



*BURSLEM SCHOOL OF ART, QUEEN STREET, BURSELM, STOKE-ON-TRENT, ST6 3EJ,
events@burslemschoolofart.com, TEL/FAX: 01782 810 808, COMPANY #: 3899303*

Art gallery Hire information





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At the Burslem School of Art currently we can offer exhibition opportunities in several well equipped galleries, and can accommodate most sizes and types of painting, sculpture, craftwork and photography. While a good standard must be maintained, all subjects and 'skill levels' are considered.

The exhibition strategy for the Art Gallery is based on providing a showcase for established and emerging artists. We encourage proposals in all styles and media. Proposals are considered on their individual artistic merit as well as their compatibility with other scheduled exhibitions within the program.

We are keen that artists do not assume that certain exhibition proposals are not suitable for the Art Gallery. We welcome all proposals which exhibit strong artistic integrity regardless of style.

Art Gallery welcome applications from: other galleries wishing to tour exhibitions, from independent exhibition organisers and directly from artists.

There is no exhibiting hire fee but the Gallery will take 30% sales commission and £15 administration fee

If you require gallery opening out of normal work hours or weekends there is a duty manager fee £15 per hour

Our experienced arts coordinator can meet with you to discuss the best way to show your work. We will arrange an initial meeting when you can see the space and from there you can decide whether to proceed with the booking.

Gallery opening times: Mon 9am – 7pm and Tue - Fri 9am - 6pm

Space:

1. **Applied Arts Gallery** – applied arts, installations, crafts
2. **Atrium Gallery**- Large scale work, 2D and 3D art work
3. **Upstairs Photo Gallery** – Run by Staffordshire photographic society
4. **Café Life Gallery** – 2D work only

When you making exhibition proposal please state clearly for which gallery space you are applying

To apply for Exhibition, please send:

- A proposal outlining your exhibition
- Your artist statement
- Supporting visual material, preferably photo prints or CD with jpeg format images compatible with PC (5-6 and not more than 15); at this stage the Gallery cannot accept the submission of original artworks.
- It is helpful but not necessary if you can outline in your submission - what makes your proposal distinctive and how, in your view, it might be of interest to the Gallery's diverse audiences.

Send to: **BURSLEM SCHOOL OF ART, QUEEN STREET, BURSLEM, STOKE-ON-TRENT, ST6 3EJ**

The Gallery also has a **new opportunity** to display small scale contemporary jewellery, ceramics, textiles, glass and metalwork in craft showcases that will be programmed in monthly exhibiting slots. There is no exhibiting hire fee but the Gallery will take 30% sales commission

Interested artists should send the following information only;

a selection of example images (no more than 5)

a short artist's statement

Examples of sales prices for guidance only

The Selection Process for craft showcases:

A programming committee will select artists on the basis of information received and following this, the Gallery will offer exhibiting slots

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Art gallery Hire Terms and conditions

- Once we have accepted your booking you will be sent an invoice for £15 no refundable administration fee
- All exhibitions will be booked in advance through the School of Art arts coordinator, using the form provided. All personal information will be treated as confidential.
- When completing a proposal form exhibitors need to give full contact details including name, address, telephone number and preferably an e-mail, the form cannot be accepted without these details.
- All promotion of the event, including invitation to the private launch, is the responsibility of the exhibitors. If your booking is received in time you will be included in our events brochure and on our web site. Your name and title of your exhibition will also appear on our exterior notice boards.
- Our mailing list cannot be provided to you for data protection reasons. However we can send your invite and details to our up to date list
- The Burslem School of Art will make a space within the current timetable to include a private view of the work if required.
- all the costs of the exhibition will be incurred by the artists or organisation.
- Larger organisations will require a **single** point of contact, i.e. a co-ordinator at their end to liaise with the Burslem School of Art Administrator.
- The exhibitor will take the responsibility of putting up the work. The Burslem School of Art Manager will advise on the best methods, however, in terms of the installation this must be done in the exhibitors own time and for health and safety reasons with their own equipment
- The School of art currently has some equipment in respects of hanging and displaying work which includes a small number of glass cabinets and display boards. These can be used by the exhibitor subject to availability. Any equipment needed other than that will be the exhibitors responsibility to acquire.
- None of the work can be stored on sight, neither prior to or post exhibition.
- You cannot charge for admission.
- A duty manager for your private view and over the weekend is required for security reasons, please bear these costs in mind before making your booking. Duty manager for private view £7 per hour (subject to selection)
- Exhibitors are responsible for insurance of exhibits.
- The Burslem School of art gallery is not responsible for providing anything that is not agreed in advance, including printing and distributing advertising materials, private view organization, refreshments etc., this must be done with the completion of the application form.
- The Burslem School of Art accept no liability for damage, loss, costs or expenses incurred by the applicant whilst using the Gallery, and the applicant must be adequately insured in respect of Third Party and Public Liability risks.
- Your work will be appropriate to the space, no other pieces may be brought that would cause offence to any other viewer. The Burslem School of Art reserves the right to refuse any work to be shown in the gallery if it is deemed inappropriate, i.e. offensive. To avoid this images you send with your application form must reflect the work to be shown.
- The work will be installed with respect to the environment and the people therein.
- The client shall vacate the gallery at the end of the hire period. If the client fails to do so The Burslem School of Art reserves the right to immediately remove the client's property.
- There is no parking (without prior permission) on site for artists or visitors. Space will be provided for the allotted installation and take down times.
- You may invite whom you like to the private view but numbers must not exceed 300 at any one time.
- You are responsible for the equipment that we provide from the first day of set up to the take down of the work, any damages will be charged to the client.
- The Burslem School of Art will ensure that all space previously assigned to the client is in the condition previously agreed.
- The date of the exhibition is subject to change depending upon circumstances at the Burslem School of art.
- The Burslem School of Art reserves the right to change the timetable and agreed layout if necessary

Atrium Gallery

