



THE GLASGOW ART CLUB
Gallery Hire
Terms & Conditions

1. All works coming into the Club must be CLEARLY labelled with the following information:

Exhibition title
Exhibition date
Artist's name
Title of work
Price
Media
Contact telephone number
Email address

2. All wall-mounted works must be professionally presented (i.e. framed, block-mounted or on gallery canvas). Clip frames, loose paper and unmounted works are **not** admissible.
3. Sculptural and 3D work should be displayed on plinths provided by the artist. There may be restrictions on free standing art works in gallery spaces as the Club caters for a variety of other events. Please consult with the Convener and Management on the positioning of any free-standing works. In the event of a dispute the Gallery Convener and / or Management has the final say.
4. Works must be suitable for the existing hanging systems in the chosen space(s):
 - **The Gallery** - Frames must be deep and wide enough to take L-hooks for hanging on picture rails.
 - **Billiard Room** - Frames must be deep and wide enough to take L-hooks for hanging on picture rails.
 - **Small Works Area** - Frames must be deep and wide enough to take L-hooks for hanging on picture rails.

Any work that has incorrect fittings will need to be corrected by the artist at time of hand in.

5. Artists or groups hiring the space are responsible for hanging the work themselves and are asked to bring their own equipment. However, it may be possible to liaise with the Convener about hiring the Club's equipment.
6. A week should be included in the hire time for the hanging and de-rig of the exhibition. Therefore the minimum rental time is two weeks.
7. The gallery, where applicable, will be set up with tables for preparing work in advance of hanging the exhibition. The main gallery should only be accessed via the Gentlemen's corridor (on the left of the hallway staircase) during hanging.
8. There is to be no hanging of work in the Bar Area between 12pm - 3pm to allow for service of lunch.

9. Access to the Billiard Room is usually unrestricted. However, all inspection, setting up or hanging in the Billiard Room will need to be agreed beforehand.
10. The following commission rates will be owed to the Club in the event of a sale during the exhibition, whether arranged through the Club or privately:
- Non-Members: 35% inc. VAT,
 - Members: 25% inc. VAT.

In addition, all sales to Club Members are subject to a 10% discount on the list price.

11. Any sale made through the Club will take precedence over any that the artist or organisation make privately.
12. Transactions for sales of any works exhibited in the Club should be made using the Club's payment facilities. Transaction fees will apply to certain card payments. Artists will receive payment from any sales at the end of the exhibition.
13. Any unsold works should be collected by artists on the agreed date at the end of the exhibition. Failure to collect work by the allotted time will incur an additional storage fee of £10.00 per week per item. Unsold works not collected by 28 days from the close of the exhibition will be deemed to have been abandoned by the artist / group. The work will become the property of the club and can be retained, sold or disposed of by the Club without further notice.
14. The Club will **not** accept responsibility for the security of works while they are on the Club's premises. Works will not be insured by the Club and artists / groups should arrange their own insurance for the duration of their hire period.
15. Work exhibited at the Club must be the original work of the named artist.
16. Submitted work must be completely dry. Any works that are still wet may not be accepted if they are deemed a risk to the work of others. Any work presented in a way that the Convener deems to be hazardous will be rejected from the exhibition.
17. Decisions made by the Gallery Convener and / or Management of the Club are final and no discussion will be entered into.
18. Payment in full for the hiring of the space(s) is required at the time of signing the contract. Cancellation of the hire will incur a cancellation fee of 50% of the hire charge. If a hire is cancelled less than 30 days before the start of the agreed hire date, 100% of the hire fee will be retained by the Club.
19. The club is a functioning private members' club and there may be other events taking place during an exhibition period. These may be in the form of corporate dinners, weddings, business meetings which can provide additional opportunities for potential sales. Therefore, we cannot guarantee full exclusivity for your exhibition. On occasion, access for public visits, may be restricted.
20. Under **no circumstances** should any works be removed from the Club before the close of the exhibition.
- If you have any further queries regarding exhibiting your work, and use of the space, please contact:**
- the Gallery Convener**
- E mail: gallery@glasgowartclub.co.uk**



THE GLASGOW ART CLUB
Exhibition Space Rental Contract

Individual/organiser name:

Address:.....

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Tel. no

Email address:

Dates of exhibition:

Title of exhibition:

Exhibition space/s:

I / we have read the Terms and Conditions

Yes/No

I / we agree to allow the Glasgow Art Club to use any written or visual material for the purposes of PR promotion through its advertising, social media and website.

Yes/No

I / we agree the cost of £

Please add any additional requirements e.g. rental of hanging equipment, dining or bar usage etc. previously negotiated and agreed with Club management:

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Payment in full for the hiring of the space(s) is required at the time of signing this contract. Cancellation of the hire will incur a cancellation fee of 50% of the hire charge. If a hire is cancelled less than 30 days before the start of the agreed hire date, 100% of the hire fee will be retained by the Club.

On the signing of this contract the individual/organisation agrees to the Terms and Conditions and other commitments stated above.

Signed:

Date:

Individual/organiser name

Signed:

Date:

Witness