



Stables Gallery Exhibitors Handbook - 2019

Hall Place & Gardens, Bourne Road, Bexley, Kent, DA5 1PQ

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THE STABLES GALLERY AT HALL PLACE

Hall Place is a significant historic house and popular visitor attraction set in award winning gardens. The Stables Gallery has been created for the exhibition of contemporary art work and community displays.

The gallery has exhibition track lighting with a range of adjustable spots.

Stables Gallery

This space has a floor area of approximately 90 sq. m (19m x 4.68m).

The Stables Gallery is an accessible and attractive venue located in the former stable block adjacent to the visitor centre. The gallery is particularly suited to larger scale works or group exhibitions. It has been successfully used for exhibitions of painting, sculpture, textiles and photography.

The main hanging wall is on the north side, with additional wall space on the east and west walls. The walls are painted and pieces are generally hung on the walls. Most of the south wall is taken up by windows and two glass doors which are also fire escapes, and which enable visitors coming to the visitor centre to see the work and be encouraged to look more closely.

We have available **two** box panels 7' tall, 4' wide and 2' deep for use within the Stables Gallery. Box panels can be positioned free standing in the centre of the gallery or against the walls (these box panels are kept within the gallery at all times).

This gallery has CCTV monitoring; however it is adjacent to the main entry and exit route from the site so exhibitors may wish to consider arranging stewards. Hall Place cannot take responsibility for any damaged or stolen works. The Stables Gallery is connected to the visitor centre, which houses the Riverside tea room. Art works can be sold through the main house reception, subject to commission.

The Stables Gallery is open to the public at the same times as the visitor centre.

Visitor Centre and Tearoom	
Monday – Sunday (Summer)	10am – 5pm
Bank Holidays	10am – 5pm
Monday – Sunday (Winter)	10am – 4.30pm

Please note these times are subject to change.

The visitor centre is closed on Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day.

THE EXHIBITION PROCESS

Exhibition Proposals:

- Proposals are accepted and assessed regularly and should include images of the work and information about the artist/s. We will discuss the exhibition dates, fees and installation process.

On Booking:

- The chosen exhibition date will be confirmed on the completion and return of the Exhibition Contract, signed sales agreement and signed terms and conditions, together with the required non-refundable deposit (made payable to **London Borough of Bexley**).
- A post-dated damage deposit cheque for **£100.00** is required (dated one week prior to exhibition opening). This will not be banked but will be held by the finance department until the close of the exhibition. Please make this payable to **London Borough of Bexley**.

One Month Prior:

- We request the final balance for hire of the gallery (made payable to **London Borough of Bexley**).
- We require several digital images for an exhibition poster to appear on the Hall Place website, social media page and on site. It will also be distributed to local civic offices and central library.

Setting Up:

- The list of saleable items should be handed in on the Thursday during setting up. A copy will be kept in the main house reception for stewards to take payment in the event of sales. Each piece of work for sale should have a clear label displayed, and should be numbered, titled, and include the artist's name. The labels should clearly correspond with the list.
- Artist/s should bring their own step ladder for setting up.

On Taking Down:

- All sold work is to be collected on the day of taking down.
- Artist/s are responsible for prompt taking down of work.
- Following the satisfactory take down of the exhibition, and providing there has been no damage caused to the gallery by the artist/s or their agents, the damage deposit cheque will be returned to the artist/s.

Within 6 Weeks:

- Within 6 weeks of the exhibition closing, the artist/s or the nominated representative will receive payment for any items sold, less commission and administration fee.

STANDARDS AND GUIDELINES FOR EXHIBITING

Hanging

For group exhibitions one nominated person from the group will be in charge of the installation process and the agreed liaison point with Hall Place staff.

- Artists must hang their own works
- We advise screws and rawl plugs to be used for hanging and nothing else without special consent from Hall Place staff. Picture pins are preferable for smaller works.
- Fixing should be good quality and appropriate to the weight of the work
- All works must be stable and secure
- The stewards can give advice on suitable fixings prior to installation if required
- There can be no change to the layout of the exhibition during the exhibition period
- When installing the works, artists must be mindful that they are operating in a public space, and respect the needs of our visitors
- Access is allowed to all Hall Place staff at all times

In the Stables Gallery no work can be hung on the South window wall, where services are channeled beneath the surface.

The Stables Gallery installation should take place within the Hall Place's normal working hours (10am to 5pm Monday-Friday).

Framing

All work must be framed and ready to hang. No clip frames are to be used.

Exhibitors should be aware that large glazed works may be too heavy to hang securely.

Delivery

Artists are responsible for the safe delivery of their works and for the removal and storage of any packaging. For the Stables Gallery delivery should take place within the Hall Place's normal working hours (10am to 5pm Monday-Friday). Artists must move all their vehicles to the main visitor car park once their works have been unloaded.

Stewarding

All cars must be parked in the main visitor car park and not in the turning area behind the Miller and Carter Restaurant.

Layout

When thinking about the layout of your work there are a number of issues to consider. Hall Place staff are available to give help and advice where needed. Free-standing works or plinths should be placed with a minimum of 1m clearance on all sides for disabled access.

Sensitive works like textiles and water colours will be best placed away from direct sunlight. Light levels should be taken into consideration when planning an exhibition.

Works should be properly aligned on the walls.

Labels

All art work and all other pieces in the exhibition must have labels. Labels should be in black type, Arial, 16 point font. They should be printed on thick white plain card. They should be affixed to the lower right hand corner of the work with masking tape hung from the back of the work.

Labels should include the following information:

- The number of the piece
- The title
- The name of the artist, for group exhibitions
- The material/medium
- Price (if for sale)

List of items for sale: Must correspond with the above labels. Hall Place cannot be responsible for any errors due to inaccuracies.

Introductory Text Panels

All introductory text panels must be framed and hung. The text panel should be black type, Arial, 16 point font and must be printed on white plain paper.

Gallery Table

Exhibitors will be provided with a table and are invited to bring a visitor comments book.

Insurance

We recommend that all exhibitors make certain that their artwork is properly insured as a group or through each individual artist as Hall Place does not accept liability for damage or loss to any artwork.

HALL PLACE: GENERAL HOUSE RULES

Hall Place reserves the right to refuse to accept or to exhibit work that it deems to be of an overtly political or religious nature.

Exhibitors should be aware when selecting art for exhibitions that the majority of visitors to Hall Place and Gardens are in family groups, and that the content of exhibitions should be suitable for all ages.

The following extracts from the Hall Place stewarding guidelines are for the information of exhibitors. These standards must be met in order to maintain the fabric of the historic building. Damage can occur unseen over time as wear and tear builds up.

- **No** blue or white TAC to be used within the site
- **No** sellotape to be used within the site
- **No** laminated signs to be put up. The position and nature of any signage is to be agreed in advance with Hall Place staff
- **No** food or drink within the historic house or gallery spaces, except for organised functions when Hall Place functions guidelines must be followed
- **No** chewing gum is allowed on site
- **No** smoking or the lighting of any naked flame on site
- Photography is generally permitted on site

Pencil is the only medium allowed within the house and galleries for drawing or making notes unless as part of an organised Hall Place workshop or event.

HOLDING A PRIVATE VIEW OR OPENING EVENT

You are more than welcome to hold an opening event in the Hall Place Stables gallery during the core hours of the day. Hall Place can supply a glasses package which will include up to 80 wine glasses , 2 jugs, a table and cloth. Please ensure this is booked at the earliest opportunity if required.

Should you wish to hold a private viewing this can be arranged. There would be an additional charge for support staff. Please contact the office for details.

Please note only white wine and clear/white drinks can be served to avoid damage to the fabric of the Gallery.

Hall Place recommend a safe limit of no more than 100 people at any one time in the Stables Gallery. This should be considered when issuing invites. Hall Place reserves the right to refuse admission.

Hall Place reserves the right to charge an additional fee should your event overrun preventing staff from locking the Gallery on time at the end of the day.

If you are having refreshments and wish to hire our glasses package we can provide wine glasses, 2 jugs, a table and cloth for an additional one off charge of £35.00 + VAT. If you wish to provide simple catering for your guests this can be arranged in advance with our catering team who can be contacted via Lynda Weaver, our Commercial and Functions Manager at lynda.weaver@bexley.gov.uk or telephone 01322 526574. There is, of course, no obligation to hold a private view.

Exhibitors are responsible for sending invitations for private views to friends, family and personal contacts.

PUBLICISING YOUR EXHIBITION

Due to restrictions on space and the ever increasing number of events staged at Hall Place every year we cannot list every exhibition in our annual leaflet. We will publicise the galleries and the range of exhibitions and encourage visitors to check the website for details of current and forthcoming exhibitions. We will also display two posters on site (that follows our template).

Artists must supply us with the information they wish to use to publicise their exhibition and at least one image. This information must reach us one month before the exhibition, preferably in digital format and we will display this on our website.

Posters

The Trust can produce a simple poster advertising the exhibition. A digital copy of your image and text must be supplied one month before the exhibition.

The Trust will distribute posters to local libraries and council offices but we cannot guarantee that these will be displayed.

Press Releases

We find that the local press is more receptive if the artists themselves approach them to publicise an exhibition. We can supply you with our press release template and journalists' contact details and will be happy to advise on drafting a press release. Press releases should be sent out two weeks before the start of an exhibition.

Photocopying

Artists who wish to print or photocopy documents related to their exhibition can do so using Hall Place office equipment. Staff permission is required and the prices below will be charged and invoiced.

Single Sided

Black & White – 10p per sheet

Colour – 20p per sheet

Double sided

Black & White – 20p per sheet

Colour – 40p per sheet

HALL PLACE AND GARDENS EXHIBITION RATES

Stables Gallery

£700.00 per month inc VAT

Deposit: A non-refundable deposit of £150.00 inc VAT is required to secure a booking, the remainder to be paid no later than one month prior to the exhibition. Cheques for the initial non-refundable deposit and balance should be made payable to **London Borough of Bexley**.

Damage deposit: £100.00 refundable. Cheques for the post dated damage deposit should be made payable to **London Borough of Bexley**.

If Hall Place staff are required to support the exhibition in any way then there will be a charge. This will be charged at an hourly rate. Please ask for details.

Commission

15% + VAT on all sales from exhibitions.

Administration Charge

A **2.5%** administration fee on any commission will be charged. Any commission and administration fees due will be deducted from your final sales cheque.

Sold Art Work

If you are selling your work you may wish to provide us with appropriate wrapping material for purchased goods. If preferable you can come in and gift wrap any purchased items at the end of the exhibition before they are collected.

Our Commitment to Exhibitors

The hire fee for the Stables Gallery goes into the upkeep of the gallery space. This includes electricity and heating bills, cleaning the gallery and repairing the walls as well as public liability insurance.

Hall Place will distribute posters around the site and to local libraries and the website is updated with details about each exhibition. The presentation of the whole site is very important to us at Hall Place. Clear branding and signage are an important part of the site image and Hall Place has established guidelines for all signage on site. All members of staff and our on-site partners abide by these guidelines to ensure that signage is clear, concise and accessible for people with visual impairment. This is why we ask that all of the promotional material produced for exhibitions follows our template, using our logos and displays all the basic level information we require.

In addition to the signage on site we promote free admission to the Stables Gallery in our leaflet (that we print and distribute 25k copies of each year) and through the website and our social media channels.

THE EXHIBITION CONTRACT

Exhibitors confirm by signing this contract that they have read the Exhibitor's Handbook and agree to abide by its contents and the terms and conditions overleaf.

CONTACT DETAILS:

Name: _____

Address: _____

Contact Tel No: _____

Email: _____

EXHIBITION NAME: _____

Stables Gallery:	£700.00 inc VAT		
Hire start date:		Hire finish date:	
Exhibition open date:		Exhibition close date:	

Do you require any staff support?	Yes / No	Please ask for details	From		To
Do you require a private view?	Yes / No	Date:		Time:	
Do you require our glasses package?	£35.00 inv VAT	Yes / No			

£150.00 deposit enclosed: Yes / No **£100.00** Post dated damage deposit enclosed: Yes / No

Office use only

Gallery cost:	£	
Private view: £	£	
Glasses package:	£	
Staff support: £	£	
Total cost: £	£	
Deposit paid: £	£	
Final balance:	£	Due by:

TERMS AND CONDITIONS

- The exhibitor will provide a full list of all displayed items. Hall Place will check works against this list before the exhibition opens.
- All artworks logged in must remain on show at Hall Place for the length of the exhibition.
- Works must be secured effectively, and the advice of Hall Place staff, who, have the safety of our visitors as their primary concern, as well as experience of the exhibition process, adhered to at all times.
- Hall Place reserves the right to close an exhibition space to the public for short periods of time without prior notice to the artist and the public. We will attempt to inform the artist in advance if it is possible.
- All artists must comply with the timetable set out in the 'Exhibition Process' section of the handbook in providing information about the works to be exhibited and the exhibition in general.
- Hall Place has very strict rules as to the use of the historic house and associated buildings in its care. Exhibitors must abide by all of these rules. A full list is given in the Exhibitors Handbook.
- Group exhibitions are the responsibility of the whole group who must nominate a contact representative, who will sign the exhibition agreement on the group's behalf. If artworks are sold from a group exhibition, monies are paid to the group contact only – **not individuals**. Groups must provide Hall Place with a full list of those exhibiting in the gallery space.
- All works must be collected as a group so they can be signed out together **on the nominated day**.
- All artworks must be removed from Hall Place at the end of the final date of the exhibition (unless temporary storage has been discussed and agreed).
- Hall Place reserves the right to cancel any exhibition at any time if it deems such action is necessary, or close galleries to the public without prior notice.
- The artists are responsible for hanging the exhibition under the supervision of Hall Place. Hall Place's decision on matters relating to the safety of visitors and the buildings is final.
- Exhibitors are financially responsible for any damage caused to the fabric, décor, contents or equipment of Hall Place that is caused by their exhibition/installation methods. This liability is not limited to the damage deposit required of £100.00.
- Hall Place cannot accept any responsibility for loss of, or damage to, work during the exhibition period. If deemed necessary the group/artist must make their own insurance arrangements.
- Artists are reminded to respect the premises as a significant historic site and visitor attraction.
- The agreed fee for gallery hire, and the damage deposit, is payable prior to the use of the gallery for exhibition.
- The fee for holding a private view (if applicable) is payable in advance.
- If you choose to sell your works you are bound by the terms and conditions of our sales agreement that must be signed prior to the exhibition opening.

Agreement Signed by Hall Place:

Signed:

Print Name:

Date:

Agreement Signed by Individual Artist / Group Representative:

Signed:

Print Name:

Date:

SALES AGREEMENT

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- All sales of exhibited works are governed by this sales agreement.
 - Sales of prints, postcards etc related to the exhibition may be negotiated separately by prior arrangement with a member of staff. These items will, if accepted, be taken for sale on a sale or return basis.
 - Hall Place will handle all sales through the main house reception for exhibitions in The Stables Gallery.
 - Sales of the artwork can be made between the hours of 10am – 4:30pm.
 - All sales will be payable to one individual, the artist or group contact.
 - Hall Place will take 15% commission plus VAT on all sales and 2.5% admin fee on commission charges.
 - The artist's representative will be paid the sale proceeds on paintings sold net of commission and admin fee within six weeks of completion of the exhibition and after all transactions are finalised. A receipted VAT invoice will be supplied for the commission deducted.
 - We cannot accept responsibility for any problems occurring as a result of artist labeling errors.
 - Whilst we make every endeavour to ensure that no mistakes occur in the sales process, once the artwork has been sold and Hall Place has accepted payment through reception, the artwork is legally the property of the customer and can be collected at the end of the exhibition.

Individual Artist/Group Representative (delete as appropriate)

Payment to be made payable to: _____

Address: _____

Contact Tel No: _____

Email: _____

Agreement Signed by Hall Place

Signed:

Print Name:

Date:

Agreement Signed by Individual Artist / Group Representative:

Signed:

Print Name:

Date:

Appendix A

