

Information for Hirers

Hirers Information Pack

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Conditions of Use

1. The space will only be used for the purpose for which it was hired.
2. Hiring period runs from Thursday to Thursday. Therefore hirers must enter on hiring start date at 6pm to collect keys and return keys and vacate on the hiring end date at 5pm.
3. The space should be locked up by 10pm after evening use; private view, late openings etc.
4. You will be opening the gallery daily for the public to view your work.
5. When open for events such as private views, entrance must be by invitation only. (Centrespace Gallery does not have an entertainment licence.) *Failure to comply with this stipulation may jeopardise the very existence of the gallery.
6. You are responsible for setting your own opening hours.
7. Your show must be open for a minimum of 11am - 3pm on Sat, Sun, Mon, Tues and Wed. Thursdays are optional. (It is possible to seek advice on your opening hours with the Gallery Committee before you commit yourself in print).
8. If you alter your agreed opening times without reasonable and timely explanation Centrespace reserve the right to deduct £50 per unopened day from your deposit.

9. Once your hours have been set, Centrespace expect you to be open for all the hours you have publicised.
10. Hirers must provide their own exhibition invigilators. It is recommended that there are 2 attendants in the gallery at all times. If the gallery is not open during the previously agreed opening hours without reasonable notice and explanation Centrespace reserves the right to deduct £50 per unopened day from the hirers deposit.
11. Hirers should ensure that everything is secure and locked whenever the space is left unattended.
12. Hirers are responsible for their own publicity - listings, posters, invites etc. Centrespace can lend you a disc containing the Centrespace logo and map to be included on your publicity. Special and serious attention must be paid to local publicity.
13. Centrespace Gallery reserves the right to use hirer's exhibition's in our publicity, e.g. for printed programme or Centrespace Gallery's website listing.
14. Hirers are to provide everything necessary in order to put up their exhibition eg drill, bit for pilot hole, block board screws, mirror plates, screwdriver etc.
15. Centrespace Gallery values its good relations with its neighbours, therefore hirers must treat our local environment and neighbours properties with respect.
16. Hirers must leave the gallery as it was found, i.e. ready for the next exhibition.
17. Centrespace Gallery is not responsible for any loss or injury, howsoever caused, to any member of the public or any hirer, or invigilator. It is a condition of hire that the hirer assumes all responsibility to ensure the safety of all persons entering or using the gallery space during the period of hire.
18. Noise must be kept to a reasonably low level in the gallery during the day due to the Law Courts being next door. This especially applies to the back area of the Gallery.

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Financial

- Hirers are responsible for their own insurance to cover fire, theft or damage to their exhibits and belongings. Centrespace accepts no responsibility for this.
- Hirers are responsible for public liability insurance.
- A deposit is payable upon our acceptance of the booking. In the event of cancellation, the deposit is returnable up to 2 months before the exhibition start date, or before our programme of events copy date - whichever applies. After which the deposit becomes a cancellation fee.
- In normal circumstances the deposit will be held until after the booking and is returnable minus electricity and any cleaning or damage costs.
- Centrespace Gallery does not except any responsibility for any damage of works incurred on its premises.
- Centrespace Gallery does not except any responsibility for any thefts of works incurred on its premises.

Notes on setting up and taking down

Setting Up

Please read the electric meter (the small cupboard on the right as you go in) at the beginning and end of the booking and make a note of the readings.

The wallboards are very strong and can take quite a lot of weight.

Please do not paint artworks, glue anything or write directly onto the wallboards.

If you wish to use the plinths, you should expect to touch up the paintwork on the Thursday night ready for use the next day. Please place the plinths on some form of covering for the floor (ie sheets or newspaper) before painting them and paint the plinths carefully. When hanging, drill a small pilot hole only. A block board screw can then be easily driven in. Please do not use sticky backed velcro for anything - it takes every single layer of paint off when removed! When positioning work on the wallboards, measure from the top or bottom of the boards, not the floor. This will be accurate. Make few and light pencil marks on the wallboards to position your work. Please use a rubber to remove excess pencil marks; do not paint over them as they will bleed through the paint.

There is an Allen key available to open the notice board just outside the gallery door.

Remove all screws and insert a large poster into this frame so that visiting public will know what time your exhibition is open if they are passing when the show is closed.

You will need to share this board with information about future exhibitions, so the gallery committee may add or remove information as your show progresses.

Lighting

To adjust the position of lights, turn individual lights on or off, or change a bulb, it is necessary to use the large stepladder.

Please do not do this on your own. This is a two-person job and you should have someone at the bottom to hold the ladder steady.

Please switch lights off at the wall before making any adjustments or changing them.

If a complete set of lights does not come on it is likely that just one bulb has gone.

If just one bulb is not working, check to see if it has been switched off on the light itself.

If not, then change the bulb.

First change the fuse (5amp) in the light switch (below the wall board) and test the lights, if they are still not working change the blown bulb.

Take care when changing bulbs that they are off first as they are hot from the moment they are switched on. Move the lights and touch the bulbs as little as possible, as they are very sensitive.

Taking Down

Where a screw has been removed from a wallboard there will be a slightly proud lip around the hole. Use a scalpel blade to take away the lip and then fill the hole with fast drying filler.

When dry, lightly sand the filler smooth and then paint. If possible, paint more than once. The wallboards have been roller painted in order to have a uniform texture. When painting either use the roller direct or apply paint with a brush and then roller it out to restore texture.

When painting the walls, please place cloth or paper below each wallboard to catch drips and splatters. Any drips not caught can be cleaned up with a damp cloth, if you are quick. If you have used blue tack to stick any of your work up or for information, the marks left behind will not take paint. Please remove the blue tack very carefully and use lighter fluid to remove oily residue before painting.

The fridge should be left clean, empty and switched off at the mains plug with the door slightly open.

Please remember to clean the sinks and toilet area at the end of your booking and do not forget to take your rubbish with you in the bin liner provided.

General notes

Invigilating

It is strongly recommended that there be 2 responsible persons invigilating at any one time, for security reasons. It is also more fun.

It is a good idea to arrive a quarter-hour before opening time to set up the sandwich boards and to check the lane.

If the lane is in a very bad state please report it to the council who should send someone to clean up. The phone number of the Council's Sex and Drug Litter Rapid Clean Up Team is: (0117) 9222241

However they may not respond as quickly as you would like and you may, in the interest of presenting your exhibition in the best possible environment, have to pick up/sweep up rubbish and, in extreme circumstances, even have to wash down the lane or part of it. (see practical notes below)

You will need to provide your own tea towel, tea, coffee, milk etc. and washing up liquid.

You will also need to provide your own hand towel for the toilet. The toilet is essentially for the use of hirers and their guests. It is not a public toilet. Use of the toilet by visitors to the exhibition will be at your discretion

Please make sure you take any rubbish away with you at the end of the exhibition.

The 3 sandwich boards must be brought back in each night or they risk being stolen or vandalised

It may be possible to hire exhibition attendants or bar attendants for your private view via Centrespace, please ask

Practical notes

The large padlock on the sliding door should be locked at all times, at present, due to a new board being added to the wall inside the right hand side of the door, the sliding door will not open.

If you need to use the hosepipe to wash down the lane please follow any instructions carefully and, for obvious reasons, please do not turn the water on at the tap until the other end of the hose is outside the building.

Make sure there are no kinks in the hose. Please use the outside broom to sweep the alleyway. When you are finished, turn off the water at the tap, and take the whole of the hosepipe out of the building to roll it back up.

The A Boards

There are 3 A-boards available for you to use to advertise your exhibition while it is on.

1 metal framed, perspex covered board with wheels.

2 lighter wooden boards with perspex covering.

We recommend that you use large and colourful posters on these A-boards. A2 sized posters are suitable for all of the boards, but in particular for the metal-framed board.

The more effort you make to attract public attention using these boards the better.

Small black and white photocopies of flyers look untidy and unprofessional.

We also recommend that your posters be laminated to keep them weatherproof.

Where to place the A-boards during your exhibition

The metal framed A-board should be attached, via the chain and padlock provided, to the Corn St end of Leonard Lane. The board itself should be on the pavement with the arrows pointing down Leonard Lane.

Please only use blue tack to attach your posters inside this frame, as glue and tape will damage the frame for other gallery users.

This board is heavy, but we have attached wheels for ease of mobility and so that you do not damage the A-board or yourself!

A lighter wooden A-board can be placed at the top of Corn St by the bollards at St Nicholas Markets, especially on Wednesdays (farmers market), Fridays (if you are open) and Saturdays (craft/clothes markets).

The posters for this board will need to be laminated, again please only use blue tack to attach your posters.

Make sure the arrows on the A-board point in the right direction!

A second wooden A-board should be placed right outside the gallery so that people coming towards the exhibition from Corn St can see it. Only blue tack again, please.

Please do not put a board at the bottom of the steps on St Stephens St or at the Small Street end of Leonard Lane, as the pavements in these locations are narrow and it is illegal to block them.

No A-boards should be left out overnight or they risk being stolen or vandalised.

If any A-boards go missing during your show your deposit is at risk.

Recommendations for your Private View

For your private view padlock the metal A-board, via the chain and ring attached, to the wall at the Corn Street end of Leonard Lane. It can get very busy out there.

Place a second A board just outside the gallery opposite the doors.

Please do not forget to collect both boards at the end of the evening!

No A-boards should be left out overnight or they will be stolen or vandalised.

If any A-boards go missing during your show your deposit is at risk.

Inventory

4 sandwich boards

5 white wooden chairs

4 white plastic/metal stools

1 small table – black metal legs, white linen cover

1 small table – black metal legs, brown melamine top

2 large trestle tables – metal legs, wooden trim to white melamine top

1 large all wood trestle table

13 white chipboard plinths (various sizes)

1 white hardboard plinth

1 white plastic chest of draws on wheels

set of wooden shelves attached to the wall

2 coca cola glasses

1 clear glass Ikea vase

- 1 fridge with ice compartment
- 2 ice trays
- 1 brown Tower kettle
- 9 mugs
- 4 teaspoons
- 2 large clear glass bowls
- 5 small glass bowls
- 2 circular trays
- 1 rectangular brown tray
- 1 large washing up bowl
- 1 small washing up bowl
- 1 mop
- 1 plastic bucket
- 1 toilet brush
- 1 pair of rubber gloves
- 1 indoor brush
- 1 outdoor brush
- 1 red dustpan
- 2 blue dustpans with brushes
- 1 roller
- 1 paint tray
- various brushes
- 1 tall aluminium step ladder
- 1 short aluminium step ladder
- 1 black dustbin
- 1 large front door mat
- 3 clear plastic leaflet holders
- 1 white wall mounted clock
- 1 hosepipe
- 1 small plastic steps
- 1 Ikea desk with shelves and drawers
- 2 tables with removable legs

- 1 large calico curtain
- 5 small black plinths
- 2 foam fire extinguishers
- 1 allan key for external notice board
- blue tack
- washing up liquid
- cream cleaner
- bathroom cleaner
- scourers/sponges
- floor cleaning fluid
- toilet cleaner
- wall filler
- sand paper
- white emulsion
- red floor paint
- chipboard (various sizes)
- 2 fuses (3 amp)
- 4 spare light bulbs
- 1 bin bag
- cloths & sheets