

Summary Terms and Conditions for Artist led Exhibitions (from 01/09/22)

One Paved Court runs a programme of 3-week artist-led exhibitions, which provides an opportunity for artists to show their work in a professional gallery setting, planned with the support of gallery staff. The artist pays a flat fee, which represents a contribution to our building overheads. Your contribution does not include anything for rent, marketing and PR for your show, which are all given free.

A 3-week exhibition is based on the following terms and conditions:

Exhibition slots run from Tuesday 10.30am (Week 1) to Monday 2pm (Week 3) inclusive of installation and take down days. Exhibitions are fully open to the public on Wednesday (Week 1) to Sunday (Week 2) and then artists may choose to open fully or by appointment Wednesday to Sunday (Week 3).

Fees for Artists

Current fees can be obtained from the gallery. Fees cover use of both ground and first floors of the Gallery. **In addition, the Company charges a 10% commission on total sales.**

A 25% non-refundable deposit is required at the time of booking. The remainder of the fee, together with a £250 refundable damage deposit, is due 6 weeks before the start of the exhibition.

Gallery Services and Facilities

The Gallery comprises a ground floor and first floor.

Plans can be downloaded from the website [Gallery plans and elevations](#).

Included in the fee

- Specialist gallery lighting
- Heating
- Burglar and fire alarm system
- Specialist hanging system
- Kitchenette with sink, dishwasher, fridge, kettle, 30 wine glasses
- Toilet
- Free Wi-Fi but no computer or printer
- Marketing your exhibition on our website, our e-newsletters, social media and free local on-line listings

Please note the premises has no TV or music licences

Chargeable optional extras

For **an agreed fee** the Company will advise and assist with some or all of the following aspects of organizing the exhibition:

Additional opening hours*

Invigilation per day (Not available Friday, Saturday and Sunday) **

Design and print of the invitation card *

Drafting press release/gallery guide *

Window decal *

Additional marketing *

Music licence fee *

Hanging or taking down the exhibition *

*Please ask for current charges

**Staff will open the show on a 'door-bell' basis on Wednesdays and Thursdays for a fee of £30 per day. Full invigilation is available Wednesdays and Thursdays for a fee of £50 per day.

All optional extras must be **agreed in advance**.

Invigilation

Artists must invigilate the exhibition fully for the first 2 weeks. During the third week, the exhibition will remain in the gallery and the Artist may choose to open fully or by appointment. This must be agreed at time of booking. Gallery opening hours (currently Wednesday to Sunday 12-5pm) shown on the website must be adhered to when open and for appointments. Artists must provide a suitably responsible invigilator if they cannot invigilate themselves. If artists do not provide a suitable invigilator during normal opening hours, the Company reserves the right to invigilate and counter-charge the artists.

Other information

The Company reserves the right of access to the attic studio and the basement throughout the exhibition period.

Currently, the desk space in the ground floor gallery is also occupied.

Each slot includes ONE private view from 6-8pm. Fire regulations dictate that the maximum number of people in the building is 60.

The total value of all work in the show must not exceed £30,000. No one item can have a value of more than £5,000.

The Company provides limited insurance for the work during the exhibition.

The Company has public liability insurance for visitors to exhibitions but strongly recommends that Artists have their own public liability.

Sales are made between artists and their customers. It is an artist's responsibility to comply with UK VAT legislation. All non-UK residents must be registered for UK VAT and provide the Company with their VAT number prior to the exhibition.

Artists will be required to read and sign our full Terms and Conditions. Each group of artists must have one representative (the Artist) to act on behalf of the group.