

Stables Gallery Exhibitors Handbook - 2023

Hall Place & Gardens, Bourne Road, Bexley, Kent, DA5 1PQ

Contents	Page
The Stables Gallery at Hall Place	2
The exhibition process	3
Standards and guidelines for exhibiting	4-5
Hall Place – general house rules & holding a private view	6
Publicising your exhibition	7
Exhibition commission & administration charges	8
Exhibition booking form and contract	9
Exhibition terms and conditions	10
Exhibition sales agreement	11



GALLERY AT HALL PLACE

Hall Place is a significant historic house and popular visitor attraction set-in award-winning gardens. The Stables Art Gallery was created for the exhibition of contemporary artwork and community displays. This lovely space also houses our gift shop.

The gallery has exhibition LED and track lighting with a range of adjustable spots.

Stables Gallery

The Stables Gallery is an accessible and attractive venue located in the former stable block adjacent to the Visitor Centre.

The main hanging wall is on the north side approx. 19m. The hanging system will allow you to hang the full length of the long wall with the exception of a small space behind the shop counter and with additional wall space on the east and west walls as well as an area of the south wall. The remainder of the south wall is taken up by windows and two glass doors (which are also fire escapes). The open feel of the Gallery encourages our visitors to take a closer look

There is a small area at one end of the Stables Gallery for floor standing plinths, if required. Access must be maintained to the staff and boiler room doors at all times. All access is subject to DDA compliance

A Hall Place staff member is present within the visitor center at all times between 10 – 5pm, however Hall Place cannot take responsibility for any damaged or stolen works. The Stables Gallery is connected to the Visitor Centre, with the Riverside café and Education suite

Artwork can be sold through the shop, subject to published commission and administration fees.

The Stables Art Gallery is open to the public at the same times as the Visitor Centre

Visitor Centre and Riverside Cafe	
Monday – Sunday (Summer)	10am – 5pm
Bank Holidays	10am – 5pm
Monday – Sunday (Winter)	10am – 4.30pm

Please note these times are subject to change.

The Visitor Centre is closed on Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day.

THE EXHIBITION PROCESS

Exhibition Proposals:

- Proposals are accepted and assessed regularly and should include images of the work and information about the artist/s. We will discuss the exhibition dates, fees and installation process.

On Booking:

- The chosen exhibition date will be confirmed on the completion and return of the exhibition contract, signed sales agreement and signed terms and conditions, together with the required non-refundable deposit (made payable to **London Borough of Bexley**).
- A post-dated damage deposit cheque for **£100.00** is required (dated one week prior to exhibition opening). This will not be banked but will be held by the finance department until the close of the exhibition. Please make this payable to **London Borough of Bexley**.

Two Months Prior:

- Your balance will be due two months prior to the start of your exhibition. Payment can be made by
 - 1/ Invoice, which can be paid by card or bacs payment
 - 2/ Direct card payment - a confirmation receipt of payment will be sent by email
 - o Please discuss your preferred method with the team.

Images should be submitted to Hall Place for the creation on your exhibition poster, that will appear on the Hall Place Website and social media. Please note the posters are of a standard template. The Website is updated when the exhibition starts, however we will aim to list the exhibition as an event in the month prior to opening

Setting Up:

- A list of items for sale should be handed in on the Thursday during setting up. A copy will be kept for stewards to take payment of sales. Each piece of work for sale should have a clear label displayed and should be numbered, titled, and include the artist's name. The labels should clearly correspond with the list.
- Artist/s are responsible for bringing their own stepladder for setting up. We are unable to supply this.
- Winter set up can begin from 10 am in the Gallery section only and from 3 pm in the shop section (this may be earlier if the shop is not busy)
- Summer set up can begin in the gallery section from 10 am and the shop section from 5 pm (shop set up may be earlier if it's a quiet day but only with agreement of Hall Place)

On Taking Down:

- All sold work is to be collected either on the day of taking down or within one week of the exhibition closure.
- Artist/s are responsible for the prompt taking down of work at the agreed time.
- Following the satisfactory de-install of the exhibition and providing there has been no damage caused to the gallery by the artist/s or their agents, the damage deposit cheque will be returned to the artist/s.
- Winter take down is from 10 am gallery section and from 3 pm in the shop section (this may be earlier if the shop is not busy)
- Summer take down can begin in the gallery section from 10 am and the shop section from 5 pm (shop set up may be earlier if it's a quiet day but only with agreement of Hall Place)

Within 6 Weeks: Within 6 weeks of the exhibition closing, the artist/s or the nominated representative will receive payment by BACS for any items sold, less commission and administration fee.

STANDARDS AND GUIDELINES FOR EXHIBITING

Hanging

For group exhibitions, one nominated person from the group will be in charge of the installation process and the agreed liaison point with Hall Place staff.

- Artists must hang their own works.
- Access to the 'gallery only' (not shop area) section can be allowed from 10 am on your set up day with prior notice to prepare for full hanging. Access for staff and emergency exit must be maintained.
- Access to the shop section on your set up day will be by prior arrangement only and only the afternoon and at the discretion of Hall Place on the day. . However access cannot be guaranteed as this will be dependent visitor numbers within the area. We will work with you on the day as best we can.
- All art work must be hung using the installed hanging systems - I would advise the artist to have string, wire or small d rings on the back. Hook barrels are the easiest system to use. They are designed for use with artwork that has d-rings and wire/string fitted. The installer simply hangs the picture onto the hooks. The artwork is easily taken off the hook barrels when required.
- There can be no change to the layout of the exhibition during the exhibition period.
- When installing, artists must be mindful that they are in a public space and respect the needs of our visitors.
- Access is to be allowed to all Hall Place staff at all times.

Framing

All work must be framed and ready to hang. No clip frames are to be used.

Exhibitors should be aware that large glazed works may be too heavy to hang securely.

Delivery

Groups will be advised of the install and delivery times for the agreed exhibition slot. This will be agreed when the exhibition is booked. Install must take place within these times. Any over-run of times could be charged.

Cars can unload to the rear of the visitor centre where space allows. Gates and fire exits must not be blocked. Access to the arrival's courtyard on the day/evening of your install can be agreed in advance with Hall Place, however gates must be kept secure.

Stewarding

- A stewards table can be provided but must be agreed in advance with Hall Place.
- Please only allow a maximum of 2 Stewards at a time.
- Due to Covid19 please do not hold group meetings within the Gallery space
- Stewards must bring a face covering and will be encouraged to wear one during busy periods
- All Stewards must arrive from 10 am. Access is not available before this time. Please use the main Gallery doors to enter and **NOT** the fire exit on your stewarding day.
- The selling of cards and other sundry items through the shop till must be agreed in advance with Hall Place. The shop staff will keep a tally of all items sold. Each card /item must have the name of the artist and a price listed on the back.
- Gallery stewards are welcome to take cash payments for cards/ items, but must provide their own cash float and keep an accurate record of each transaction with the artist name and price. This must then be given to Hall Place with in one week of the exhibition close.

Layout

When thinking about the layout of your work there are a number of issues to consider. Hall Place staff are available to give help and advice where needed. Free-standing works or plinths should be placed with a minimum of one meter clearance on all sides for disabled access.

Sensitive works like textiles and water colours will be best placed away from direct sunlight. Light levels should be taken into consideration when planning an exhibition.

Works should be properly aligned on the walls.

Labels

All artwork and other pieces in the exhibition must have labels. Labels should be in black type. They should be printed on thick white plain card. They should be affixed to the lower right-hand corner of the work with masking tape hung from the back of the work.

Labels should include the following information:

- The number of the piece
- The title
- The name of the artist, for group exhibitions
- The material/medium
- Price (if for sale)

List of items for sale must correspond with the above labels. Hall Place cannot be responsible for any errors due to inaccuracies.

Introductory Text Panels

All introductory text panels must be framed and hung. The text panel should be black type and must be printed on white plain paper.

Gallery Table

Exhibitors will be provided with a table and are invited to bring a visitor comments book. Please discuss any specific requirements with the Hall Place team.

Insurance

We recommend that all exhibitors make certain that their artwork is properly insured as a group or through each individual artist as Hall Place does not accept liability for damage or loss to any artwork.

HALL PLACE: GENERAL HOUSE RULES

Hall Place reserves the right to refuse to accept or to exhibit work that it deems to be of an overtly political, religious nature or inappropriate for the Hall Place audience.

Exhibitors should be aware when selecting art for exhibitions that the majority of visitors to Hall Place and Gardens are in family groups and that the content of exhibitions should be suitable for all ages.

The following extracts from the Hall Place guidelines are for the information of exhibitors. These standards must be met in order to maintain the fabric of the building. Damage can occur unseen over time as wear and tear builds up.

- **No** blue or white TAC to be used within the site.
- **No** Sellotape to be used within the site.
- **No** laminated signs to be put up. The position and nature of any signage is to be agreed in advance with Hall Place staff.
- **No** smoking or the lighting of any naked flame on site.
- Please remove any masking tape, if used to hold down hanging wires on the day of take down.
- Photography is generally permitted on site.

HOLDING A PRIVATE VIEW

You are more than welcome to hold a private view on any evening of your exhibition.

Private views can be held between the hours of 5.30pm – 8pm to include set up and break down time, on a Monday – Thursday as part of your booking fee. Private views requests for a Friday/ Sat & Sun will be liable for a hire charge equivalent to that of the Riverside café i.e. currently £175 per hour

Please note only white wine and clear/white drinks can be served to avoid damage to the fabric of the Gallery.

Hall Place recommends a safe limit of no more than 60 - 80 people at any one time in the Stables Gallery, based on the drinks being served in the Visitor Centre. This should be considered when issuing invites. Hall Place reserves the right to refuse admission.

The Group are responsible for any signage required to private view event. Access on the night is to be discussed and agreed with the Hall Place staff in advance. Access routes will depend on the time of year.

Hall Place reserves the right to charge an additional fee should your event overrun. Please ensure time is allowed for clearing up and vacating the premises.

If you are having refreshments and wish to hire our glasses package we can provide this for a one-off charge of £35.00 + VAT. If you wish to provide simple catering for your guests this can be arranged in advance with our catering team who can be contacted via Lynda Weaver, our Commercial Manager at lynda.weaver@bexley.gov.uk or telephone 020 3045 4088. There is, of course, no obligation to hold a private view.

Exhibitors are responsible for sending invitations for private views to friends, family and personal contacts

PUBLICISING YOUR EXHIBITION

Due to restrictions on space and the ever-increasing number of events staged at Hall Place every year, we cannot list every exhibition in our annual leaflet and so encourage our visitors to check the website for details of current and forthcoming exhibitions. We will also display two standard posters on site

Posters

Hall Place will produce a simple poster advertising the exhibition. A digital copy of your image and text must be supplied one month before the exhibition.

Hall Place will distribute posters to local libraries and council offices but we cannot guarantee that these will be displayed.

Branding

All signage and posters on site are required to fit a set template to comply with the Hall Place and London Borough of Bexley Branding. The importance of a clear accessible message is paramount. Therefore, we ask that all promotional material is agreed in advance with the Hall Place staff.

Press Releases

We find that the local press is more receptive if the artists themselves approach them to publicize an exhibition.

Photocopying

Artists who wish to print or photocopy documents related to their exhibition can do so using Hall Place office equipment. Staff permission is required and the prices below will be charged and invoiced.

Single Sided

Black & White – 10p per sheet
Colour – 20p per sheet

Double sided

Black & White – 20p per sheet
Colour – 40p per sheet

HALL PLACE AND GARDENS EXHIBITION RATES

Stables Gallery

£800.00 per month plus VAT

Deposit: A non-refundable deposit of £150.00 inc VAT is required to secure a booking, the remainder to be paid no later than one month prior to the exhibition. Non-refundable deposit and balance should be paid by card where possible

Damage deposit: £100.00 refundable. Cheques for the post-dated damage deposit should be made payable to **London Borough of Bexley**.

Commission

15% (no VAT) on all sales from exhibitions.

Administration Charge

A **2.5%** administration fee on any commission will be charged. Any commission and administration fees due will be deducted from your final sales payment.

Sold Art Work

If you are selling your work you may wish to provide appropriate wrapping material for purchased goods, so that they can be wrapped at the end of the exhibition before they are collected. Hall Place cannot be responsible for wrapping items sold. Hall Place cannot accept responsibility for the damage to any art work. If damage is present the customer will be advised to contact the Art group directly for resolution

THE EXHIBITION CONTRACT

Exhibitors confirm by signing this contract that they have read the Exhibitor's Handbook and agree to abide by it's contents and the terms and conditions overleaf.

CONTACT DETAILS:

Name: _____

Address: _____

Contact Tel No: _____

Email: _____

EXHIBITION NAME: _____

Stables Gallery:	£800.00 plus VAT		
Hire start date:		Hire finish date:	
Exhibition open date:		Exhibition close date:	

Do you require any staff support?	Yes / No	Please ask for details			
Do you require a private view?	Yes / No	Date:		Time:	6pm – 8pm
Do you require our glasses package?	£35.00 + VAT	Yes / No			

£150.00 deposit enclosed: Yes / No **£100.00** Post dated damage deposit enclosed: Yes / No

Office use only

Gallery Cost:	£
Private View:	£ F.O.C.
Glasses Package:	£
Staff Support: £	£
Total Cost: £	£
Deposit Paid: £	£
Final Balance:	£
Due By:	

TERMS AND CONDITIONS

- The exhibitor will provide a full list of all displayed items. Hall Place will check works against this list before the exhibition opens.
- All artwork logged in must remain on show at Hall Place for the length of the exhibition unless with permission of Hall Place.
- Works must be secured effectively and with the advice of Hall Place staff, who, have the safety of our visitors as their primary concern, as well as experience of the exhibition process, adhered to at all times.

- Hall Place reserves the right to close an exhibition space to the public for short periods of time without prior notice to the artist and the public. We will attempt to inform the artist in advance if it is possible.
- All artists must comply with the timetable set out in the 'Exhibition Process' section of the handbook in providing information about the works to be exhibited and the exhibition in general.
- Hall Place has very strict rules as to the use of the historic house and associated buildings in its care. Exhibitors must abide by all of these rules. A full list is given in the Exhibitors Handbook.
- Group exhibitions must nominate a contact representative, who will sign the exhibition agreement on the group's behalf. If artworks are sold from a group exhibition, monies are paid to the group contact only – **not individuals**. Groups must provide Hall Place with a full list of those exhibiting in the gallery space.
- All works must be collected as a group so they can be signed out together **on the nominated day**.
- All artwork must be removed from Hall Place at the end of the final date of the exhibition (unless temporary storage has been discussed and agreed).
- Hall Place reserves the right to cancel any exhibition at any time if it deems such action is necessary, or close the gallery to the public without prior notice.
- The artists are responsible for hanging the exhibition under the supervision of Hall Place. Hall Place's decision on matters relating to the safety of visitors and the buildings is final.
- Exhibitors are financially responsible for any damage caused to the fabric, décor, contents or equipment of Hall Place that is caused by their exhibition/installation methods. This liability is not limited to the damage deposit required of £100.00.
- Hall Place cannot accept any responsibility for the loss of, or damage to artwork during the exhibition period. If deemed necessary the group/artist must make their own insurance arrangements.
- Artists are reminded to respect the premises as a significant historic site and visitor attraction.
- The agreed fee for gallery hire, and the damage deposit, is payable prior to the use of the gallery for exhibition.
- If you choose to sell your works you are bound by the terms and conditions of our sales agreement that must be signed prior to the exhibition opening.

Agreement Signed by Hall Place:

Signed:

Print Name:

Date:

Agreement Signed by Individual Artist / Group Representative:

Signed:

Print Name:

Date:

SALES AGREEMENT

- All sales of exhibited works are governed by this sales agreement.
- Sales of prints, postcards etc related to the exhibition may be negotiated separately by prior arrangement with a member of staff.
- Hall Place will handle all sales through the Stables Gallery shop for exhibitions in the Stables Gallery.
- Sales of the artwork can be made between the hours of 10am – 4:30pm.
- All sales will be payable to one individual, the artist or group contact.
- Hall Place will take 15% commission on all sales and 2.5% admin fee on commission charges.
- The artist’s representative will be paid the sale proceeds on paintings sold net of commission and admin fee within six weeks of completion of the exhibition and after all transactions are finalised.
- We cannot accept responsibility for any problems occurring as a result of artist labeling errors.
- Whilst we make every endeavor to ensure that no mistakes occur in the sales process, once the artwork has been sold and Hall Place has accepted payment through reception, the artwork is legally the property of the customer and can be collected at the end of the exhibition.

Individual Artist/Group Representative (delete as appropriate)

Payment to be made payable to: _____

Address: _____

Contact Tel No: _____

Email: _____

Agreement Signed by Hall Place	
Signed:	
Print Name:	Date:

Agreement Signed by Individual Artist / Group Representative:	
Signed:	
Print Name:	Date:

