

CITIZENS ART LONDON GALLERY SPACE TERMS AND CONDITIONS OF HIRE, AND HIRE CONTRACT JULY 2022

1. ABOUT US

Citizens Art London is an arts social enterprise that launched in August 2020, and delivers art events, projects and other arts activity across London.

Citizens Art London supports the growth of artists and creatives, and furthers the education of and engagement with the arts by the public. It does this in several ways, including:

- By delivering programmes of regular outdoor art events that allow locally based artists to show and sell their work
- By providing free participatory arts activities for local residents and visitors to art events
- By organising larger arts events, such as the Haringey Citizens Art Festival
- By providing access to the Citizens Art London Gallery Space, based at Blue House Yard, Haringey
- By working with staff and pupils at schools - currently Treehouse School for autistic pupils, in Haringey

2. GALLERY HIRE

Individuals, groups and organisations hiring the Gallery space will be required to sign the appropriate section of these Terms and Conditions, signifying agreement, both by the hirer and any of its appointed representatives during the hire period.

3. POLICY AND PROCEDURE

The following information sets out the procedure for any individuals, groups or organisations interested in hiring the Citizens Art London Gallery, and the Terms and Conditions for its hire.

4. APPLICATION PROCEDURE

Citizens Art London staff will consider applications for hiring the Gallery space, and may from time to time appoint other individuals or organisations to assist with the review of applications.

Applications will be reviewed on a rolling basis, and applicants will be given a decision within five to 10 working days, but where possible sooner than this.

Applicants should submit a proposal using our Request for Gallery Hire form, found on our website, specifying:

- The title and theme of the show, including the type of work to be shown;
- The duration of the show, including launch and closure dates;
- Practical considerations, including health and safety issues, relating to the staging of the show;
- Details of the artists who will be showing and representative examples of their work;
- Any other requirements relating to their use of the Gallery space (e.g. use of the yard area to the front of the Gallery space, at Blue House Yard)

5. FEES

The fee rate for hire of the Gallery space is £290 for the first week, and £160 per subsequent week, (to a maximum of three weeks). If applicants are interested in hiring the Gallery space for more than three weeks, please contact us to provide full information about your interest. Hire fees must be paid fully, in advance and promptly upon receipt of an invoice for the hire period agreed.

Commission of 10% is charged on all sales made within the Gallery space during any hire period. The commission charge includes transaction fees. Proceeds of artwork sales will be paid to hirers using the hirers bank details provided, and payments will be made, in full (minus 10% commission) within five working days following the end of the hire period.

All sales within the Gallery space must be processed through the Citizens Art London payment system (provided to hirers). Any purchases in cash must be recorded in the sales documentation, which will be provided to hirers, and then passed to Citizens Art London to record all sales and process payments to hirers (minus commission).

6. HIRE PERIODS

The Gallery space is available to hire for a minimum period of one week, from Tuesday to Tuesday. This period includes hanging and dismantling the show.

In the event that hirers do not vacate the Gallery space by the end of the hire period, a daily fee of £50 will be payable. Citizens Art London reserves the right to charge a fee for removal and storage of hirers artwork and equipment, if it is not removed by the end of the hire period or thereafter.

7. INVIGILATION OF SHOWS

Hirers are responsible for invigilating the show during the Gallery space core opening hours, which are:

Monday:	closed
Tuesday:	1pm to 7pm
Wednesday:	1pm to 7pm
Thursday:	2pm to 8pm
Friday:	1pm to 7pm
Saturday:	10am to 5pm
Sunday:	closed (except where there is a Citizens Art London art event within the yard at Blue House Yard, when the Gallery space will be opened between 1pm and 6pm, and can be invigilated by Citizens Art London staff, at no additional charge to hirers)

Subject to agreement with Citizens Art London, the Gallery space can be opened on Mondays and Sundays, and potentially for different/extended hours (for example, later opening for launch/closure events, and private views).

Hirers must provide full information of those individuals invigilating the show, including their contact information - see the appropriate section below.

Ciitzens Art London can, if required and subject to availability, provide a member of staff to invigilate during the core hours above (or potentially any alternative hours agreed). This will incur an additional charge of £11.05 per hour, in line with the Living Wage Foundation guidance (at time of writing).

8. SERVING ALCOHOL

The Gallery space is not licensed to sell/serve alcohol and as such, hirers are not permitted to bring alcohol into the Gallery, for consumption on site.

There is a bar on-site (Ludo's London - <https://ludoslondon.co.uk>) and we have agreed with Ludo's management to offer hirers an exclusive, seasonal menu of catering options for private views, launch and closure or other events. For more information, please indicate below.

9. RESPONSIBILITIES WHILE HIRING THE GALLERY SPACE

Individuals, groups and organisations hiring the gallery space will be responsible for:

- Hanging the show;
- Getting pre-approval from Citizens Art London before any other works, installations or activity takes place other than hanging the show and utilising the Gallery space as instructed by Citizens Art London at the beginning of the hire period;
- Supplying any equipment required, such as plinths;
- Taking out appropriate public liability insurance and providing Citizens Art London with evidence of insurance cover for the hire period, when requested. Citizens Art London takes no responsibility for any damage, loss or injury;
- Hirers will be liable for any costs incurred by Citizens Art London resulting from damage during the hire period;
- Displaying marketing material;
- Insurance of artwork;
- Locking the Gallery after late night openings and returning keys to the key box;
- Invigilating the show throughout its opening hours;
- Processing all sales through the Citizens Art London payment system;
- Providing members of the public access to the show throughout the hire period;
- Ensuring Gallery visitors leave the premises and Blue House Yard quietly;
- Cleaning the Gallery area during and after the show;
- Waste removal during and at the end of the show;
- Dismantling the show and leaving the Gallery space as it was found

10. FACILITIES AND SERVICES PROVIDED BY CITIZENS ART LONDON

- Full and sole use of 21 square metre of wall space (8.4m x 2.5m), and 8.1 square metre of floor space within the Gallery, during the hire period
- Supply of table and chair for invigilators (if required)
- Supply of 3 x print racks (if required)
- Supply of free-standing shelving (if required)
- Supply of staff to assist with invigilation (if required)
- Access to dedicated Gallery 5G wifi
- Supply of iZettle payment device, and training for use (if required)
- Marketing support will include listing exhibitions on EventBrite, CuratorSpace and ArtRabbit, unless hirer requests otherwise
- Social media marketing support (if required):
 - Virtual* account takeover of both Citizens Art (2.7k followers) and Blue House Yard (5.3k followers) instagram accounts
 - 3 x instagram posts, per account, pre-exhibition (subject to hirers supplying suitable content)
 - 3 x instagram posts, per account, during the first week of an exhibition (subject to hirers supplying suitable content)
 - 1 x instagram post, per account, during subsequent weeks of an exhibition (subject to hirers supplying suitable content)

Citizens Art London may, on occasion, wish to show people around the Gallery and will hirers in advance about any such events, wherever possible.

*Hirers shall supply Citizens Art London with written and visual content for social media posts utilising Citizens Art London and Blue House Yard iG accounts.

11. TOILETS AND KITCHEN

There are two toilets within the yard at Blue House Yard, and hirers will be provided with the access codes for these at the start of the hire period.

These toilets are for hirers and exhibition visitors.

Hirers will also have access to the main building at Blue House Yard, where there are additional toilets and a kitchen area.

Members of the public are not permitted to access the toilets in the main house, and it is the responsibility of the hirer to ensure that this does not happen.

12. KEYS AND ACCESS

Keys and alarm codes will be provided to hirers at the start of the hire period.

Keys to the Gallery space must be stored within the secure key box outside of operating hours, and hirers will be provided with the keybox code upon the start of the hire period.

13. EXHIBITION SIGNAGE

Hirers are invited to print posters (no larger than A3) that can be displayed on the door of the Gallery space (not the main display window). Posters should be affixed to the glass using blue tack or similar - not sellotape.

Larger posters (A2, A1, A0) can be displayed in a free-standing A-board (supplied on request), and it is the responsibility of the hirer and their invigilation staff to place the A-board within the designated area to the front of Blue House Yard, and return to the Gallery space upon closure each day.

All on site marketing material must receive approval from Citizens Art London before use or installation. Citizens Art London reserves the right to refuse the display of any materials that are deemed offensive or inappropriate.

14. CANCELLATIONS

Hirer cancellation terms. If the Hirer cancels agreed hire of the Gallery space:

- Less than 4 weeks before start of the hire period: 50% of the hire fee will be refunded
- Less than 2 weeks before start of the hire period: 25% of the hire fee will be refunded
- Less than 1 week before start of the hire period: no refund will be given

Citizens Art London reserves the right to cancel the event immediately upon giving written notice of termination to the Hirer if the Hirer fails to comply with any of its obligations set out in these Terms and Conditions, including without limitation, its payment obligations.

If Citizens Art London reasonably considers that the management or control of the Gallery hire is inadequate and/or the behaviour of artists, invigilators guests or attendees is such that could lead to danger or injury to any person or material damage to any property, including the Gallery itself, then Citizens Art London reserves the right to cancel the event.

Citizens Art London shall be entitled to cancel the event on the occurrence of any circumstances beyond its reasonable control (including without prejudice to the generality of the foregoing) the occurrence of any act of God, act or any regulations of any governmental or local authority, war or national emergency, revolution, act of terrorism, riot or civil commotion, failure of supplies of power, fuel, transport, equipment, raw materials or other goods and services, accident, epidemic, fire, flood, lightning, riot, default of suppliers or sub-contractors which render it unable to perform all or any part of its obligations under the Terms and Conditions whether before or during the hire period.

Citizens Art London may also require any person(s) to leave the Gallery itself during the hire period if Citizens Art London reasonably considers that person or persons to be intoxicated or under the influence of drugs or otherwise be behaving in a manner which:

- (a) Impedes or adversely affects the enjoyment of other people attending the Event or puts those other people at risk
- (b) Has caused any loss or damage or increases the risk of loss or damage to the venue or any other property. (c) Is causing a disturbance of the peace

The Hirer is strongly recommended to consider the purchase of event insurance in respect of the Event.

15. GALLERY CLOSURE

Hirers should note if the Gallery space is forced to close due to the compulsory closure by order of a competent authority (e.g. Local Authority, Environmental Health, Local Government), due to an outbreak of a human infectious or contagious condition, or for any other health or environmental concern, then the Gallery hire can be rescheduled to a date agreed with Citizens Art London. Citizens Art London will not be held liable for any disruption to the Gallery hire due to the unforeseen closure of the Gallery space.

16. GALLERY HIRE CONTRACT

The Terms and Conditions for the use of the Gallery space are set out here and serve as the Gallery Hire Contract. Please complete the section below to secure your Gallery hire:

HIRERS AGREEMENT TO THESE TERMS AND CONDITIONS

I _____ confirm that I have fully read the Terms and Conditions above, and agree to adhere to all requirements of me, as hirer of the Gallery space. I also confirm that I shall be responsible for ensuring that any staff, volunteers, artists, invigilators or any other individuals/groups associated with hire of the Gallery space will be made aware of the Terms and Conditions and adherence to them, in full.

Signed: _____

Date: _____

INDIVIDUALS THAT WILL BE INVIGILATING THE SHOW (please supply any additional individual details below):

Name: _____ Contact number: _____

Name: _____ Contact number: _____

Name: _____ Contact number: _____

Name: _____ Contact number: _____

Name: _____ Contact number: _____

Name: _____ Contact number: _____

SERVICES REQUIRED BY HIRERS (circle/delete as required):

Catering options from Ludo's London YES / NO

Supply of table and chair for invigilators YES / NO

Supply of 3 x print racks YES / NO

Supply of free-standing shelving YES / NO

Supply of staff to assist with invigilation YES / NO

Supply of iZettle payment device, and training for use YES / NO

Social media marketing support YES / NO

ANY OTHER REQUIREMENTS:
