

# GALLERY HIRE INFORMATION



## ABOUT ARTSPACE

ArtSpace is run by Cambridge Artworks Ltd, an artist led co-operative housing 17 studios in a former cabinetmaker's workshop in a central Cambridge location. The aim is to support visual artists, promote art and educate the public in the arts.

Total gallery space is just over 40m<sup>2</sup> and makes an ideal venue for exhibitions, talks, workshops and screenings.

## HIRE CHARGES

The space is available for hire for single sessions (up to 4 hours, morning, afternoon or evening), full days and weekends. **Hire rates are as follows:**

**£35 for up to 4 hours**

**Full day rates £65**

**Weekend exhibition rates** (Friday to Sunday)

**£150**

For bulk bookings (5 slots of any length) by any one person or organisation we can offer a 10%

Any student or recent graduate (within 2 years) will also be eligible to a 10% discount.

## Services provided

- A limited number of parking spaces alongside the gallery with nearby street parking
- A small separate sink area for preparing refreshments and cleaning artist equipment
- Wine glasses (e.g. for private views)
- Portable/removable heaters
- We are happy to promote your event (using the material you provide) via our Artworks mailing list and website.
- Various sized plinths are available on request.

## BOOKINGS

We recognise that users will have a diversity of needs within the space and we therefore will be happy to discuss potential bookings on the telephone or in person. Please email us and we will contact you to discuss further. A deposit is required to secure bookings, payable on confirmation of booking as follows: £30 for up to four hours, £50 for w/e hire and 20% (of total hire fee) for longer hires.

[mail@cambridgeartworks.co.uk](mailto:mail@cambridgeartworks.co.uk)

[www.cambridgeartworks.co.uk](http://www.cambridgeartworks.co.uk)

ArtSpace Gallery, Cambridge Artworks Ltd, 5 Greens Road, Cambridge CB4 3EF



# HIRE AGREEMENT & CONDITIONS OF USE

## **Insurance**

It is the responsibility of the hirer to ensure adequate insurance. All artwork is the hirer's responsibility and the gallery will not be held liable for damage or theft unless as a direct result of its negligence.

## **Making good**

At the conclusion of the hire period the user is required to make good the venue. Please ensure the sink area is left clean and tidy and all rubbish is removed. Lighting and heating (if applicable) should be switched off/unplugged. Please report any breakages promptly. Hirers may be liable for the cost of repair or replacement.

## **Exhibition cancellation policy**

The hirer must not exhibit any artwork that could be breaking the law such as the Obscene Publications Act. The gallery reserves the right to cancel an exhibition at any time without notice or demand a work of art is removed if the law is being broken. The hirer agrees that he/she would have no claim over the gallery if the exhibition is cancelled for this reason.

## **Alcohol**

Alcohol must not be sold on the premises. (Please discuss the provision of alcohol with the coordinator at time of booking).

## **Payment**

A deposit of £50 is required on confirmation of booking and will be refunded with key handover at end of hire period. Please note this deposit will be retained in the event of the above conditions not being adhered to; if a day or weekend hire booking is cancelled with less than 7 days' notice the full deposit will be retained. £20 will be retained for a 4 hour sessions.

Full payment is required prior to commencement of hire.

## **Heating**

The space is heated by portable heaters, which are supplied and tested annually. No additional heaters may be brought into the space and it is the responsibility of the Hirer to ensure the heaters provided are turned off at the end of the hire period.

# ArtSpace Hire Details



Name of hirer:.....

Postal address:.....

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Telephone:.....Mobile:.....

Email:.....

Date(s) of hire: .....

Hire fee £:.....

Deposit received: Cash/cheque £.....

I confirm that I have read and accept the terms of hire:

Signature:..... Date:.....