

WILTSHIRE WILDLIFE TRUST

LANGFORD LAKES NATURE RESERVE



GALLERY HIRE - January 2024

Terms & Conditions & Booking Form

Langford Lakes Gallery is available to hire for exhibitions by individual artists, groups of artists and art groups/clubs looking to promote and sell arts and crafts.

Gallery and Café open times: January - December (café may close for staff holidays)
 Wednesday - Sunday
 10am - 4pm

The Gallery can be booked for timescale as required when available.

To discuss dates please contact: events@wiltshirewildlife.org

HIRE OF THE GALLERY - fixtures and fittings include:

Hanging system fixed to all wall space with purlons and hooks

6 movable free standing boards with storage area inside - approx 35" wide x 70" high

6' tables

Fixed wall cabinet for 3D displays:

Approx measurements: Bottom shelf: 6' wide - 15" deep - varying heights

4 top shelves each: 24" wide - 7.5" depth - varying heights

Other display stands including plinths can be bought in for the duration of the exhibition **at your own risk** and must be removed on the take down day.

HIRE FEE **£120** per calendar month

Shorter / longer term hire available through negotiation with Wiltshire Wildlife Trust

For all enquiries, please contact events@wiltshirewildlife.org

TERMS & CONDITIONS

All communication to be made by the lead artists / group representative.

The hire agreement must be signed by the lead artists / group representative.

Public Liability cover must be provided by artist/s / art groups.

Exhibition must be manned by artist / group **as a minimum - Friday-Sunday - 10am-4pm**

Payment for all art sales will be made in the first instance to **Wiltshire Wildlife Trust**.

Wiltshire Wildlife Trust will provide a payment method and system for all art sales. The hirer is advised to keep their own record of sales made.

20% commission fee on all art sales will be taken by Wiltshire Wildlife Trust.

Any disputes, including sales, must be dealt with by the lead / booking artists / group representative

All artwork must be removed from the gallery by the 'take down' day, as specified, unless formal arrangements have been made. We do not have storage facilities for artwork not collected by agreed date.

The Gallery is also used for workshops and meetings during opening hours. Artists will be notified of any workshops and/or meetings taking place in the gallery during the hire period.

A member of the trust's staff will be available to show / explain the hanging system. Nails and screws must not be used. Any damage caused must be corrected as part of the take down.

Artists / Groups must provide their own labelling - labels of sold items must be kept as proof of sale as part of the payment system until checked at the end of the exhibition.

Private Views, Meet the Artist, Artist Demo sessions can be arranged if required. Refreshments are available through negotiation with Wiltshire Wildlife Trust. Please email to enquire.

ART SALES - PAYMENT DETAILS

Payment for sales will be made in the first instance to **Wiltshire Wildlife Trust**.

At the end of the named exhibition the hire individuals / groups will check and agree total sales made and recorded during the exhibition.

Payment, less commission fee of **20%**, will be made direct to exhibitors via BACs Transfer from Wiltshire Wildlife Trust.

Artist/s are required to individually invoice the Trust for payment of sales made during the exhibition.

Any disputes with regards sales and payments must be taken up with Wiltshire Wildlife Trust.

DISCLAIMER

Wiltshire Wildlife Trust will take all care and precautions possible for the safety of artwork delivered for exhibiting at organised exhibitions.

Wiltshire Wildlife Trust will not be liable for any loss or damaged to artwork, which may occur after delivery and during the exhibition and collection or artwork.

LANGFORD LAKES GALLERY - BOOKING FORM - 2024

Please complete the attached form and keep a copy for your records.

For group exhibitions **one person** must take responsibility for the whole group and sign below.

Name of group if applicable:

Name of exhibition:

I (print name) agree to the above terms and conditions for the named exhibition taking place:

From: until:

Signature:

Contact details

Address
.....

Phone/mobile

Email:

Public Liability details:

For office use only	Hire fee paid: £	Date:
---------------------	------------------	-------