

TERMS AND CONDITIONS FOR GALLERY HIRE

- 1) Artists or Organizers must submit a proposal application form together (if applicable) with relevant images, a brief written description and details of how they will use the gallery space. Send all proposals to Acquire Arts, 495 Battersea Park Road, London, SW11 4LW.. The gallery reserves the right to accept or reject proposals. The gallery takes no responsibility for lost slides or proposals.
- 2) On acceptance, a time frame for the exhibition will be agreed and conditions finalized. To secure the booking, full payment for the gallery hire must be made before the date of Exhibition or Gallery Hire. When the Artist or Organizer arrive to set up, an additional returnable deposit for £100.00 will also be paid which will be returned when the walls, ceiling and floor are properly repaired on completion of the exhibition or Gallery use.
- 3) A press release must be written and e-mailed to info@acquirearts.org together with supporting j-peg images four weeks (or within reasonable time) prior to the exhibition or Gallery use to allow time for listings to be written, and the press release distributed for PR purposes.
- 4) Gallery hire is charged at an agreed amount as agreed between Artist or Organizer and Gallery Manager. All agreed fees will be agreed prior to the signing of this agreement.
- 5) In unforeseen circumstances the management reserves the right to cancel an exhibition without notice, where it is possible one months notice will be given. In this instance all monies will be fully refunded. Cancellation by the exhibitor must be received in writing with at least 2 months notice. All monies, minus the holding deposit (of £150) will be refunded. If less notice is given all payment made up to this point will be non-returnable.
- 6) Private views can be held at any time during the Hire of the Gallery, any event held or continues after 11pm will be subject to noise limitations. If any complaints about noise or rubbish are submitted by neighbors or the general public, this will be seen as a breach of our Terms and Conditions and can result in the lost of the security deposit (paragraph 2).
- 7) Artists are responsible for producing publicity for their show and should give an amount of flyers to the Gallery at least 2 weeks before the opening for distribution. The Artists or Organizer will also need to provide vinyl, or other suitable lettering for the gallery window (if used), and a sales list if applicable. Artists or Organizers are encouraged to publicize their exhibition in addition to the general publicity, which the gallery can provide.
- 8) The gallery will provide website publicity for each show, and send an email invitation to our press contacts and extensive mailing list.

9) The Gallery does not have formal opening times. Artists or Organizers may access the Gallery to set up or set down on weekdays between 9am - 6pm, other time must be agreed.

10) The Artists or Organizer must organize their own invigilators during for exhibitions or event. This is the Artist or Organizer's responsibility. If the Artist or Organizer cannot provide invigilation, they must inform Acquire Arts.

11) Good care will be taken of exhibits but as this is a charitable initiative we do not provide insurance cover for the artwork nor can take responsibility for loss, damage, fire or theft. However we do have personal insurance if an individual is harmed on the premises.

12) Any damage to the property caused by the artist will need to be paid for by the Artists or Organizer. The Artist or Organizer is responsible for leaving the premises as found - including filling in holes and whitewashing walls. Failure to do so will result in the loss the £60.00 deposit. The gallery will provide the basic materials to do this i.e. paint, filler, brushes, trowel and sandpaper.

13) Acquire Art is committed to arts education in the community and we would encourage each Artist to provide a written sheet helping the general public to access their work. We would also like the Artist to give a talk on their work during the time of the exhibition if possible.

14) The gallery reserves the right to remove any work that has not been agreed, or which we find in any way offensive. Acquire Arts wishes to support artists by providing a platform for their work, and is a non profit making organization, which is committed to keeping costs to the artist to as low as possible and sees each show as a collaborative event.

I have read the above terms and conditions and agree to abide by them. By accepting the above terms and conditions I will paid to 'Acquire Estate Agents Limited' (administers of Acquire Space), a holding deposit of £150.00 to reserve the dates and space for my use.

I commit to hiring the gallery space at:
Acquire Arts, 155 Battersea Park Road, SW8 4BU

Between the following dates:

Signed

Dated