

# The Barn Gallery @ Church Farm

Established in 2012, The Barn Gallery is situated in the beautiful grounds of Church Farm, Kington Langley - 15 miles from Bath and 2 minutes from J17 of the M4. The Gallery forms part of the Church Farm cooperative which comprises of Willow Antiques and Interior Design and Armor Paper Restoration. The Barn Gallery is owned by William Bicknell and run in collaboration with Leonora Martin Fine Art.

The Barn Gallery is available for hire to artists, groups, schools, working in all mediums. We will also consider one off events and workshops. As well as the indoor space, there is external space suitable for the display of available of garden sculpture and installations.

The gallery is a bright, contemporary space housed inside a beautiful 17<sup>th</sup> century barn. The gallery is flooded with natural light through large windows which open onto the courtyard.

There are three rooms, amounting to 44 linear meters of exhibition space. A picture rail hanging system with transparent Perlon cables has been installed to enable secure and flexible wall hanging. No other form of hanging is permitted unless pre-agreed in writing. Apart from White Tack or velcro hanging systems, no other adhesive materials are permitted on the walls.

There is a WC and small kitchenette (situated in the adjacent barn) comprising of a sink, fridge and hob with appropriate crockery.

There is WiFi connection in the gallery which you are welcome to use. Do note that mobile reception is not fantastic in this area. Use of the office landline is permitted if needs be.

Hirers of the gallery are encouraged to consider the space 'theirs' for the hire period and as long as the gallery is left as you found it, we offer complete flexibility to allow artists to make it 'their own'. We have years of experience of mounting shows and should you require advice and help we are always happy to oblige.

## **Hanging**

Perlon cables can take a maximum of 4kg in weight, We advise using two cables per painting in order to achieve an aesthetically pleasing hang.

We would recommend that pictures are fitted with D-rings 1 inch from the top of the frame on each side to avoid tilting.

## **Sales**

Artwork need not be for sale. The Barn Gallery does not charge a commission rate on works that are. The exhibiting artist / group is expected to deal with all sales

enquiries themselves. We would recommend that payment is made by cash, cheque or paypal online.

If required The Barn Gallery can accept payment on your behalf by debit or credit card. This will incur a £5 or 10% (whichever the greater) handling charge per transaction and you will be reimbursed within 4 weeks of your show.

### **Hire Fees**

The Barn Gallery's standard gallery hire charge rates for exhibitions in 2014 and 2015 is £285 for a one week exhibition and £550 for two weeks exhibition. We can offer school, student and art group / amateur artist discounts. If you are interested in a longer show, we are happy to discuss rates.

Weekly hire runs from 9am on the Wednesday morning until 10pm on the following Tuesday evening. Access to the gallery outside of these hours must be by prior arrangement.

### **Daily Hire Fees**

£70

The gallery is available to all manner of hirers who wish to use it for a one off purpose. Rates are negotiable on a case by case basis.

### **What is included in your hire fee?**

Hire of The Barn Gallery is essentially 'dry hire', whereby we provide you with the space and infrastructure to mount your show.

- The use of all three rooms, inclusive of hanging system and lighting
- Use of kitchenette & WC
- WiFi internet access
- Incoming fax (in office across courtyard)
- 6ft trestle table for private views
- Freedom to organise and hang the gallery as you wish. We are delighted for our hirers to make the gallery 'their own' during the hire period. All we ask is that the gallery is left in the condition you found it!
- Ample, free parking for you and your clients

### **For hires of a week or more, the following is also included in the hire fee.**

- Planning consultation with us to work out strategy for marketing, hanging and presentation of your exhibition
- Use of additional panels to split the space if required
- Inclusion in social media marketing from The Barn Gallery
- Marketing of your show to Barn Gallery clients via e-newsletters
- Decal lettering for entrance hall
- Road signage

### **What we expect from our hirers**

- Manning of the exhibition throughout its duration

- Take sole responsibility for invoicing and receiving payment for sales. The WiFi access in the gallery will allow for online payments to be taken, otherwise we would suggest payment by cheque, cash or bank transfer.
- If required The Barn Gallery can accept payment on your behalf by debit or credit card. This will incur a £5 or 10% (whichever the greater) handling charge per transaction and you will be reimbursed within 4 weeks of your show.
- Present your exhibition in a manner consistent with the high standards at The Barn Gallery
- Clearly label and price your work
- Provide us with any text and images we need to promote your show. Images should be sent in jpeg form and resized to 300dpi
- Make good the walls after the exhibition has been taken down. Fill, sand and paint any holes. Materials & tools provided. We can do this for you at a cost of £35 ph.
- No display of any offensive material. Should the management deem any work inappropriate it will be removed.
- Clear all rubbish away

We want our exhibitors to have enjoyable and successful exhibitions with us. Please do always ask if you have any queries - we will help you in any way we can.

## TERMS & CONDITIONS OF HIRE

The Hire Fees shall include the hire of the Venue for the Hire Period. Other services that the Hirer has requested in advance as set out below ("Additional Services"), or which are incurred during the hire period ("Variable Charges") will not be charged separately and set against the security deposit. The Hire Fees shall not include any further services/facilities which The Barn Gallery may provide to the Hirer before, during or after the Hire Period.

### Security Deposit

A Security Deposit of £100 is required to confirm the booking. The Security Deposit will be returned to the Hirer, less any Variable Charges, and less any costs incurred by The Barn Gallery for repairs and restorations to the Venue required as a result of damage and/or misuse by the Hirer and/or its Attendees during the Hire Period. The balance of the Security Deposit will be returned to the Hirer within 28 days of the end of the Hire Period.

### Confirmation of booking

Booking is confirmed when this Hire Agreement has been signed and returned to The Barn Gallery and the invoice for the Security Deposit & Hire Fee has been paid in full.

## **Terms & Conditions of Payment**

An invoice for the Security Deposit & Hire Fee will be issued once verbal agreement of the hire has been reached. This should be paid within 2 weeks of issue, after which time the dates will be released to other parties. Payment is accepted by cheque or BACS.

## **Booking Cancellation**

The Security Deposit is non-refundable if the Hirer cancels the booking within 3 months of the start of the Hire Period. Fifty percent of the Hire Fees will be payable if a confirmed booking is cancelled within 8 weeks of the start of the Hire Period. One hundred percent of the Hire Fees will be payable if a confirmed booking is cancelled within 2 weeks of the start of the Hire Period.

## **Subletting**

Charging by the Hirer to a third party for the use of the Venue for any event or reception is strictly prohibited without the prior knowledge and agreement of The Barn Gallery.

## **Evening Receptions and Events**

Evening receptions should be finished and the premises cleared of guests by 9.30 pm. Due to health and safety, please keep numbers of guests under a maximum of 130 at any one time. No more than two receptions should take place in any 7 day period.

We would request that Private Views take place on Thursday evenings. You are welcome (and we would encourage you) to hold an additional event during the week be it an artist talk or demonstration, musical evening, wine tasting etc.

## **Good Neighbour Policy/Noise Abatement**

It is the responsibility of the Hirer to ensure that the privacy of neighbouring residents and the effectiveness of surrounding business are in no way compromised by excessive noise during and after any event organised by the Hirer.

## **Health & Safety**

The Hirer undertakes to ensure that every event organiser, contractor, sub-contractor, supplier and their agents comply with the Health & Safety at Work [etc] Act 1974.

## **Damage**

The Hirer undertakes to make good all damage to the Venue whatsoever caused by the Hirer, its employees, representatives, Attendees and / or any other third party invited into the Venue by the Hirer. The Hirer may engage its own contractor to repair any damage to the Venue that occurs during the Hire period, subject to

Gallery 8's prior written approval. Gallery 8 reserves the right to employ its own contractors for repairs and restorations. The Hirer is liable for all reasonable costs of any repairs both up to and in excess of the Security Deposit.

### **Insurance**

The Barn Gallery has full public liability insurance. The Hirer is required to provide evidence of sufficient insurance cover for the event and exhibits, as well as for any breakage, damage or loss to the Venue. All monies paid out under the insurance policy as a result of any damage and / or loss to the Venue shall be held on trust by the Hirer for The Barn Gallery until such a time as the money is paid in full to The Barn Gallery. The Hirer undertakes not to do anything to invalidate the insurance policy. In the event that the insurance monies paid to The Barn Gallery do not cover the costs incurred by The Barn Gallery in repairing and / or restoring the Venue, the Hirer shall be liable to pay the balance to The Barn Gallery. The Barn Gallery is not responsible for any property belonging to the Hirer, the Attendees or contractors brought onto or left in the Venue.

### **Storage**

Due to limited space, The Barn Gallery is unable to offer any storage facility outside the Hire period. All artworks, publicity material and other items belonging to the Hirer must be removed from the premises at the termination of the Hire Period.

### **Drugs & Alcohol**

The Hirer undertakes not to carry on or permit to be carried on in the Venue any unlawful acts including misuse of illegal substances. Alcohol is a controlled substance and must not be sold in the Venue.

### **Liability**

The Barn Gallery shall have no liability to the Hirer under this Agreement for any:

- (i) consequential losses;
- (ii) loss of profits and / or damage to goodwill;
- (iii) economic and / or other similar losses;
- (iv) special damages and indirect losses; and / or
- (v) business interruption, loss of business, contracts, opportunity and / or production.

The Barn Gallery's liability under this Agreement shall not exceed the fees paid by the Hirer to The Barn Gallery in connection with the booking. To the extent that any liability of The Barn Gallery is covered by any policy of insurance, Gallery 8's liability shall be increased to the extent such liability is met by any such insurance.

Each of the above restrictions shall apply in respect of any:

- (i) breach of contract;
- (ii) liability in tort (including negligence);

(iii) breach of statutory duty; and / or

(iv) breach of common law

Save that the financial limits specified above shall apply once only in respect of all the said types of liability.

Nothing in this Agreement shall exclude or limit the liability of The Barn Gallery for death or personal injury due to the negligence of The Barn Gallery, its employees/ representatives or for the fraud of The Barn Gallery or any other liability it is not permitted to exclude or limit by law.

The Hirer shall be responsible for the acts and / or omissions of its employees, representatives, Attendees and any other third party carrying out work at the Venue.

### **Force Majeure**

The Barn Gallery shall be under no liability for any delay or failure to provide the service as a result of any act or circumstances beyond reasonable control including, but not limited to, Act of God, legislation, terrorism, war, fire, failure of power supply, lock-out or strike.

### **Third Party rights**

No third party shall have any right to enforce this Agreement. Any rights of a third party under this Agreement may be varied and / or extinguished by the agreement of both The Barn Gallery and the Hirer at any time.

### **Governing Law**

English law shall govern this Agreement and the parties agree to submit to the exclusive jurisdiction of the English courts.

Standard weeks run from Wednesday 9am noon to Tuesday 6pm. This can vary by prior arrangement with The Barn Gallery.

### **Additional services:**

- Additional cleaning eg: post reception, on exit etc - £30 ph
- Outgoing fax - 20p per page
- Photocopying - 10p per page B&W, 30p per page colour
- Previous Sunday evening admittance - £50