

# centrespace gallery

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*Website: [www.centrespacegallery.com](http://www.centrespacegallery.com)*

## **CENTRESPACE GALLERY - TERMS AND CONDITIONS OF HIRE**

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### **CONDITIONS OF CONTRACT**

These terms and conditions are established to ensure the mutual protection of the hirer, their representatives, Centrespace Gallery, and all involved parties during exhibitions at Centrespace Gallery. Agreement to and signature of these terms are prerequisites for the rental of Centrespace Gallery. Failure to adhere to these conditions may result in financial liabilities for the hirer.

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### **CONDITIONS OF USE:**

1. The hired space must be utilized solely for its designated purpose.
  2. The hiring period spans from Thursday to Thursday, with gallery keys collected at 3 p.m. on the first Thursday and returned by 1 p.m. on the final Thursday.
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### **PRIVATE VIEWS:**

- Alcohol sales are prohibited due to the lack of an entertainment license, but a 'donations' bar for drinks is acceptable.
  - Hirers are responsible for exhibition invigilation.
  - The gallery must be securely locked when unattended.
  - Publicity is primarily the hirer's responsibility, with support from the Gallery Manager for online and local promotion.
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### **GENERAL:**

- Hirers must provide their installation and hanging equipment.
- Equipment provided by Centrespace Gallery is used at the hirer's risk.

- Respect for neighbours, property, and the environment is mandatory.
  - The gallery is to be left in the condition found, prepared for the next exhibitors.
  - Hirers are liable for any theft or damage during their exhibition.
  - The safety of all individuals during the exhibition is the hirer's responsibility.
  - Centrespace Gallery is not liable for any loss or injury to hirers or the public.
  - The gallery reserves the right to cancel exhibitions if public safety is at risk.
  - Noise levels, especially at the gallery's rear, should be kept reasonable.
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### **OPENING HOURS:**

- The gallery must be open during the agreed-upon hours.
  - Notification of gallery closure or early closure must be given to Centrespace Studios for visitor awareness.
  - Opening hours on changeover day (Thursdays) are at the hirer's discretion.
  - The gallery is to be closed and locked by 10 pm during evening events.
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### **INSURANCE:**

- Centrespace Gallery does not assume responsibility for damage or theft of artwork.
  - Hirers must insure their artwork and property.
  - Valid public liability and employers' liability insurance are required during the exhibition.
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### **HIRER'S FEE:**

Centrespace is a for-hire gallery with the following fees:

- Regular Hire Costs:

Group Show: £425.00 for the first week; Solo exhibitors: £355.00 for the first week.

- Special Rate Hire Costs for Students & Charitable Organizations:

Group show - £385.00 per week; Solo show - £325.00 per week.

- A 15% discount applies to subsequent weeks.
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### **DEPOSIT:**

- The deposit is £150.00 for the first week, plus £30 for each subsequent week.
- The deposit is due upon acceptance of the gallery booking.

- Deposits are refundable, minus electricity and cleaning costs, within 4 weeks of the exhibition's end.
  - Unsatisfactory gallery conditions upon departure may result in a deduction from the deposit.
  - Hire fees are payable 6 weeks before the exhibition start date; failure to pay may lead to cancellation.
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### **CANCELLATIONS:**

- Retention of the full deposit for cancellations up to 3 months before the exhibition.
  - Retention of the full hire fee and deposit return for cancellations within 6 weeks of the exhibition.
  - Deposit transfer is allowed once if requested 3 months before the exhibition.
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### **HEALTH AND SAFETY:**

- All electrical appliances must be PAT tested.
  - Maximum occupancy is 60 people due to a single fire exit.
  - Caution should be exercised due to uneven flooring.
  - Cables must be secured to prevent trip hazards.
  - Ladders are used at the hirer's risk.
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### **WEBSITE & PRIVACY POLICY:**

- Centrespace Gallery reserves the right to use hirer's exhibition details and images for publicity.
  - The website is owned by Centrespace Ltd., incorporating Centrespace Gallery.
  - Users agree to the Privacy Policy and terms by entering the website.
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### **PRIVACY AND DATA PROTECTION:**

- Centrespace / Centrespace Gallery does not store personal information.
  - Email communications via Mailchimp are subject to their terms and conditions.
  - Users can modify email preferences or unsubscribe at any time.
  - No sharing of information without express consent.
  - Web hosts may have embedded cookies, refer to their Privacy Policies.
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**CONTACT:**

For inquiries, contact Jocelyn Brett at [centrespacegallery@gmail.com](mailto:centrespacegallery@gmail.com).

**Terms and Conditions last updated 8th March 2024.**