

ArtHouse(SCA) Exhibition Agreement

This agreement is made between, (Artist/Organisation), and Southport Contemporary Arts and cannot be sub contracted to another party.

DATES

.....[Artist/Organisation],
Wishes to book the ArtHouse Gallery for..... Weeks
Commencing (date).....
Finishing (date).....

This includes hanging and closing down of exhibition which will be done on

Hanging.....

Closing.....

Please note that this date and time must be agreed with Gallery staff and should primarily be a Monday for hanging and a Saturday for Closing

COSTS

The hanging fee for the use of the Gallery is £50 per week, for non Members and £40 per week for SCA Members with a non refundable deposit of 50% of total fee payable 3 weeks in advance. The balance to be paid on hanging day.

There will be a commission charged at 30% of sales value which will be taken at point of sale (20% for SCA Members)

An ArtHouse Gallery team member will be available to help hang, but it is primarily the responsibility of Artist/Organisation, to ensure that all work is securely hung/mounted/ displayed as no reimbursements will be made for any damage caused by artists failure to secure work properly

Work should also be accompanied by a complete list of works left with us, stating Title / Medium / Price

If you would like to use your own labels please make these available to ArtHouse Team, otherwise you are free to use our ArtHouse ones

PROMOTION

A preview night opportunity is available should you wish to include one and SCA will ensure the building is open for this purpose, between 6.30pm & 9pm

The Gallery opening hours are:

Tuesday-friday 10am - 3pm

Saturday 11am -4pm

Cont....

Cont...

SCA will help to promote your Exhibition in a variety of different ways and we would ask that you send a Title , some images, 1 short sentence and a longer description to us ASAP, but no later than 3 weeks in advance of opening date.

These can be both hard copy for display and email copy for distribution to our data base, social media platforms and the publicity we send to media and other websites.

Please also include your social media information, if you have it.

We also ask that you personally promote your Exhibition.

Signed (Artist/ Organisation): _____ Date

Contact Number:

Email Address:

.....
For completion by Gallery staff

-50% deposit received [yes/no]- by whom

-Balance of Gallery Fee received - by whom

-Hanging/closing dates and times agreed - list here

Hanging -

Closing -

-Preview event booked Yes/No - Date:

To be hosted by:

Signed (on behalf of Southport Contemporary Arts): _____ Date

SOUTHPORT CONTEMPORARY  ARTS