleaned at the end of the exhibition. Please contact us to discuss your requirement.

used for

Private View facilities

Glasses: We do not provide glasses or towels

Courtyard: This area is private (unless it is used as part of the exhibition) please ensure your guests remain inside the gallery during the private view / exhibition. The studio and art centre are not available for viewing unless by prior arrangement.

Smoking: No-smoking is allowed inside the gallery or courtyard.

Parking: The public car park is situated on the approach into Bickleigh Mill on the right under the bridge opposite the Devon Railway. The parking in front of Bickleigh Mill is private and for the customers of Bickleigh Mill, ONLY. Please ensure your guests are aware of the parking facilities on your invitation.

Toilets: We have 2 toilets and a disabled toilet for your convenience during the exhibition and for your guest during the private view. The toilets are not open to the general public during your exhibition apart from usage during the private view.

Washing area: We have a washbasin situated next to the toilets

If there is anything we have forgotten or you would like to discuss in regard to your exhibition, please do contact us.

Steve and Julia Paramor

07967 340 874 (Julia's mobile)

Redearth Art Gallery & Studios, Cleave Barton, Bickleigh, Tiverton EX16 8RG

T: 07967 340 874 **W:** www.redearth-art.com **E:** julia@redearth-art.com

Gallery Booking Form

Name :

Address:

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Web Address:Email:.....

Dates of Hiring the Gallery

1 Week (10 days) £145.00 2 Weeks (17 days) £200.00

From: To:

Stewarding the Gallery

Do you require stewarding during your exhibition? Yes / No

Please indicate the dates and time you require stewarding @ £11.00 per hour—10.30am to 4.00pm

Monday..... Tuesday Wednesday

Thursday Friday

Monday..... Tuesday Wednesday

Thursday Friday

Total Cost of Gallery Hire (excluding printing / artwork / stewarding costs)

Deposit of 50% of cost of hiring the gallery payable upon confirmation of booking
cheques made payable to Steve and Julia Paramor

Name:.....

Signed:.....

On behalf of Art Group / Art Society / Sole Artist (please delete as necessary)

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Name of Art Group / Art Society / Sole Artist