

TERMS AND CONDITIONS FOR PROJECT SPACE AT LEWISHAM ART HOUSE

1. FEES

a) Hire Fee – Varying rates for day/week/month. Rate card available on request. Your booking is not secure until both the fee and the maintenance deposit has been paid. The hire fee must be paid in full 2 months in advance of the agreed booking.

b) Maintenance Deposit - A returnable deposit of £100 is to be paid at the time of booking. This fee will be returned in full subject to the condition of the space (i.e. fixtures, fittings and decoration) being returned to in the state it was handed to you. All walls, floors and ceiling must be returned to the original condition. Any damage to the Art House must be paid for. This includes other items borrowed for or used by the artists/organisers for their show/event.

c) Invigilation Fee Exhibitions - The invigilation fee is £7.50 per hour (invigilation by members of the Art House). If you do not wish to have this service then you must ensure a full and proper service of invigilation can be guaranteed before the show. Failure to invigilate may result in show closure. Invigilators' fees must be paid in advance. For guidance on invigilation please consult the Project Space coordinator.

d) No Commission - No commission will be charged on work sold.

2. TRANSPORT, HANGING AND REMOVAL OF WORK

a) This is the responsibility of the exhibitor/event organiser.

b) For exhibitions access for installation starts on Monday at 12.

c) All work/items etc. must be removed on the Sunday evening at the end of the exhibition. The space must be returned to original condition. If extra time is needed (or you're event does not fall within our regular opening hours) this must be negotiated before the end of your exhibition/event.

d) Health and Safety - All exhibits must be firmly secured. Any work considered to be a danger or health hazard can be removed. All electrical equipment must meet safety standards. We have a standard Risk Assessment, which you will be required to fill in.

3. INSURANCE

a) Insurance of the exhibits and public liability with respect to the show is the responsibility of the exhibitors/event organiser.

4. INVITATIONS AND PUBLICITY

a) The Art House issues a Mailchimp mailout. Information for this should be submitted to us at least 6 weeks before the opening the exhibition/event. We use the usual social media sites - (Facebook and Twitter) and submit our listings to NECA and SLAM. Exhibitors are encouraged to use their own publicity.

5. EXHIBITIONS: PRIVATE VIEW

a) The private view is normally held on the first Friday of the exhibition, between 6 and 9 p.m. When possible, the exhibitors will have their opening to coincide with the Last Friday Opening, a Deptford/South London wide event held between 6.00 – 9.00 p.m. The exhibitor/s must attend the private view. The Art House will provide a donation supported bar with staff.

6. EXHIBITIONS: GALLERY TALKS

a) The exhibitor/s are encouraged to present their work to the public verbally. This presentation can be arranged in conjunction with the Project Space team. Workshops can be organised and are welcomed.

7. EXHIBITIONS: OPENING TIMES

a) The Project Space is open to the public Wednesday to Sunday from 12 to 6 pm (including public holidays, but excluding Christmas and New Year).

b) The Monday and Tuesday (from 10.00 to 6 pm) prior to the exhibition are set aside for hanging.

c) On the last Sunday, the exhibition closes at 6 pm. The exhibitor/s has/have from then until 12 am on Monday to remove their work and return the Project Space to its original condition.

January 2016