



The Castle Heritage Centre and Gallery
 Bude
 Cornwall
 EX23 8LG

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The exhibition space will be	
The exhibition will be hung on	
<i>The building opens at 8am, and the artist may hang their exhibition from that time. The gallery will be open to the public as soon as the room is ready.</i>	
Official start date for publicity purposes	
I/we would like to have a 'Private View/Meet the artist' on the following date/time	
<i>We suggest that this takes place on a Sunday between 2-4pm. There is no charge for this, but we suggest that the artist to provide drinks and nibbles. Private evening viewings are available at extra cost. Please contact us for details.</i>	
The last day of the exhibition is	
<i>The room must be cleared by 5pm on that day (6pm in Summer), although we advise you to take it down as late as possible.</i>	
Exhibition title	
<i>Please also supply us with information about yourself, your work and the exhibition, including images for marketing purposes.</i>	
Commission	25% + VAT on all sales
<i>The sale of artist's cards and prints are encouraged in order to provide a range of affordability to our customers. We ask that cards are uniformly priced, and a browser can be supplied for the sale of prints. The Castle is owned and operated by Bude-Stratton Town Council. Bude-Stratton Town Council reserve the right to refuse to display any work that they deem may be discriminatory or cause offence to any member of the public.</i>	
Your telephone number	
Your email address	
Your postal address	
Your bank details <i>for payment after the exhibition</i>	
Account name	
Sort code	
Account number	

I hereby confirm that I have read and understood the Terms and Conditions attached.

Signed:

Date:

1. Terms

'The Council' means Bude-Stratton Town Council

'The Willoughby Gallery/Gallery' means the main exhibition space on the first floor of The Castle

'The Blanchminster Room/Education Room' means the secondary exhibition space on the first floor of The Castle

'The Exhibitor' means the person who is hiring the Gallery or displaying their work on a commission basis

Where reference is made to the gallery the same conditions apply to the use of the education room

2. Hours & Access

Opening hours for exhibitions are as follows:-

Easter to 31st October **Monday – Sunday 10am-5pm**

31st October to Easter **Monday – Sunday 10am – 4pm**

At other times by written agreement with the Council

3. Gallery Use

Use of the Gallery is restricted to exhibitions of pictures/sculptures and other works of art; other uses by written agreement with the Council

4. Standard of Work

The Council reserves the right to ask the exhibitor to provide examples of the work to be exhibited before a booking can be confirmed. The Council reserves the right to refuse an exhibition if, in the opinion of the Council, is of an offensive nature or is deemed not to be suitable by the Council. If any particular work of art is deemed unsuitable once the exhibition is hung the Council reserves the right to have the work of art removed from the exhibition

5. Picture Hanging

It is the responsibility of The Exhibitor to hang the exhibition to a high standard. By agreement with the Gallery coordinator or other Council Staff, artists may, on occasions, be permitted to use 'White Tac' or similar products to affix posters, labels etc. to the walls. A list of artwork and prices should be supplied to the office.

6. Charges

Commission payable for the sale of any work on display in the Gallery is at the rate of 25% plus VAT. If items on display are not for sale then a hire charge (set out in the list of charges) is payable per week or part thereof. Whilst the gallery space is for use by the local community as well as local artists etc a balance must be achieved as the Council must endeavour to maximise income from the use of this space. This means that exhibitors who wish to book the Gallery solely for the display of work (not for sale on a commission basis) will be offered dates outside the busiest Gallery periods. The Gallery coordinators decision is final with regard to Gallery booking dates offered and agreed

7. Other Sales Outlets

For the duration of the exhibition the exhibitor is not permitted to advertise any other sales outlet where their works may be purchased. All advertised contact details should be through The Castle.

8. Other events in the Gallery

The Council reserves the right to hold other events in the gallery. The Council will endeavour to ensure that disruption caused by any such events are kept to a minimum. Artists are encouraged to leave their artwork exhibited during these events, thereby receiving increased exposure and possibly extra sales. However, if required to remove items from display this will be done by The Castle staff and the items will be returned to be displayed as soon as practicably possible after the event

9. Facilities

9.1 The Council shall make the facilities available to the exhibitor but the exhibitor shall satisfy themselves that the facilities are suitable for its purpose and whilst the Council will use its reasonable endeavours to ensure that the facilities are in reasonable working order, the Council is not responsible for ensuring that the facilities are suitable for the exhibitors purposes

9.2 The Castle Heritage Centre and Gallery has the following facilities:

Toilets (including disabled/baby changing facilities) located on the ground floor

Lift

Any misuse or deliberate damage to the above facilities or any part of the Heritage Centre and Gallery will result in the cost of the repair being re-charged to the exhibitor

9.3 The use of kettles, heaters or other such portable electrical appliances in the Gallery is strictly prohibited.

Any other portable appliances (eg. lamps, CD players etc) must have a valid PAT label. The Council will not be held liable for any accident involving such an appliance, nor for any damage caused to the electrical wiring

or fuses in the building which may be attributed to the use of such appliances. Any such damage shall be charged to the exhibitor

10. Services

The exhibitor shall cease to use the services and agrees to vacate the Gallery at the end of the exhibition period. If the exhibitor fails to do so the Council reserves the right to immediately remove the exhibitor's property. Any costs incurred will be charged to the exhibitor at a rate determined by the Council. The Council shall agree in writing the date and time at which the exhibition period will commence and terminate

11. Security

11.1 It is the exhibitors' responsibility to keep the interior of the Gallery in good and safe condition at all times throughout the exhibition period. The exhibitor will comply with all directions of the Council to ensure such conditions

11.2 The Gallery is equipped with an intruder alarm system linked to a central station. In the event that the alarm is activated by mistake and the fault lies with the exhibitor or any of the exhibitors employees, agents or visitors a callout and reset fee (currently £120 + VAT) will be re-charged to the exhibitor

12. Liability

The Council has an insurable interest in the items for sale and will be responsible for insuring the items whilst on display in The Castle. However, the Council does not accept any responsibility for claims arising from damage caused by the exhibitors own personnel, guests and suppliers employed by the exhibitor. The exhibitor will be responsible for arranging any insurance to cover such risks and for insuring items that are **NOT** for sale

13. Hanging/Installation

13.1 The Gallery is equipped with a picture hanging system and plinths for use by exhibitors. No other form of hanging is permitted unless otherwise agreed in writing by the Council. Any damage to any of the picture hanging system or plinths must be paid for by the exhibitor

13.2 If sculptures or any items of considerable weight are brought into the Gallery suitable protection should be put in place to avoid damage to the fabric of the Gallery or to any person in it

14. Private View/Meet the artist

The artist may arrange a private view/meet the artist in the gallery on the afternoon of the first Sunday of their exhibition. The artists is responsible for the provision of drinks, nibbles, plates and glasses and the clearing up thereafter. The artist is asked to admit any member of the public who might want to join the Private View. Evening events are permissible, although a charge will be made.

14. Publicity

The Council will design and produce publicity material for the exhibition, and exhibit this in Council noticeboards. Any further publicity must be undertaken by the Artists themselves. The artist should supply The Council with jpegs of their work for the creation of this promotional material. The Council will provide website publicity for exhibitions. The Council requires the name of 'The Castle Heritage Centre and Gallery' to be used in all promotional literature used by the exhibitor. The display of advertising material in the gallery shall be subject to the approval of the Council

15. Signage

No signage (banners/sandwich boards/plaques or otherwise) are permitted to be attached to any part of the frontage of the building

16. Cancellation

The Council reserves the right to cancel any booking to exhibit in the Gallery. The Council shall not be required to give any reason for the cancellation

17. General

17.1 No pets, birds or other animals are allowed in the Gallery (except guide dogs)

17.2 None of the Council's equipment shall be removed from the Gallery without the consent of the Council

17.3 No smoking at any time is permitted in the Gallery or any part of The Castle Heritage Centre. A smoke detection system is installed throughout the building. Any deliberate triggering of the fire alarms (which includes by the lighting of cigarettes) will result in the hirer being re-charged the cost of the false call-out.

Please note that there is an internal CCTV system in operation which will be used to identify the cause of the alarm being triggered. The Data Controller for the internal CCTV system is the Town Clerk

17.4 The use of lit candles is strictly prohibited unless the Council has given prior written permission for their use