

ARTHOUSE1 : TERMS OF TRUST

Updated version 10th December 2017

Our intentions are to keep this simple, honest and artist friendly.

Our motive is to provide support and a project space worthy of the most imaginative and unique artists.

These terms are open to negotiation. We regard this more as a contract of 'trust' between the gallery and the artist/s. Terms need to be agreed by all parties before a solid booking can be confirmed.

ABOUT THE GALLERY

We believe what makes Arthouse1 gallery unique, is the intimate space it offers within the domestic residential environment. Offering great opportunities for individuals and groups who are interested in furthering their career, or making a statement beyond the ordinary.

The director, Rebecca Fairman, is also an artist, and lives and works on the premises. She has a substantial practise background knowledge in advertising, marketing and design, and utilises these skills both in promoting the gallery and the all artists involved through various available medias.

OUR COMMITMENT TO YOU

The gallery space, management, marketing, design, admin and invigilation are all pro-bono.

We take a minimal **commission fee of 25%** of any works sold, and ask for a contribution towards external costs which involves print, PV staff, and technicians to help with hanging, and making good at the end of show. (See '**Your commitment to us**' for full details)

The gallery is open to the public every Thursday to Sunday from 3pm to 7.00pm, or by appointment

PROMOTING YOUR EXHIBITION:

- We design and print colour catalogues and postcards to distribute among the gallery's and artist's key guests. - along with a detailed Gallery map / information / price sheets which are all available during the exhibition.
- E-invites are sent to nearly 4,000 subscribed guests. *Thoughtfully and unobtrusively!*
- Press Releases are sent to all the relevant dailies, weeklies, art mags, art bloggers and monthlies*
* Monthlies require 12 weeks league time
- On-line listings are uploaded on: A-N, ArtRabbit, Art Licks, ArtSlant, The Gallery Guide & SLAM
- Other on-line listings: (pending selection process) - TimeOut, Guardian Culture, Artlyst, Art Monthly, Art Review, AfterAll, Evening Standard, Re-titled, This is Tomorrow, & Art Daily
- Active Social media marketing on Facebook, Twitter, Instagram and LinkedIn
- We strongly encourage additional events such as 'Artists Talks', Symposiums, educational group talks, and are happy to undertake any workshops if feasible.

E-invites:

- A professional e-campaign will be designed and created for invitations and will be emailed to the gallery's ever growing mailing list of nearly 4000 subscribers, via MailChimp, that monitors and tracks all activities, highlighting any needs for updates, responses or reminders.
- We recommend artists supply their email guest list to the gallery (3 weeks prior to private view)
- We also send out Newsletters and 'PV' reminders, but are very careful and respectful not to over bombard guests!

Gallery Commission:

- The gallery takes 25% commission of artworks sold, during the exhibition and for a period of 3 months after the closing of the exhibition.
- The gallery will forward any sales invoices and payments to artist/s at the end of the exhibition.
- No VAT is charged.

YOUR COMMITMENT TO US

To help us keep this amazing hub alive and kicking, sadly we have to ask for contributions. These are **only** for external costs (at cost to us), and we always try to get the best deals where ever possible

CONTRIBUTION COSTS:

Private view contribution costs for staffing and alcohol on the night **	£ 220
Professional technician help with hanging/installation: £18 ph (estimated here at 4 hours)	£ 72
End of show repair works to walls etc of gallery	£ 40
Print costs for a 28 page / perfect bound catalogue x 125 copies and A6 postcard flyers x 150 copies	£ 300
Gallery map/info/price sheets x approx 100 copies (usually 3-4 pages) ink & ink jet paper	£ 20
Total external costs per exhibition	£ 652

** Any additional costs for extra events; symposiums, end of show parties will be negotiated separately

There are ways to reduce these costs, i.e.: technician fees for hanging & repair works. But in our experience, unless artists have these professional skills, it all gets a bit shabby, and things get missed or messy!!

Writers Fee:

- Should you require help, or should the gallery feel the need for developing the texts for the press release, premise/catalogues, this will be charged separately at a pre-negotiated cost with an agreed writer/artist.

PLANNING AND INSTALLING YOUR EXHIBITION:

- Each Exhibition is held over a period of 3-4 weeks.
- We supply most hanging materials, electric/hand tools, paint and ladders on-site.
- The gallery has ample ceiling LED spotlights and 8 double socket wall plugs
- Plinths available; 2 @ 45 x 45 x 100cm, 1 @ 60 x 60 x 50cm, 1 @ 50 x 50 x 80cm, 1 @ 60 x 60 x 80cm
- Technical assistance for hanging, lighting and installation works are available at cost
- Artworks should be delivered 2 days prior to hanging, and collected no more than 2 days after take down.
- Artists are required to organise and pay for their own transportations
- We have storage space on the premises for packing materials

Requirements for Catalogue, Postcard and Press Release:

- A full schedule will be supplied by the gallery : 2-3 months in advance
- Good quality, high res photographs (min 7mb / 3000px) will be required at least 8 weeks prior to exhibition
- Accompanying text/essay and artists statements - 8 weeks prior
- An inventory list of all works delivered to the gallery for exhibition should include:
Title, size, medium, date and retail value, (including the gallery's 25% commission fee) 3 wks prior to show
- Artists should supply an abridged version of their biographies (150-200 words) which will be included in the gallery map/info sheets and press release (if relevant)

Insurance:

- The gallery is insured for public liability, and any accidental damage/loss of artworks from within the gallery during the exhibition period.
- Artists should insure their own artworks to and from the gallery.

If you have any questions or require further details, please don't hesitate to contact: rebecca@arhouse1.co.uk
or call on M: 077131 89249

DEPOSIT AND CANCELLATION TERMS

A deposit of **£150** is required to secure your exhibition dates. along with a signed copy of these Terms of Trust. This will be **subtracted** from your invoice which will be sent out 3-4 weeks prior to your exhibition. Once signed and booked, should artist/s default for whatever reason, the gallery will retain the £150 deposit and has the right to charge for any works undertaken, such as research, press-related works, design, artwork and any print works undertaken, at full cost.

Signed by artist:

Date:

Full Name

Address

Postcode:

Mobile:

Signed by Arthouse1

Date:

Agreed Exhibition date:

Deposit paid:

On-line payments: Arthouse1, A/C. 37969005. Sort code: 60-50-06 Please use your name as reference

ART HOUSE#1.

