

## **Petersfield Museums Community Gallery**

Petersfield Museums temporary exhibition gallery, located in the Flora Twort Gallery is available to hire for individual artists, local community groups and schools. Situated a short walk from the square in beautiful surroundings, it is the ideal place to hold an exhibition.

### **Room Terms and Conditions of Use**

All exhibitions must be approved by the Museum prior to their installation in the gallery. The exhibition must stay within the confines of the community gallery.

Exhibitors must be aware that this room is also used for educational activities and has full public access when the gallery is open. The Museum reserves the right to run activities in the room during opening hours, and for booked groups outside the advertised opening times.

The Room is open to general visitors between Tuesday and Saturday from 10:00am to 4:00pm. Visits outside these hours may be made by prior arrangement. Private views must be held outside of normal opening hours. If the exhibitor wishes to invite individuals or groups during opening hours this must not interfere with the general visitor enjoyment of the exhibition.

In order to protect both the museum's collections exhibitors will not be permitted to eat or drink outside of the office.

Changes must not be made to the arrangements of furniture, and temporary signage must not be installed without prior consent from the curator.

The museum reserves the right to control the environmental conditions (light and temperature) throughout the building, in order to protect the costume and art. Changes to the conditions must not be made without prior consent from the



curator. The curator's decision is final on these matters.

Exhibitors must not interfere with the day to day running of the museum or the work of the museums staff and volunteers.

### **Setting up and Taking down**

The Flora Twort Gallery is closed to general visitors on Mondays, so all exhibitions must be set up and taken down on this day, unless agreed otherwise. The Building will be available between 8:30am and 4:00pm.

Set up 12:00 – 4:00

Take down 8:30 – 12:00

The exhibition must be displayed in a way that will not alter or damage the room or display boards once it has been removed. Fixatives must be supplied by the exhibitor and approved prior to use. As storage space is very limited all packaging materials must be removed from the site. A member of staff will be available to advise exhibitors but will not be responsible for hanging the work.

Access to the room is available through the main door and the door at the top of the external steps. The closest parking is on the square although parking in the church grounds may be possible by prior arrangement.

A charge of £10 per hour will be made for keeping the gallery open outside normal opening hours.



## Insurance

Please make your own arrangements for insuring your exhibition. This should include transport, mounting and accidental damage.

## Publicity

The Museum will create a poster and press release sent to local press and the museums mailing list. The exhibitor must provide the museum with images for the poster and publicity, and a short description (max 300 words) of themselves and work a minimum of a month before the start of the exhibition.

If you wish to create your own poster and press release then it must display the Museum's details and be approved by the Museum before it is distributed. A template of the Museum's logo can be provided.

## Price Guide

	Price
1 week	£75
2 weeks	£100
3 weeks	£150
4 weeks	£200
6 weeks	£250
8 weeks	£300

The Museum will charge a 20% commission on all sales.



50% deposit is payable at the time of booking, this is non-refundable if the exhibition is cancelled.

This price includes the use of ten A1 and three A2 sized frames if required.

A charge of £10 per hour will be made for keeping the gallery open outside normal opening hours.

Charities will not be charged for the use of this gallery space but all other charges for commission and out of hours opening apply. Charities will be charged 50% deposit at the time of booking which will be returned at the end of the exhibition.

### **Private Views**

A charge of £10 per hour will be made for keeping the gallery open outside normal opening hours. For private views this must include setting up and clearing up times.

Exhibitors may provide refreshments. Glasses and cups are available free of charge. All breakages will be charged to the exhibitor. All food and drink must be kept inside the Community Gallery.

### **Security**

The Museum is staffed during opening hours. The member of staff is usually located in the Foyer. However they may be temporarily in another part of the building.

There is only one access point during opening hours unless another is unlocked temporarily due to a visitor's personal requirement.



The building is alarmed when closed and this alarm is linked to a security company. There is security bars fitted to all ground floor windows.

The room will not be stewarded during opening hours but all museum organised activities taking place inside it will be supervised by a member of staff. If exhibitors require stewarding at all times, they must arrange this themselves.

## **Sales**

All sales of work will be handled by museum staff and a record kept, the exhibitor will then receive a check for 80% of the total sum (the museum takes 20%) at the end of the exhibition period.

## **Contact Details**

Petersfield Museum and Flora Twort Gallery

The Old Courthouse

St Peters Road

Petersfield

GU32 3HX

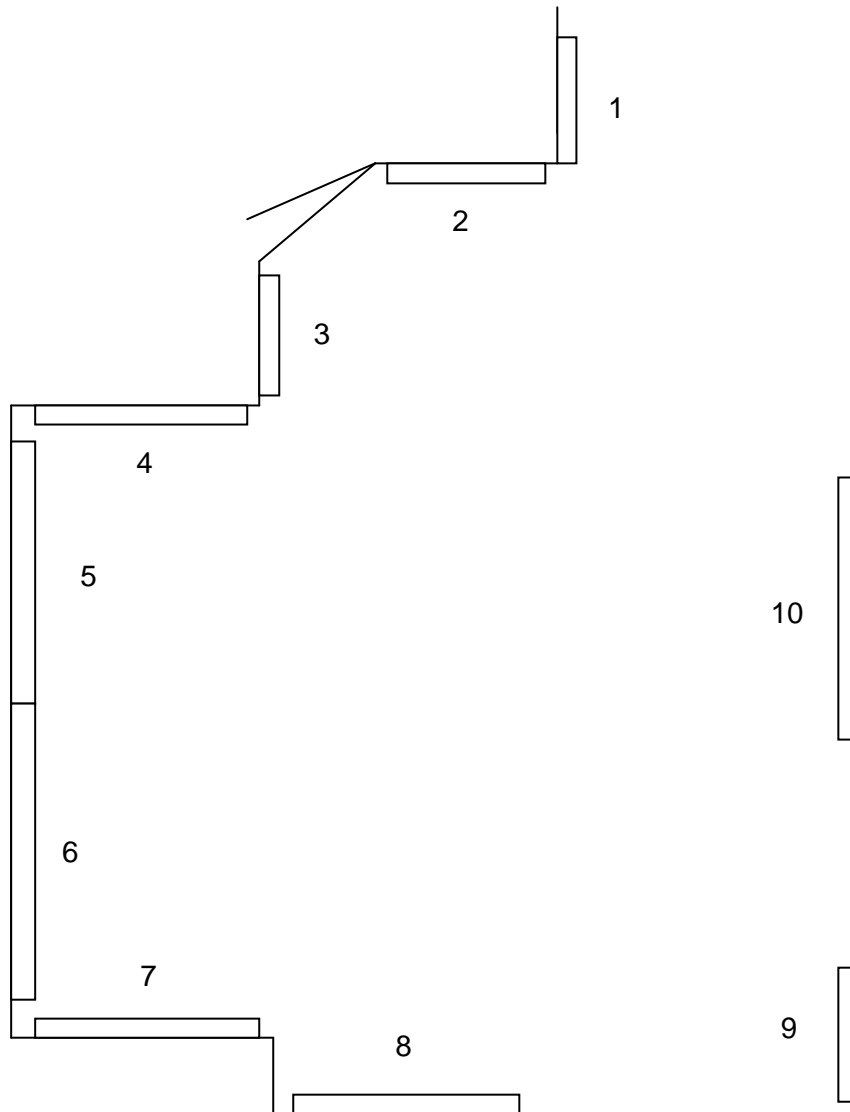
01730 260 756

[education@petersfieldmuseum.co.uk](mailto:education@petersfieldmuseum.co.uk)

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



## Temporary Exhibition Gallery Plan



Board	Width x Height cm
1	64 x 73
2	46 x 90
3	48 x 91
4	74 x 92
5	157 x 92
6	157 x 92
7	60 x 90
8	119 x 91
9	66 x 91
10	170 x 91

Not to Scale