



londonprintstudio
Gallery Hire

General information

Our gallery is a well presented high end art space situated on Harrow Road, a busy shopping street in West London. The nearest Underground Stations are Westbourne Park and Queen's Park.

The gallery has 20 linear metres and 25 square meters of exhibition space. Fully accessible, with excellent natural light, in an invigilated building, our gallery is an ideal venue for art exhibitions. We have a hanging system for 2 dimensional work, and a gallery lighting system. The space is also suitable for photography and small film shoots.

The gallery is part of an arts centre with print studio and shop complex run by london**print**studio, a well established arts charity providing educational facilities. The proceeds from our gallery hire go to support our charitable work.

We welcome:-

Artists, printmakers, illustrators, photographers and designers
Galleries and independent curators
International galleries and curators
Art and design schools
Art, photography and design publishers

We do not charge hirers commission on gallery sales.

Hire rates

Rates shown are for our normal 5 day week (10.30 -5.30) Tuesday to Saturday. The gallery can open for longer hours by special arrangement at an additional cost.

	High	Med	Low
January			£ 600
Feb			£ 600
March			£ 600
April		£ 700	
May	£ 800		
June	£800		
July		£ 700	
August			£ 600
Sept	£ 1000		
October	£ 1000		
Nov	£ 1000		
Dec		£ 700	

All prices include VAT



Gallery hire

We hire our gallery space which operates alongside our professional print studio, shop, cafe area and offices. The minimum exhibition hire period is normally 2 weeks. Hire costs include an opening event (6.30 -8.30pm), listing in our monthly studio mailing to 4,000 people, and listing in our social media.

The building is invigilated, and normal gallery opening hours are Tuesday - Saturday, 10.30 - 5.30pm. The normal hire period runs from Tuesday to Saturday. There will be one late opening from 6.30pm to 8.30pm as an inclusive part of the hire, with the premises cleaned up and vacated by 9.00pm.

Staff working in our shop invigilate the building. Hirers are provided with a small table and chair, if required, from which they can sell their work, with wifi access. We do not charge commission on work sold from the hired gallery space during the exhibition period.

The gallery provides 19 linear metres of hanging space with an integrated hanging system for 2 dimensional work. The hanging space can be expanded with additional panels (at an additional cost).

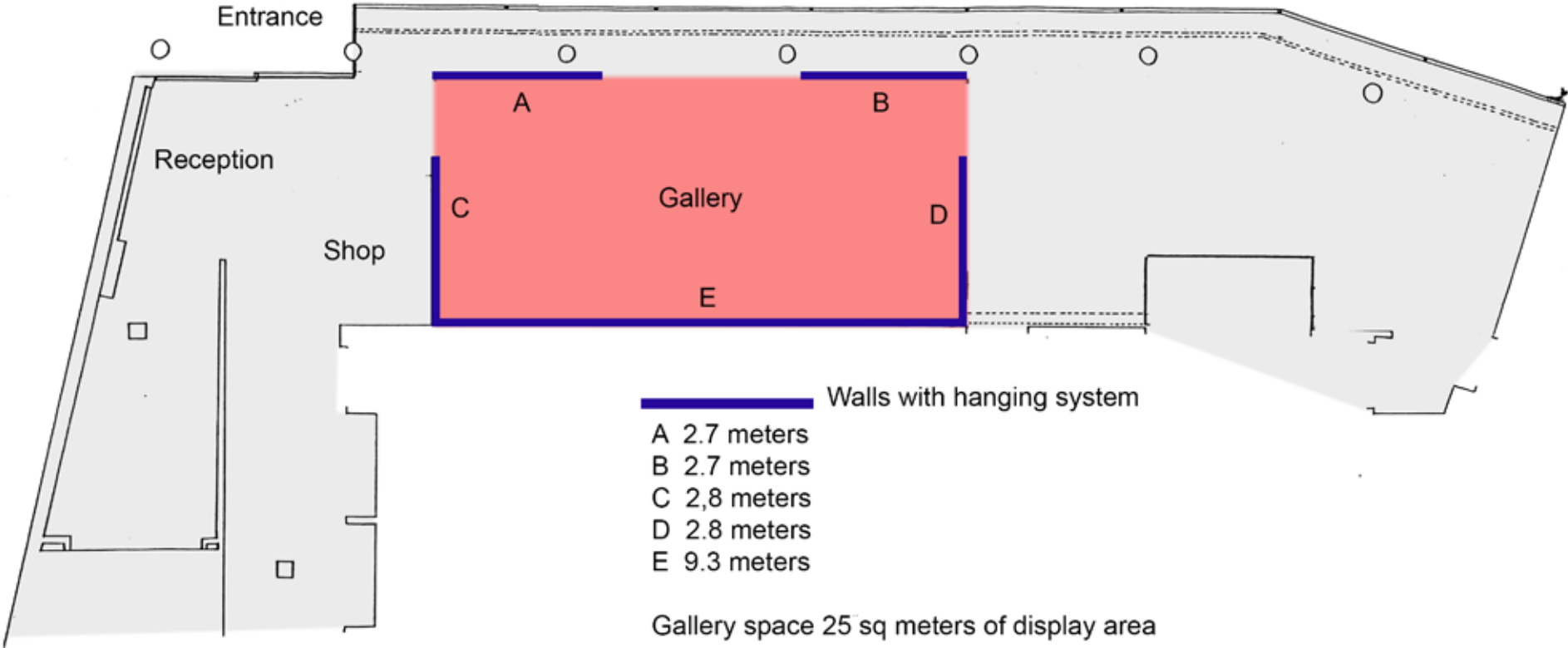
Additional opening hours outside normal gallery hours are available by special arrangement as part of the advance booking service with an additional monitoring cost. We reserve the right to hold courses in the gallery outside normal gallery hire times.

Hirers and their guests do not have access to our print studio and other londonprintstudio areas or equipment. Our shop contains some valuable prints and other goods and is closed outside normal gallery hours.

No sales commission

We do not charge commission on work sold from the hired gallery space during the exhibition period. All sales and sales administration will go through the hirer, who will also look after the packaging and delivery of art works and exhibition items to purchasers. This means that hirers who are not VAT registered can sell art works without adding VAT.

Harrow Road



Exhibition advance marketing

While our gallery is an attractive venue, there are no guarantees that work from a particular exhibition will sell. Hirers need to market their exhibitions by producing and circulating a press release and invitations to the exhibition and opening party. Marketing the show is primarily the responsibility of the hirer. We do assist with marketing in the following ways:-

Circulation of Press Release excerpts / image in our monthly newsletter and exhibition opening invitations to our 4000 mailing list subscribers.

Social media mentions (sneak peek) 1 month in advance of the exhibition, the week of the opening, and the day of the opening, FB event, Instagram, and so on.

Coverage through our venue listings systems

Coverage on our website

In addition, hirers should provide 2 x A1 exhibition posters to promote the exhibition at street level in our A Board and on the gallery display system.

Hirers should note that marketing needs to be done well in advance, and that coverage even through listings requires all relevant information to be available at least three weeks before your show opens. To generate full coverage in our newsletter, website, and listings we need 4 high resolution images in appropriate formats, with listings copy and your press release not less than 6 weeks before your exhibition opens.

Summary hire arrangements

All gallery hire takes place under the london**print**studio Gallery Terms and Conditions

Proposal

Before discussing the hire, we ask hirers to provide us with a proposal giving their details, an exhibition outline with a title, some images (jpegs) of what will be on display, and a briefing on the size and number of the art works to be exhibited.

Advice session

We will discuss your exhibition and brief you on taking your project forward

Bookings

Bookings are made in advance, with half the booking fee due within 30 days of booking. The remainder of the booking fee is payable 6 weeks before the exhibition begins. It is not possible to provide a refund of any kind in the event of cancellation less than 6 weeks before the exhibition date.

A bookings summary will be agreed in advance specifying the hire details, set up and take down schedule, equipment and additional services (if any) required, together with invigilation details. Additional services can include out of hours hire costs, additional technical support, exhibition design services.

Opening and closing

london**print**studio staff will be on site during gallery opening hours and will be responsible for opening and closing the gallery.

Technical supervision

When setting up an exhibition, hirers will receive guidance from a london**print**studio technician, who will supervise installation and dismantling, the dates of which will be agreed in advance. Hirers are advised that we do not provide a porterage / handyman service or assistance with unloading / loading or installation or packaging. If you bring someone to install your show,

or you

intend to install yourself, you will do so under the supervision of our technician. We ask you to bring your own tools. A technical supervisor will inspect after the show is dismantled and hirers will repair any damage to the walls.

Deliveries

We can organise a scheduled slot (up to 90 minutes) for van deliveries / pick up on a loading bay that leads directly to the gallery display area.

Storage

There is no storage whatever at london**print**studio, and hirers are required to remove all items from the premises at the end of exhibition. Any items left after the agreed dismantling time after the close of the exhibition will be deemed to have been discarded by the hirer, and will be disposed of.

Insurance

It is a requirement of the hire that you make your own insurance arrangements to cover transport, installation / dismantling and exhibition of your artworks in the gallery.

Health, safety and security

We may require people to leave immediately if they break our rules on health and safety and security. In the event of a health and safety issue arising as part of the exhibition display, we reserve the right to cancel the exhibition hire without refunding hire fees.

Parking and public transport

There is no parking at london**print**studio, and we are in a controlled parking area.

The nearest Underground Stations are Westbourne Park (Circle, Hammersmith and City Lines), Queen's Park (Bakerloo, London Overground) and Kensal Green (Bakerloo, London Overground).