

Standard Exhibition Agreement

Wymondham Arts Forum (“WAF”) agrees to permit _____ (the Curator) to use the gallery of Wymondham Arts Centre (“WAC”) in Becket’s Chapel, 2 Church Street, Wymondham, Norfolk, NR18 0PH from **9 am on Monday _____ 2022 to 9 pm on Sunday _____ 2022** for the purpose of exhibiting and selling works of art and associated artefacts.

WAF will use reasonable endeavours to ensure that:

- A. the gallery space, kitchen and toilet facilities within Becket’s Chapel are available for the period of the exhibition and they are in a clean and tidy condition given the overall state of the building;
- B. public liability and building insurance are in place;
- C. an electricity supply is available;
- D. an intruder alarm system is set each evening during the exhibition period;
- E. cleaning materials are available - please note WAC do NOT employ cleaners;
- F. that a kettle, sink and toilet facilities are available for use by curator, exhibitors and stewards ONLY;
- G. the Arts Forum website www.wymondhamarts.org lists the exhibition;
- H. the Arts Forum e-mail list is used to advertise the exhibition;
- I. Becket’s Chapel is open by the advertised time each day; that where there is a concurrent evening use, other users respect and not do anything to harm any art or craft work on display;
- J. if requested, stewards are in attendance during exhibition hours of 11-4pm Tuesday to Sunday. The centre is closed to the public on Mondays.
- K. a Temporary Event Notice will be obtained, if one month’s notice is given and if legally available, for live performances associated with the exhibition.

The Curator will ensure:

- 1. that all exhibitors, co-exhibitors and their stewards are aware of and conform to Wymondham Arts Forum policies as described in the document available in the gallery;
- 2. that all exhibitors and co-exhibitors understand:
 - a. that all items, whether or not for sale, are exhibited at each exhibitor’s risk;
 - b. that all items should be insured as appropriate;
 - c. that all items individually and collectively must be set out with due consideration given to the health and safety of all those using the building;
 - d. that any special arrangements made by WAF to protect stewards and the public from Coronavirus are respected at all times and that all signs, barriers and equipment related to those arrangements are left where sited;
 - e. that all framing of works of art, hanging arrangements and display stands must be of an appropriate standard and quality;
 - f. that all pieces for sale must be identified with the artist’s name, title of work, medium and the price;
 - g. that works not for sale are shown as NFS;
 - h. that edition sizes and the number of impressions or casts of multiple works available are clearly shown;
 - i. that the price for unframed and framed prints is indicated unambiguously;
 - j. that a price list with artist contact details is available for steward reference;
 - k. that sales proceeds will be paid within 14 days of the end of the exhibition, net of any credit card commission incurred. Currently the service provider levies 1.69% on each transaction; exhibitors are advised to consider their pricing to allow for this eventuality;

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3. that neither alteration (including, but not limited to fixings) nor any damage is made to the fabric of the building or its fixtures;
4. that no contents are damaged;
5. that passageways are kept sufficiently clear to allow for standard wheelchair access;
6. that at least one ordinary usable chair is appropriately sited within the exhibition space for use by visitors;
7. that the positions of the donations box and the WAC card carousels are not changed without the approval of WAC;
8. that a risk assessment is undertaken;
 - a. that WAF is given evidence of how any significant risks to visitors or the building will be managed;
 - b. that no pyrotechnics or flammable materials are used without a separate and adequate risk assessment and management strategy, approved by WAF two weeks before installation;
 - c. that all electrical equipment brought into the gallery has a recent PAT test certificate;
9. that, other than that provided by WAC, **any promotional and marketing activities** for the exhibition, including for a Private View, **are arranged by and undertaken at the cost of the curator**;
 - a. that a short exhibition description and at least one illustration (.jpeg format) suitable for inclusion in e-mails is provided at least three weeks before the exhibition opens;
 - b. that posters are provided for local advertising (two A2; one A3 and two A4 size) all of which include the WAC logo in a banner header or footer and are delivered to Becketts Chapel two weeks before the opening date;
10. that unless WAC has been requested to provide stewards, at least one steward provided by the curator is present in the gallery throughout the advertised opening hours of the exhibition; [N.B. **Key holders, may lock the building 10 minutes after the advertised opening time if no steward is present; A call-out fee may be levied if the building has to be reopened when a steward arrives.**];
11. that all facilities used, including the gallery, kitchen and toilet, are left in a clean and tidy condition and the carpet is hoovered;
12. that exhibitors provide their own tea, coffee and all other refreshments, respecting the separate ownership of WAF volunteer supplies;
13. that no alcohol is served during exhibition opening hours;
14. that no smoking takes place anywhere within the building;
15. that any workshop activities involving children, young people or vulnerable adults comply with good practice to safeguard participants; that anyone working directly with those groups has the relevant clearance, the evidence for which is provided to Wymondham Arts Forum at the time of booking;
16. that, on exhibition days, the building is vacated by 4.00 pm unless special arrangements have been agreed with WAF at least a fortnight in advance;
 - a. that on no days will events last beyond 10.00 pm - with the building vacated by 10:30pm,
 - b. In order to protect other stakeholders, WAF reserve the right to reject any such proposal for special arrangements without giving a reason.

Your initial contact point for issues related to the above contract conditions is:

Andrew Carpenter
Secretary, Wymondham Arts Forum
07736685363
wac@my-studio.uk

Fees

With/without Arts Centre stewards, @£___per week, ONE week: Total £____
50% Deposit now due £____
Final payment due fourteen days before the exhibition starts £____

Please make cheques payable to **Wymondham Arts Forum** or through bank transfer to: **Wymondham Arts Forum, Sort code: 40-47-27 Account no: 21420852** quoting your **exhibition start date** as reference.

Sale of Works

Stewards whether supplied by WAC or the Exhibitor, will collect payment on behalf of the Exhibitor, and mark works that have been sold. Receipts will be issued, which must be produced by the purchaser to collect the work.

Cheques should be made payable to
Exhibitor to complete details; if to individual artists exhibiting, state 'individual artist'

Exhibitors will retain title to the work until the purchaser collects it.

Stewards will notify Exhibitors by telephone of sales of additional impressions of multiple works other than the example in the exhibition, and ask the Exhibitor to arrange delivery to WAC before the close of the exhibition. If the work cannot be delivered by that date, it is the Exhibitor's responsibility to make suitable arrangements for delivery to the purchaser.

Contact methods: landline phone:; mobile phone:
Exhibitor to complete details: note that Stewards do not have access to e-mail.

Commission payable

Rate: 0% [Zero per cent]

Private View

Exhibitor to complete if required:

A Private View will be held on, from p.m. until p.m.
[A maximum of 30 people at any one time. The building must be clean and ready for locking no later than 9.30 pm]

Agreement madeday of, 2022, between

Signature and signature (Curator)

Print name: Andrew Carpenter Print name.....

On behalf of **Wymondham Arts Forum** of
(insert address)
.....

Postcode

PLEASE COMPLETE TWO COPIES, and return one copy with a cheque for the deposit to

Exhibition Contract Manager, Wymondham Arts Centre, 2 Church Street, Wymondham NR18 0PH

If paying by Bank Transfer then an image of the completed and signed form may be returned by email.