



## **Exhibition terms and conditions**

---

Effective from: June 2015  
Next review date: June 2019

### **Terms and conditions**

#### **1. Exhibition Application process**

- 1.1 If the application is made on behalf of a group of artists, one artist must assume the role of Group Leader and be the sole contact with BAHC for the administration and organisation of the exhibition.
- 1.2 BAHC will inform the Artist/Group Leader within four weeks after receiving an application whether the work for exhibition is considered to be of suitable standard for the Centre.
- 1.3 If the application is successful an initial meeting at BAHC will be arranged to discuss the details of the exhibition, confirm an exhibition date and the dates of installation and de-installation.
- 1.4 All services required of BAHC will be agreed at this initial meeting.

#### **2. Installation**

- 2.1 The individual artist is responsible for hanging their own exhibition but the practical details of the installation must be agreed with the BAHC prior to the exhibition. Every attempt will be made to accommodate the wishes of the artist however the decision of BAHC is final.
- 2.2 It is the responsibility of BAHC to oversee the installation of the exhibition.
- 2.3 Artists must ensure that details of their works and prices are available by the dates given in the "Information Required from Artist" document, which will be provided to the Artist once the exhibition contract is signed.
- 2.4 All work should be framed and ready to hang, (unless prior agreement has been sought and given by the BAHC) and the artist must provide any custom installation tools/equipment prior to installation.
- 2.5 Any wall shelving/plinths (unless previously discussed with BAHC) must be provided by the artist and approved by BAHC.
- 2.6 The Artist cannot use our ladders to put up pictures. If ladders are required for the installation they must supply their own.

#### **3. De-installation**

- 3.1 De-installation of the exhibition and removal of unsold work is the responsibility of the artist and must take place on the date set by BAHC and should take no longer than agreed by BAHC.
- 3.2 It is the responsibility of BAHC to oversee and approve the removal of the exhibition.

#### **4. Insurance**

- 4.1 BAHC may request the Artist to have Public Liability Insurance in place to the value of £5 million.

#### **5. Private viewings**

- 5.1 Private viewings/receptions can be held at the BAHC Gallery during the exhibition run. All dates and requirements of BAHC are to be agreed at the initial meeting.

- 5.2 The BAHC is a licensed premises. BAHC will provide a paid bar and one complimentary drink (to be determined by BAHC) per client at the viewing.
- 5.3 The Artist may provide light refreshments, but this must be agreed in advance with BAHC.
- 5.4 Any other catering requirements must be agreed by BAHC and confirmed four weeks ahead of the scheduled event.
- 5.5 Invites will be sent by the Artist, but a list of names must be provided to BAHC.

## **6. Security**

- 6.1 As BAHC is not covered by CCTV cameras, a discussion should follow with BAHC to see if security clips are required.
- 6.2 As we are a community venue, it may be necessary for us occasionally to schedule events to take place in the BAHC Gallery during an exhibition. On these occasions the BAHC Gallery will be supervised at all times.
- 6.3 As we are a community venue, there will be events in the Thomas Pryor Theatre upstairs. In these instances, the doors to the exhibition will be locked at all times unless the Gallery is supervised.

## **7. Payment and sales**

- 7.1 Any sales of work will be subject to a **15% commission**, which will be deducted prior to payment to the artist.
- 7.2 BAHC will be responsible for processing payments for works sold at the exhibition, but the Artist will have responsibility for packaging and posting the work.

## **8. Cancellation**

- 8.1 Cancellation by the Artist or group leader must be made in writing to BAHC at least two months before the exhibition dates.
  - 8.1a. An £80 fee must be paid by the Artist at point of booking. This will be returned on the exhibition installation date unless cancellation takes place within two months of the agreed exhibition date. This fee may be waived at the discretion of BAHC.
- 8.2 In the event that BAHC has to cancel the exhibition, it will endeavour to give the Artist/group leader as much notice as possible.
- 8.3 BAHC will not be liable for any additional costs incurred by the Artist due to cancellation. This also applies to any expenditure incurred by the Artist independently of BAHC for the promotion/marketing of the exhibition.

BOTH parties will abide by the TERMS & CONDITIONS

**I have read and agree to the above Terms and Conditions of the Baldock Arts & Heritage Centre**

Exhibitor/ Group Leader Name .....

Signature .....

Date .....

Baldock Arts & Heritage Centre

Signature .....

Date .....