



## Terms and conditions

The gallery is open to the public between 2 and 5 pm every weekday afternoon, Monday to Friday. Some extension of these core hours may be possible by arrangement, though there may be an additional cost.

Bookings are open to individual artists or multiple artists wishing to share the facilities. The minimum booking period is one week. The maximum booking period is four consecutive weeks.

A non-refundable administration fee of £15 is payable on application. Selected artists will be charged an additional £60 per week, payable in advance, to cover the cost of overheads. All charges include VAT.

Setting up is expected to take place on Monday mornings, with the gallery being available from 9.30 am. On Friday afternoons, the gallery will remain accessible until 6.30 pm for dismantling. Artists are responsible for setting up and dismantling their own exhibitions.

Artists are responsible for publicising, promoting and staffing their exhibitions. Artists are also responsible for their own sales. No commission will apply. Private viewings may be accommodated by arrangement, though there may be an additional cost.

Artists are responsible for their work for the duration of their booking and need to have appropriate insurance in place. Stephen Whettem Architects takes no liability for exhibits.

For wall-mounted exhibits, artists are expected to use the hanging system provided (Locator from Picture Hanging Systems Ltd). The irregularly shaped gallery offers approximately 16m of hanging length across eight walls and 26m<sup>2</sup> of floor area, with an external courtyard providing an additional 16m<sup>2</sup>. For sculptures and 3D work, artists are expected to provide their own plinths.

Artists will have use of kitchen and toilet facilities for the duration of their booking. There is vehicular access for loading and unloading, and public car parks at nearby Abbey Rise and Abbey Place. There is no on-site parking. Internal access to the gallery is via standard width doorways.

The cost of any damage to the premises will be the responsibility of the booked artist(s). Artists are expected to leave the premises clean and tidy when they vacate.

Artists must refrain from causing undue noise or disruption which might have an adverse effect on the architectural studio above.

Exhibitions will be listed on the *Art at The Works* website, with a link from Stephen Whettem Architects' website.