

**Lewisham Arthouse Project Space Hire**  
**Terms and Conditions**

**1. Fees**

a) Hire Fee - rates from October 2018 as follows:

2 weeks = £400 (**Minimum booking**)

3 weeks = £550

4 weeks = £680

Fees are to be paid in full 4 weeks before a booking begins or the Arthouse retains the right to cancel the booking and withhold the deposit. Charities, schools and non profit organisations are entitled to 25% discount.

b) **Maintenance Deposit** - There is a deposit of £100 to be paid when a booking is confirmed and the hire contract is signed. This deposit is separate to the hire fees and is returned within 10 working days of the end of the hire period subject to the condition of the space (ie fixtures, fittings and decoration). All walls, floor and ceiling must be returned to the condition they were in when the hire began. Any damage must be paid for, this includes plinths, benches and any items borrowed by or used by the artists/organisers throughout the hire period.

c) **Invigilation** - An invigilator must be present whenever the Arthouse doors are open. This is a requirement of all exhibitions and events and it is the responsibility of the exhibitors/organisers to ensure that an invigilator is provided. If an exhibitor is unable to provide enough cover then the Arthouse can put a call out to our membership to cover the shortfall on behalf of the exhibitor. This must be arranged in advance and the invigilators must be paid at a reasonable hourly rate (currently £8p/hour) with payment details being finalised directly between the exhibitor and invigilator.

d) **Cancellation** - if the exhibitor(s) chooses to cancel with less than 4 weeks notice before the hire date then the Arthouse reserves the right to withhold their deposit. If either the Arthouse or the exhibitors are forced to cancel or postpone due to reasons beyond their control (such as personal health or global pandemics etc) then if alternative dates cannot be found that are suitable for both parties, all monies will be refunded in full.

**2. Transport, Installation and Removal of Work**

- a) Transport, installation and all exhibition logistics are the responsibility of the exhibitor/event organiser.
- b) Access for installation starts at **09:00** on **Wednesday**
- c) All work/items etc. must be removed by **17:00** on the final **Tuesday** and the space must be returned to its original condition or the deposit will be withheld. If you need additional time or your exhibition does not fall within regular hours this must be negotiated before the exhibition ends. The Arthouse will always try to accommodate exhibitors needs and support any specific requirements however this must be agreed in advance as exhibitions are booked back to back and any delay will affect the hire of the incoming exhibitor.
- d) Health and Safety - All exhibitors are required to complete our event and exhibitions risk assessment at least two weeks before their hire begins and sign our Covid-19 risk assessment when they first arrive on site. All exhibits must be firmly secured. Health and safety protocols must be observed throughout the installation and all electrical equipment must be PAT tested where relevant. Any artwork or equipment considered to be a danger or health hazard will be removed immediately and if necessary the hire will be terminated or exhibition closed without notice.

### **3. Insurance**

- a) Insurance of the exhibits is the responsibility of the exhibitors/event organiser.
- b) All artworks are exhibited at the artist's own risk and the Arthouse takes no responsibility for any items damaged or stolen during an exhibition.

### **4. Invitations and publicity**

- a) The Arthouse uses Mailchimp to send out a press release to our mailing list and posts all exhibitions on our website and social media (Instagram)
- b) Exhibitors are required to provide the following press material at least 4 weeks before their exhibition opens:
  - 1. A word document containing; title, dates, opening times, private view date, a description of the event (press release), an event summary (50-100 words) and any relevant URLs or links to projects or artists.
  - 2. An audio recording of the written document to be included on our website.
  - 3. One jpeg at 72dpi, minimum size 420 x 595 pixels, no more than 1mb.
  - 4. Square version of the jpeg for the thumbnail 300 x 300 pixels (optional)
- c) Exhibitors are encouraged to do as much of their own publicity as possible.

- d) When the exhibition is open we ask that exhibitors provide at least one large format copy of any printed material associated with the exhibition to provide for visually impaired visitors.

## **5. Exhibitions: Opening times and access**

- a) Each hire period runs from 9am on Wednesday to 5pm on the final Tuesday, this is the total hire period and includes the installation and take down.
- b) Our standard public opening times are 12 - 6pm. Which days the exhibition opens to the public within the hire period is up to the exhibitors but dates must be agreed by the Arthouse before being advertised.
- c) Access times for installation and take down need to be agreed in advance and should be provided at least a week before the hire begins. Exhibitors are not given keys and all access times must be agreed in advance to ensure an Arthouse member is on-site to unlock and lock the building.
- d) The project space cannot be locked independently of the building and access must be kept clear for public use of the disabled toilet and electrical cupboard at the rear of the space. A route through the project space to the disabled toilet must be accessible by a wheelchair at all times.
- e) The Arthouse retains the right where reasonable to use the project space for activities such as meetings and council surgeries during an exhibition but at times when the exhibition would not otherwise be open. In the event of such an activity the exhibitors/organisers will be notified in advance and the Arthouse will provide invigilators to ensure the safety and security of the exhibits.

## **5. Exhibitions: Private View**

- a) Each exhibition is allowed to hold one private view event, opening in the evening 6-9pm.
- b) The date for the private view must be agreed in advance with the project space team so they can ensure it does not clash with other Arthouse events.
- c) For the time being the Arthouse will not be providing it's donations based bar but exhibitors are allowed to provide free drinks for visitors. No money should change hands and we ask that the exhibitors do not collect donations.
- d) All private view events must be held in line with the current Government guidelines and any relevant restrictions for coronavirus.