



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.

THE SPACE

Total gallery space is just over 40m² and makes an ideal venue for exhibitions, talks, workshops and screenings.

The space has plain white walls, with large windows on one wall for ample natural lighting. For light sensitive exhibits or presentations these windows can be blocked with blinds provided. There are numerous double socket outlets and an adjustable lighting track around the whole room.

Various size plinths can be provided upon request.

Other services provided:

- Limited parking outside the gallery, please talk to us about your needs.
- A small separate kitchen/sink area for preparing refreshments and cleaning artist equipment.
- Wine glasses (i.e. for private views), must be cleaned and dried after use and any breakages paid for.
- Portable/removable heaters.
- We are happy to promote your event (using the material you provide) via our Artworks mailing list and website.

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:

£40 for up to 4 hours

Full day rates £70

Weekend exhibition rates (Friday Midday to Sunday Evening) £160

For bulk bookings (5 slots of any length) by any one person or organisation we can offer a 10% discount. Any student or recent graduate (within 2 years) will also be eligible to a 10% discount. This does not apply for group shows.

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 at artspace@cambridgeartworks.co.uk and we will contact you to discuss further.

A deposit of £50 is required to secure bookings, payable on confirmation of booking (further details in hire agreement below). For hire periods that are longer than three days £100 will be required as deposit.

ARTSPACE 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. Hirers are also responsible for acquiring public liability insurance and the gallery will not be held liable for any incident unless as a direct result of its negligence. Hirers will be required to provide insurance certificates for both policies when booking.

Electrical equipment

The gallery ensures that all provided electrical equipment such as heaters, extension leads and lighting are regularly PAT tested to ensure their safety for use. Should a hirer wish to use any electrical equipment on site for the duration of the exhibition they must ensure it is properly PAT tested and the test is valid for the duration of the hire period, for example projectors, computers, televisions – this does not include equipment temporarily onsite for installation or de-installation such as drills.

Making good

At the conclusion of the hire period the user is required to make good the venue. Paint and brushes for the purpose to be provided by Artworks. Please ensure both

sink areas are 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. The gallery reserves the right to retain the booking deposit should this condition not be fulfilled.

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.

In the event of organiser cancellation, we will expect sufficient notice and wherever possible will not retain hire fee and/or deposit. However, in the event of a cancellation that is less than a month we retain the right to withhold monies.

Alcohol

Alcohol must not be sold on the premises. However you are welcome to discuss the provision of alcohol with the coordinator at time of booking.

Payment

A deposit of £50 and/or £100 (as noted above) 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 any of the above conditions not being adhered to.

Full payment is required prior to commencement of hire. Please make payments by bank transfer as indicated on the invoice.

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 each day and the hire period.