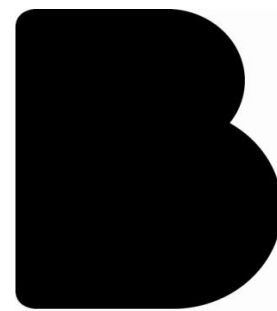


Hiring The Front Room Gallery

Guidelines & Criteria for use



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THE BEANEY
HOUSE OF ART
& KNOWLEDGE

The Front Room is a community exhibition space situated within The Beaney House of Art and Knowledge. Exhibitors will have exclusive use of The Front Room and facilities to professionally exhibit work. Exhibitors will also benefit from the museum and gallery's high footfall and it's prominent high street location as well as excellent facilities including the recently refurbished café.

1. CRITERIA

Applications to use The Front Room are assessed by the Beaney Programming Group. The group meet approximately every 6 weeks. Each application will be judged on how well it meets the shared priorities of the Beaney Vision (details can be found on the About Us web page – vision, strategy and objectives) and fits into the overall exhibitions programme. Please be aware that due to high demand not everyone, unfortunately, will be successful even if they meet all the criteria. Applications are welcome from community groups, cultural organisations, artists and artists' collectives from within Kent. Have you already exhibited, or do you plan to exhibit, this work elsewhere? If so please provide details when applying.

2. COMMISSION & FEES

There is a hire fee of £1200 + VAT for a 30 day period (including 5 weekends) in addition to 3 days for installation and take down of the show. A 20% deposit must be paid at least 2 months in advance of the agreed hire period, when a contract must also be signed, with the remainder being paid at least 1 month in advance of the agreed hire period.

When hiring the Front Room no commission will be charged for selling shows.
Sales will be handled at all times by the exhibitor.

3. HANGING & DISPLAY

Exhibitors are expected to hang their own exhibitions and to discuss and agree hanging methods and arrangement of works in advance with the Galleries Officer. Tools and access equipment must be provided by the exhibitors themselves. Exhibitors are required to make good (i.e. fill and repaint) any fixing holes or similar made in walls, and to leave the space as they would wish to find it.

Work must be displayed securely or the exhibition stewarded during ALL Beaney opening hours, including bank holidays and weekends, whilst the show is running.

4. PUBLICITY & PRESENTATION

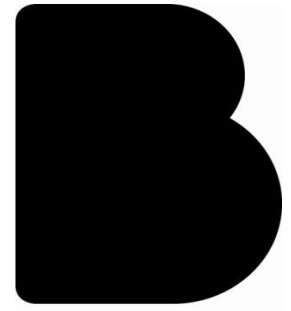
Exhibitors are required to provide a statement (no more than 100 words) suitable for inclusion in a press release, plus a one page current CV. 2 promotional images (jpeg, 300dpi) should be supplied by the artist.

The Beaney will provide design and print for text panels, labels and poster (on scheduled receipt of information from the artist).

5. INSURANCE

The Beaney will provide insurance for exhibits through the Council's insurers from when the work is completely installed at the Beaney until it is taken down. To allow sufficient time for insurance to be arranged, lists of works including insurance values must be supplied to the Galleries Officer at least one month, preferably two months, before the exhibition.

Exhibitors are required to have Public Liability insurance of up to £5 million (to cover anyone working on the installation and take down of the exhibition and for the duration of the show). Please contact us for information regarding Public Liability if you need to.



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(Continued)

6. TRANSPORT

Exhibitors are responsible for arranging transport (and insurance whilst the work is in transit) of exhibits to and from the Beaney and the costs incurred thereby. There is a loading bay in Best Lane where vehicles may be parked for delivery and collection by prior arrangement with the Galleries Officer if space is available. Parking for delivery and collection outside the High Street entrance is possible before 10am or after 4pm. Please note there is no storage on site for packaging.

7. OPENING TIMES

Front Room gallery exhibitions are not open for the full Beaney opening times (which include Visitor Services and the Library, see website for full details) but will remain in situ for the duration of the exhibition dates given. The Beaney does not provide any stewarding for exhibitions.

The gallery opening times are:

Monday: Closed

Tuesday – Saturday: 10am – 5pm

Sunday: 12 – 5pm

8. PREVIEWS

Previews and similar events for exhibitions in the Front Room are possible to arrange by prior agreement with the Programme & Engagement Manager. They must take place during normal Beaney opening times and any costs must be met by the exhibitors. Any refreshments must be purchased from The Beaney café (at a 10% discount). Invitations produced by the hirer need to follow Beaney branding guidelines and be approved by The Beaney before printing and/or digital distribution.

9. EVALUATION

Participating exhibitors are expected to complete an evaluation form at the close of the exhibition and support the evaluation process whilst the exhibition is delivered.