

## Lansdown Gallery – Hirer Information Pack

### Hire Period:

Our Gallery weekly hire period runs from **8am Tuesday until 5pm Monday**. Exhibition set up from **8am on the Tuesday** of your hire period, take down and making good started by **1pm on Monday**. The Gallery needs to be empty and ready for the next exhibitor from 6pm on the Monday, this allows us sufficient time to complete our checks and repairs between exhibitions. *(If LH&G is making good the gallery needs to be empty by 3pm on the Monday).*

Please aim to open to the public at least from 10am to 5pm, Wednesday to Sunday.

**It is the Hirer's responsibility to arrange for invigilators to be present for all times that the exhibition is open to the public and during any private view or evening events.**

### Payment Terms and Options:

To secure the booking LH&G must receive your completed Booking Form and 50% deposit.

Until your deposit is paid your booking is not confirmed and that gallery period may be offered to other hirers.

All deposits are non-refundable.

The remaining 50% fee is due 60 days before your exhibition starts date.

We accept debit, credit cards, cash, or bank transfer. Details of how to pay can be found on your invoice.

### Cancellations:

We understand that emergencies can happen and there will be times an exhibition needs to be cancelled. Please try to give us as much notice as possible if you need to cancel.

It is extremely difficult to hire out gallery space at short notice, because of this all deposits are non-refundable. Cancellations within 60 days of the hire period are 100% nonrefundable.

In the event of LH&G being obliged to cancel an exhibition for reasons within their control, a full refund will be given.

### Private View/Evening opening:

This event is organised and run by you. The gallery has a maximum capacity of 50 people. The space can be used up to 10pm and we request all events are included in the booking form for our records.

We can provide staff at £13 per hour. If you would like to source your drinks from us, please let us know in your booking form.

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### **Emergency Contacts:**

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07827303692

Penny de Lotz: 07773338816  
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## **Publicity:**

You will be sent a publicity form to complete. Please return as soon as possible.

It is the Exhibitor's responsibility to produce posters, leaflets, and private view invitations.

2 x A4 posters\* are required at least one month before the exhibition.

4 x A3 posters are also required for the street A-frames.

\*Please ensure your A4 poster design has a 10mm border to allow for the display frames.

LH&G will promote the exhibition on its website, social media platforms & Good on Paper. Please see the Publicity Form for further details of the information we need from you well in advance.

## **Advice for Social Media:**

We want to ensure that we have done our best to publicise your event so we will use the information that you send us via the Publicity Form for our website and social media channels.

- website: [www.lansdownhall.org](http://www.lansdownhall.org)
- Facebook page is: <https://www.facebook.com/lansdownhall/>
- Instagram address is @lansdownhall

## **After the Event:**

Following on from your event please share any pictures or feedback that you may have received/taken yourself. This can give extra publicity to your event/company and is particularly helpful to us when we advertise our venue.

We love to know what you think of Lansdown Hall & Gallery as a venue so please let us have your feedback and if you're happy to share we can post on our customer comments page.

Any high-resolution images sent to us may also be used on our website or social media.

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## **Hanging in the Gallery:**

Only the 3 ply walls can be used to hang work. The stone walls and old plaster is too fragile and **Must Not** be used at all.

Windows can be opened with a pole. Please close when leaving the building.

**Nothing sticky can be used to hang your exhibition.** Only a small amount of white tac can be used for small paper labels.

## **Set up and closing your exhibition:**

Exhibits may be hung using screws, nails or mirror plates (an electric screwdriver will be provided). **It is your responsibility to ensure your work is hung safely and correctly for its weight.** LH&G take no responsibility for incorrectly hung work that fails. Repairs for any excessive damage to the walls will be charged to the hirer.

**Hanging work on to the three lined Gallery walls only. Hanging on any other walls, ceiling or floor in the Gallery is not permitted.**

## **Making Good:**

The hirer is expected to complete all repairs and repaint any marked plinths. The exhibition space needs to be left ready for the next exhibitor.

If you would like LH&G to complete the making good this can be requested from the booking form. Charged at £50.

*(If LH&G is making good the gallery needs to be empty by 3pm on the Monday)*

- 1. Remove all fixtures from the wall and begin repairing with filler provided. If the paint has cracked, you may need to sand the area before filling.*
- 2. When dry, usually takes around 30 minutes. Sand and smooth down.*
- 3. Paint the area with the white paint provided.*
- 4. Make sure to check the plinths. They need to be clean of all marks before the next exhibitor.*
- 5. Please ensure that the paint lid is securely fixed, and brushes are thoroughly washed in the designated sink.*
- 6. Return all materials to the cupboard. If there is anything missing or needs replacing, please notify a member of staff.*

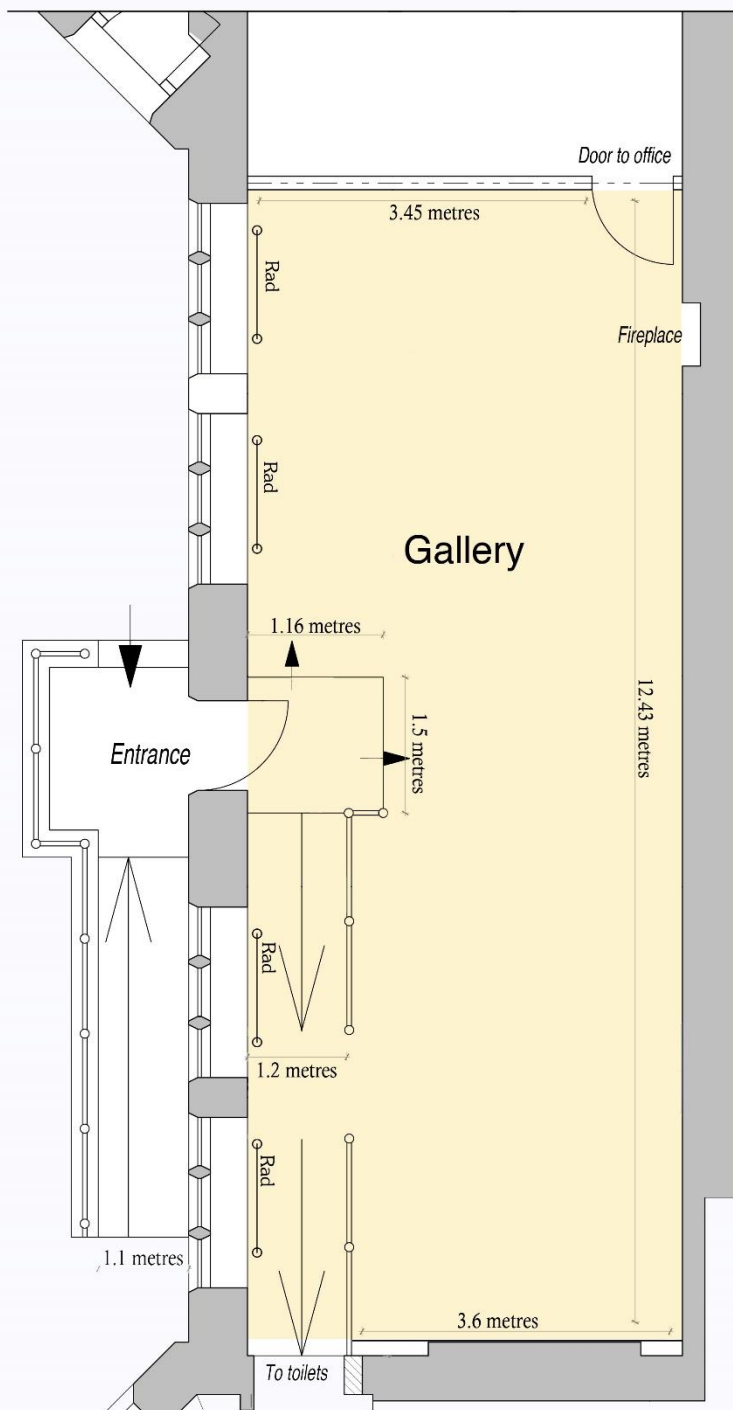
If the gallery is not put back to a reasonable condition, we will request a £50 making good charge.

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## The Gallery Layout



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## Equipment:

Our Gallery has several white wooden plinths of various sizes (see table below for dimensions), a glass display cabinet, print display racks, tables & chairs that are all included at no extra charge. Some hanging and make good equipment/supplies (see list below) is also included and you should check what is available before your hire period starts. You will have access to a small kitchen with a sink, kettle, microwave, and fridge.

### Gallery Cupboard:

- **Drill**, including spare battery and charger. (Two drill bits are available for pilot hole and screws.)
- **Hammer**
- **Screwdrivers** (various)
- **Screws**, specifically selected to work with our walls.
- **Small nails** for lighter work or paper
- **Bulldog clips** (various sizes)
- **Spirit levels**
- **Tape measure**
- **Sandpaper and block**
- **Polyfilla and palette tool**

### Gallery Equipment:

#### **Plinths:**

10 white wooden plinths of various sizes (see table of measurements below)

| Plinth Dimensions |       |        |          |
|-------------------|-------|--------|----------|
| Width             | Depth | Height | Quantity |
| 57                | 57    | 100    | 3        |
| 49                | 125   | 50     | 2        |
| 31                | 31    | 105    | 1        |
| 35                | 110   | 110    | 2        |
| 30                | 30    | 80     | 1        |
| 40                | 40    | 46     | 1        |

**Glass display cabinet (with light at top):** glass sides, back and door and 3 glass shelves

1.63m (H) x 43cm (W) x 38cm (D)

**Small TV screen with remote and stand**

**2 card holders, one freestanding one for plinths and tables**

**3x print stands/browsers (various heights)**

### **Gallery cupboard and Store cupboard:**

Use the second orange key to open the middle cupboard in the Green Room. This is the "Gallery Cupboard."

The Hirer is expected to supply their own hanging items within the regulations of the terms and conditions. If our supplies are running low, please notify a member of staff. All items must be returned to the cupboard after use.

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## **Entry/ Exit:**

**Use the Stage Door on Lansdown Road.**

Keys in lock safe on the right side of door.

**Code will be emailed to you before your exhibition.**

- Unlock bottom lock first then Yale to open the door.
- Upon entry the Alarm will start beeping (if no one else is in the building)
- Offer up the white round disc on key fob to top left hand side of Alarm Panel, on your left as you enter. Marked with arrows. Alarm will stop beeping.
- Please **immediately return the keys** to the key safe at this point and **scramble the number.**



**Entrance to 'Green Room' next to Gallery:**

- Enter the code (emailed to you before your exhibition) on the keypad & turn both handles to open (*if you make a mistake press 'C' to reset and try again*).
- The key for the gallery door has an orange keyring and is hanging on the wall to the left of the green room door as you enter. The set also has a key for the middle locker in this room where you will find your gallery equipment (*tools and fixings etc*).

**The Gallery:**

- Gallery lights are at the far end of the gallery (*one light switch is next to the door in the green room*). The Gallery spotlights plugs are located at skirting board level at either end of the Gallery.
- The Gallery entrance door to the street is secured via 2 bolts on the inside of the door (*no key*). **Make sure the gallery is fully secure when you or an invigilator is not present.**
- Glass lobby door should be kept closed to retain heat in cold weather.
- There are 2 A-Boards for advertising the exhibition. Put one outside next to the disabled access ramp (*make sure you do not obstruct disabled access*) and one at the bottom of the High Street (*please ensure this is not in the way of vehicle access*). **Do Not obstruct the pavement.**
- Put the 'Gallery Open' sign at the bottom of the steps and the 'Gallery' flag in the holder (*on railing next to entrance steps*). **REMEMBER to bring them in each evening.**
- Fire door to foyer and LH&G main entrance is kept locked at all times (*key on hook to right of door*). This exit must only be used in emergencies.
- **Heating:** The central heating is controlled by the thermostat next to the electric cupboard. **Do Not** touch the radiator controls.

**Accessible entrance and toilet:**

Please open the glass door for the public when necessary. There is a bell if someone would like to alert you that they need assistance.

The accessible toilet can be found at the end of the corridor. Please turn on the hall light when open, the light in the toilet is motion sensor. There is a red emergency cord next to the toilet. If

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pulled, a light and alarm will trigger in the gallery. You can access the toilet if required to do so by turning the lock with a coin. Press "reset" button behind toilet switch off alarm.

### **The Kitchen:**

The light switch is in the green room to the left of the door. Please take care on the steps. The kitchen is available to make drinks and snacks. If you use our tea/ coffee, please leave a donation. The fridge is also available for you to store refreshments for your Private View. A selection of glasses are available in the overhead cupboards.

### **Exit via same door you entered:**

- Bring the A-boards in from outside. Bolt gallery entrance, ensure lights and plugs are off, use orange key to lock gallery.
- Make sure the green room door is locked.
- Check if there are other people in the building (*e.g.: classes or events in the hall, staff in the office*) **DO NOT set the alarm or bolt lock the door if there are people in the hall or office.**
- Get the key from the safe next to the stage door.
- **If building is empty, set the alarm:** Offer up the white round disc on key fob to panel again. Alarm will start to beep.
- Leave building and close door. Listen to make sure beep stops which signals Alarm is properly set.
- Lock with Chubb.
- Return keys to safe and scramble the number.

### **Fire Exit:**

The door at the end of the Gallery to the foyer is a fire exit only. This should be kept locked, and the key must be left on the hook next to the door in case it is required for an emergency exit.

In emergencies the double doors from the foyer can be opened using the push bars. All invigilators should familiarise themselves with the Fire Procedures of LH&G.

If the alarm sounds gather all visitors and invigilators at the meeting point in Bank Gardens.

We request that all hirers keep accurate records throughout their exhibition. We will provide Footfall Figure and Commission Forms.

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## Terms & Conditions

The hirer is expected to read all information provided before signing the Booking form, to secure the booking. Failure to adhere to the information provided and the terms and conditions will result in a £50 fine, set to reflect the "Making good fee". Additional fines or fees will be outlined in invoices sent after the closure of your exhibition.

### Building Responsibility:

The hirer is responsible for the safety and security of the gallery for the duration of their exhibition. This includes but is not limited to:

- Maintaining the secure locking and security of the gallery and communal spaces.
- Protecting and doing no damage to the designated areas of the building.
- Making sure the equipment is returned to the correct location.
- Reporting any damage IMMEDIATELY.
- Returning the gallery to an exhibition ready state at the end of your exhibition (*Failure to do so will result in a £50 minimum fine*).

### Insurance:

Our insurance covers fire and theft (by forced entry) to items exhibited in Lansdown Gallery to the total value of £40,000. (£2,000 maximum on any one piece). If you require higher cover, please make your own arrangements. We assume you have your own public liability insurance.

N.B. LH & G will not be held liable for damage to or theft of personal belongings or of any artwork on display in the gallery during exhibition opening hours and the private view.

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