

The Landmark Gallery



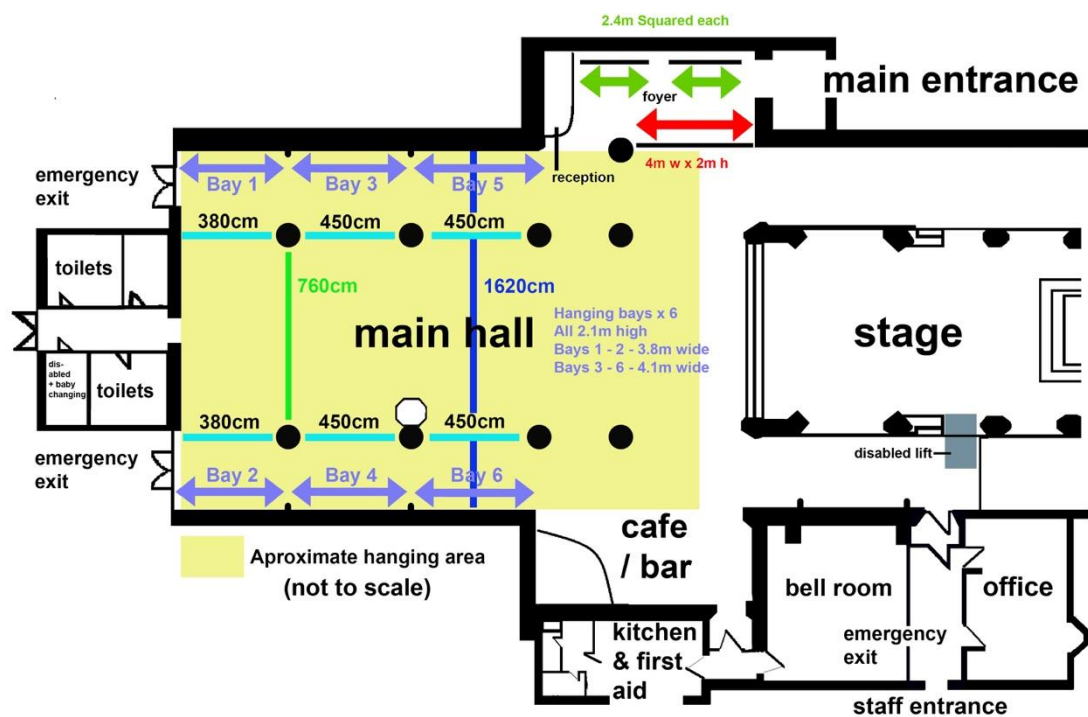
Landmark Gallery Hire

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 to Abigail Thomas – abigail@landmarkartscentre.org

+44 (0) 7841654571

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



Because of the varied use of the arts centre the space identified as the Landmark Gallery consists of the main hall with three exhibition hire options available: full hall hire; Stone Bays hire; Café & Bar Space Hire.

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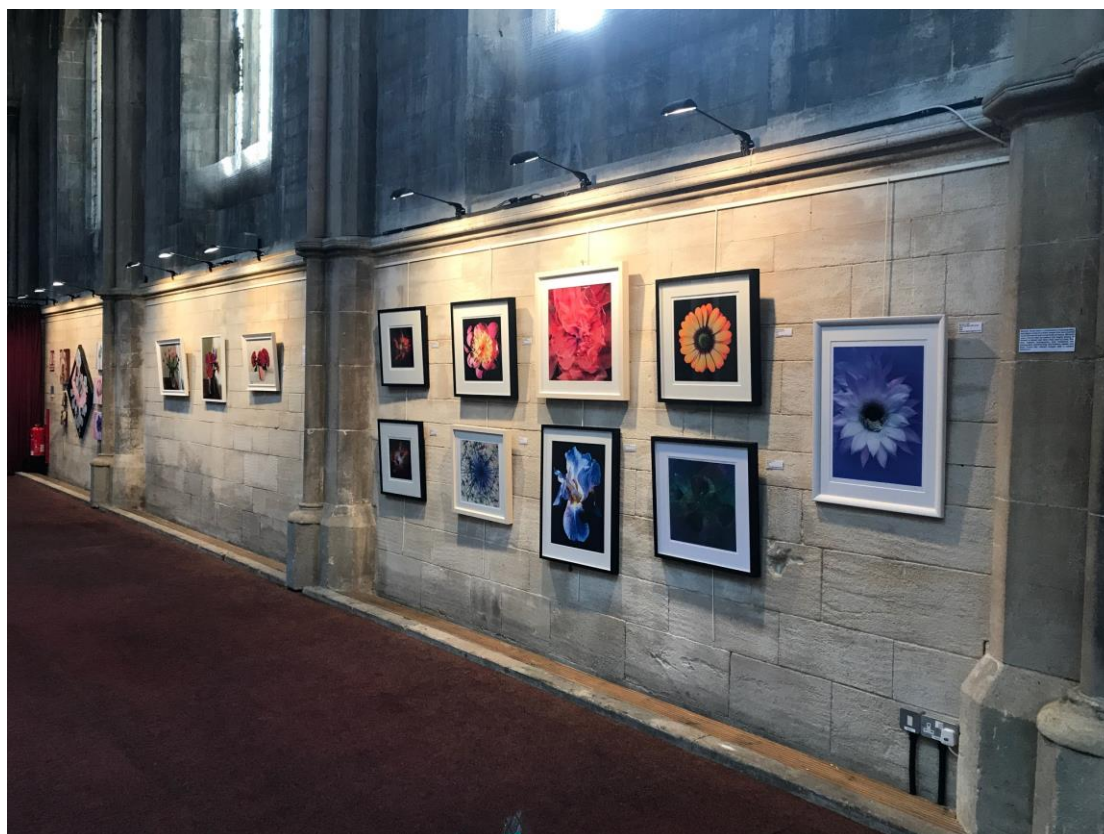
Ferry Road, Teddington, Middlesex, TW11 9NN.

Registered Charity No: 1047080

Main Hall

Stone Bays – The areas identified in coloured arrows on the plan above represent the 6 Stone Bays, There is a professional hanging system installed in each bay, creating 6 separate locations to hang work against. See the stand plan above for measurements.

Other than the installed hanging system area in the stone bays, we can erect a 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.



Full Hall Hire

- Minimum hire of 3 days
- 10% discount on commercial rates for Registered Charities and Constituted Community Groups on hires of 4 days or longer
- 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 11 will surround two pillars and the stretch of space in-between)
- No commission on sales, however a 5% + VAT charge applies should you wish to use our card payment facility to process your sales. After the event we will send your nominated representative a list of the payments taken. Once the amount has been agreed we will transfer the total less our 5% + VAT charge to your nominated bank account. We will issue a VAT invoice for this charge after the event. You are strongly advised to keep your own records of sales.
- 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.

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Stone Bays Hire

- Minimum hire of 2 weeks.
- Groups of up to 6 artists may apply together.
- Rate includes a PV on the opening afternoon/evening from 4.30pm – 6.30pm, a later opening would incur extra FOH costs.
- Café and Bar: The café and bar facilities are there for you to use if you wish during the PV. If you want to enquire about the Landmark caterers, please speak to the curator.
- Non-sole use of the Hall (other events, such as concerts in the evenings, or daytime classes on the stage, may take place during the exhibition run time).
- 20% commission on all sales

Café/Bar Space Hire

- Minimum hire of 1 week.
- Groups of up to 6 artists may apply together.
- Local artists, students & the community only.
- Non-sole use of the Hall (other events, such as concerts in the evenings, or daytime classes on the stage, may take place during the exhibition run time).
- Rate does not include a PV opening. If you want to have a PV opening, please speak to the curator to see if it is possible to arrange at extra cost.
- 20% commission on all sales

Hire Fees

	Full Hall Hire	Stone Bays Hire	Café/Bar Space Hire
Weekday Rate	£55 per hour	£40 per day (9.30am – 5.00pm)	£23 per day (9.30am – 5.00pm)
Weekend/Evening Rate	£70 per hour	£50 per day (9.30am – 5.00pm)	£33 per day (9.30am – 5.00pm)
Set Up Rate	£320 per day (9.30am – 5.00pm)	£30 per day (9.30am – 5.00pm)	£30 per day (9.30am – 5.00pm)
Commission on Sales	N/A	20% commission	20% commission
FOH Fees	Included in rate	Included in rate	Included in rate

Staffing:

Front of House fees already included in rates.

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.

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Procedure

Read this document, fill out the attached application form and email to the curator at least three images that represent work that might be in the exhibition, or a weblink. 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 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
- 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.
- Social Media can be used to retweet, repost and promote your event; but details must be discussed with the curator
- 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 exhibition, but please be aware that the responsibility of advertising is with the hirer.

Terms and Conditions

- 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, she will then issue the first invoice.
- The Landmark does not take any commission on sales. However a 5% + VAT charge applies should you wish to use our card payment facility to process your sales. After the event we will send your nominated representative a list of the payments taken. Once the amount has been agreed we will transfer the total less our 5% + VAT charge to your nominated bank account. We will issue a VAT invoice for this charge after the event. You are strongly advised to keep your own records of sales.
- The Landmark Gallery distinguishes itself from hiring the Landmark Art Centre because of its use of the interior walls. Therefore unless explicitly stated there may be other events within the main hall area at the time of your exhibition, but not those that would form a physical or realistic visual barrier for your audience.

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- 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.

- 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.
- You cannot charge for admission, unless previously arranged.
- There will always be a member of the Landmark Staff on the front desk 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 cannot take on extra services once this has been taken.

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- 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 client's 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 beforehand. You will be informed of all other confirmed events happening in the space.
- 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.

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