

# Inch Arts CIO

## Exhibition Space Hire



Inch Arts is an Independent Charity promoting Arts in Altrincham, managed and run on a voluntary basis by its artist members with the help of a team of community volunteers. It does not currently receive funding but raises income through commission on sales, room hire and donations. The gallery is normally open to the public every day except Monday. Opening times can vary according to staffing levels.

The gallery has occupied its current premises since 2019. The areas used by the gallery have been refurbished by the resident artists and gallery volunteers to create excellent multi-purpose spaces, making the most of the many original features.

Space on the ground floor can be hired by artists working in most media and the gallery aims to host a guest exhibition every month except November/December.

There is wheelchair access to the building.

### Spaces for Hire

You are able to hold an evening launch event (or daytime if preferred) for each new guest exhibition and supports the artist in the promotion of the exhibition. Sales are managed by the gallery at 25% commission. Exhibition change-over days are always ?..... however we can sometimes make other arrangements if this is impossible for the guest artist.

Capacity depends on the activity and can be discussed at the time of booking.

### How much does it cost?

Hire of the Main Exhibition Space £75/week

Coworking Area £50/week

Classroom £50/week

**plus** 25% commission on sales from the exhibition, for example:

- **Other Facilities**

**Refreshments:** Hot drinks (tea, coffee and herb teas) are available at £1 per cup.

**Toilets:** These are on the ground floor. Disabled toilet available.

**Kitchen:** The kitchen contains a kettle, a sink, microwave and a fridge (no freezer) which hirers are welcome to use. There are no cooking facilities and the kitchen is not accessible by wheelchair.

## **Applying for a Guest Exhibition**

Please email our Gallery Manager, with a brief proposal and at least five images of your work or a link to your website. We are very flexible and welcome new ideas for using our spaces. Your proposal will be discussed by the Resident Artists at their fortnightly meetings. If you are invited to exhibit, we will arrange to meet you at the gallery to discuss your exhibition in more detail.

Once the details of your exhibition have been discussed and agreed, we will send you a Booking Confirmation Form/Agreement. We require a deposit (25%) on booking and the balance on or before your hanging date.

Email: [info@inch-arts.co.uk](mailto:info@inch-arts.co.uk)

Phone: 07873263271

We will:

- Ensure that you have access to the gallery at the time(s) arranged.
- Ensure the space you have hired is ready for you to use.
- You are able to host a launch event for your exhibitions (usually on the Friday evening following your hanging date or during the day on the Saturday).
- Publicise your activity or event in the following ways
  - On our website
  - In one of our regular email bulletins to our mailing list (currently 850+)
  - On our Instagram and Facebook pages and other appropriate FB pages and groups e.g.

*NB: this publicity can only be completed if all information has been provided.*

**(We suggest a minimum of 3 months to publicise)**

- Posters can be designed by the guest artist/group. We will provide the gallery logo and other details for you to be included. All posters must be proof-read by the gallery before going to print. Maximum size A3
- At the time of exhibition an A1 sandwich board is available for use outside the gallery
- The gallery is run by volunteers and does not have a large marketing budget.
- Guest artists should send Launch Invitations to their own networks and also print and distribute publicity material. We will discuss this with you at the time of booking

## **Terms and Conditions**

1) **Hanging:** The guest artist will be responsible for hanging their work and for taking it down and removing it from the gallery on the dates stated. Frames must be secure and artworks must be properly strung. Please bring picture hooks appropriate for the size and weight of your work. Gallery staff on duty will aim to give advice and assistance if required.

2) **Labelling:** The artist/s will be responsible for labelling their work with the work's title, medium and price (plus other information at the artist's discretion). Exhibitors are also advised to display an artist statement/exhibition 'blurb'. Please use masking tape to fix labels to the screens, not Blu-tak or sticky pads. (We can provide masking tape.)

3) **Print browsers/sale of cards:** etc Guest Artists are welcome to bring a print browsers to be placed within their exhibition. The gallery also permits the display and sale of a limited number of cards and postcards directly linked with the exhibition but artists must provide their own display rack. Please discuss this with us well before your hanging date. The minimum card price in the gallery is £2 so please don't charge any less except for very small cards (less than A6).

4) **Catalogue Sheet:** The artist must provide a catalogue sheet giving titles of each piece of work exhibited along with prices and any additional information regarding sale of the work. This will be kept in a folder under the counter and will help gallery staff to deal with enquiries and sales.

5) Exhibition basis - **EXAMPLE**

- **Hire of space:**  
Ground floor Gallery Exhibition Space £100
- **Hire charge:**  
£100 for the period Date to Date inclusive  
Deposit: £25 (25%) payable at time of booking  
Balance: £75 payable by hanging day
- **Gallery commission:**  
25% on all sales
- *The guest artist retains right of ownership until work is sold.*

6) **Insurance:** All work in the exhibition must be insured by the artist(s). A copy of the artist's Public and Products Liability Insurance must be provided for the gallery's files. The artist will be informed immediately of any damage/breakages.\*

7) **Payments:** If work is sold, the gallery aims to make payment to the artist no more than two weeks after the end of the exhibition (often this will happen within one week). Work will be marked as 'sold' by the placing of a red dot on the label. The gallery also operates a scheme for purchasers to pay in up to 4 instalments. This is not a credit scheme: the art work remains in the gallery until the final instalment is paid. We will contact you if a customer requests this payment method

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**8) Removal of work:** The exhibition should remain in place for the term agreed. Buyers will be advised that work can be collected at the end of the exhibition. In exceptional circumstances, if an artist wishes to remove a piece of work before the end of the exhibition, a suitable replacement should be hung in its place. If work is sold to visitors who live too far away to collect at the end of the exhibition, we will let them take it with them and will contact you to request a replacement. (It is usually possible to store one or two replacement pieces at the gallery in case this happens.) No work should remain after the exhibition.

**\*Insurance:** *If you don't already have PLI, we can advise you on how to obtain this. Artists can insure themselves for exhibitions very cheaply. Please contact [hello@thegreenmangallery.com](mailto:hello@thegreenmangallery.com) for information. If you are a constituted group of artists, your group insurance should cover you.*