

*“Professional, relaxed, creative...  
but most importantly... fun!” - Erin Dooley*



Thank you for allowing The Gate to host your exhibition. In order to confirm the exhibition we require a signed (or marked if interactive) booking form (though may be incomplete) and full hire payment.

**This form is a 'live' document, and will be emailed back and forth.**

Ways to pay: Call us on (029) 2048 3344 or pop into reception to pay by card  
 Send a cheque made payable to 'The Gate Trust' and addressed to:  
 The Gate Gallery, The Gate, Keppoch Street, Roath, Cardiff, CF24 3JW  
 Send payment via BACS - Acc name: The Gate Trust Ltd - Acc No: 65307230 - Sort: 08-92-99

## SECTION ONE - GENERAL DETAILS & KEY DATES

Is this a Joint Exhibition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If two exhibitors, please put both names, numbers and emails below marked with each person's initials
Your Name(s)		
Contact Number(s)		
Contact Email(s)		
Main Address		
Title of Exhibition		
Approx Number of Pieces	Total:	Number larger than 1m <sup>2</sup> :      Number smaller than 1m <sup>2</sup> :
Period of Exhibition	NB: some times in the week The Gate Gallery may not be accessible. Details can be provided.	
Possible Delivery Date & Time	Work delivered early might not be safely stored, and late may not be hung in time for the opening	
Artist Confirmed Delivery & Time	Date:	Time:
Hanging & Takedown Dates	Hang:	Do you wish to be present at the Hanging/Takedown? Hang: <input type="checkbox"/> Yes <input type="checkbox"/> No Down: <input type="checkbox"/> Yes <input type="checkbox"/> No
Possible Collection Date & Time	Name if someone else will collect work on your behalf:	
Artist Confirmed Collection & Time	Date:	Time:

*"...a great resource and a great team!...  
... we felt very looked after" - Malcolm*

## SECTION TWO - MARKETING (FREE SERVICE)

Although we will do our utmost to fulfil FREE marketing services as we want every exhibition to be enjoyed by as many people as possible, we cannot guarantee to do so.

Providing all the information below to us as soon as possible will greatly help our ability to promote the exhibition  
Marketing of any exhibition remains solely the responsibility of the exhibition organiser.

Please send us: 1) Image/graphic to represent the exhibition (A piece from the exhibition, or logo etc)  Sent  Received  
 2) Description of the Exhibition (50-500 words)  Sent  Received  
 3) Background to the Artist (50-100 words)  Sent  Received

Your Social Media Names/Tags E.g. Facebook group name,  
@ twitter name

Website/Blog Address

Would you like us to create a poster? This is based on a template. A  
high quality graphic is required

Any other promotional activities? If you have planned  
anything additional,  
we can link to it.

## SECTION THREE - OPENING

Opening Event Date:

Preferred Location of Event (Dependent on availability)  Gallery Areas Only  CafeBar  Other

Are any additional spaces required? (Charges Apply)  Yes  No

Would you like a Bar (Additional to free Orange Juice & Lemonade)  Yes  No

Your Arrival/Set-up Time You may be limited in possible arrival  
times depending on other activities

Guests' Arrival Time

End of Event Time

Do you wish to bring in your own refreshments? (Charges Apply - please insert number)  Food (£1.50 pp)  Wine (£4.50 per bottle)  
 Other (please contact)  Champagne (£6.00 per bottle)

Require any technical equipment? e.g. background music, projector, PA, Mics.  Yes  No If yes, a member of the Tech Team will be  
in touch to help discuss your requirements

Any other opening related information to be aware of

*“A jewel in the city’s crown...  
... particularly in its provision for the arts” - C. Evans*

## SECTION FIVE - REMINDERS

Name Plate Information Provided	<input type="checkbox"/> Yes	Should include: Title, Description, Name of Artist, Price
Work is/will be Mirror Plated upon Delivery	<input type="checkbox"/> Yes	
Titles of Works are Shown on Reverse	<input type="checkbox"/> Yes	
Do you want the work wrapped once taken down?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	Bubble Wrapped & Sellotaped

## SECTION SIX - HIRE & SALES AGREEMENT

Hire Payment of	
Any Additional Costs	
Commission of On any work sold or commissioned	
BACS Details in the Event of Sales Payments will be made in one transaction after the exhibition is taken down. Additional prints etc should be delivered prior to payment	Account Number Sort Code Name on Account
Any other features of sale E.g. merchandise/packs/work sold as seen or order prints/including frames etc	

By signing or marking my name I agree:

To comply to the Exhibiting Policy/Gallery Terms and Conditions (overleaf), which includes but is not limited to:

- 1) Understanding that my work will not be presented if not in keeping with the policy with no refund available.
- 2) That by submitting your work to The Gate Gallery, you grant us the right to display your work and use selected photos or images of the artwork to promote the event.
- 3) That The Gate is not responsible to solely promote the exhibition, but i the artist will provide as much information as possible to aid promotion.
- 4) To Collect the artwork on the dates specified above, or arrange for a 3rd party to do so.
- 5) That the work will not be covered by any insurance in any way except if the exhibition is stolen where there was violent/breaking entry or exit, then to a maximum of £5000, and £500 for any one piece.
- 6) That The Gate does not accept any responsibility for damage to your artwork from accidental damage, damage while hanging or unhooking the work. We will take appropriate precautions that no damage is done to your artwork in these processes. The artwork remains your responsibility while it is on exhibition.

Name/Signature

Name/Signature  
(if Joint)

## Exhibiting Policy at The Gate Gallery

Any artwork which is displayed in The Gate Gallery must adhere to this policy

### EXHIBITING POLICY (1 of 2)

#### The Extent of this Policy

- This policy is designed to express the various factors which you agree to if you chose to exhibit at The Gate Gallery. Please ensure you fully understand and agree to all the factors below before booking and paying for an exhibition.

#### Advertising, Promotion and Opening

- The primary responsibility of promoting any exhibited work lies with the artist(s).
- The Gate will attempt to support the exhibition and promote it using various accumulated written and emailed mailing lists. If we're provided material by the artist, flyers/posters will be displayed around The Gate as well as likely inclusion in the termly brochure given the exhibition is booked far enough in advance.
- A promoted presence on the website and our social media profiles. Depending on how far in advance the exhibition is booked we can reach an audience of between 5000 and 17,500.
- By submitting your work to The Gate Gallery, you grant us the right to display your work and use any photos or images of the artwork to promote the event.
- A 'Gallery Opening Event' for each exhibition can be arranged, staffed and advertised by The Gate free of charge, however the primary responsibility of promoting any opening evening lies with the artist(s). The Gallery Event will be held in the gallery area if the Café bar is not available, complimentary orange juice and lemonade will be provided and purchases can be made at the bar. There may be other users of the centre in the Gallery Spaces, though where possible we will attempt to book the opening when there is minimal other activity.

#### Appropriateness of Work

- We reserve the right to decline exhibiting work if the submitted material is deemed inappropriate or offensive (this decision will be made at the discretion of our Gallery Staff) such reasoning includes but is not limited to; artwork which includes nudity, graphic violence, or features disturbing images or imagines depicted with an intention of making the viewer uncomfortable. Also, any artwork which may incite anger on grounds of religion, sexual orientation, race, creed or gender. NB: The Gate is committed to serving and engaging our local community – we are based in a very diverse and multi-ethnic area with a variety of religious backgrounds. This Policy is set to best engage and involve guests and audiences from all these walks of life and is by no means a critique of any particular art forms or styles.
- Only artwork which can be securely hung is suitable (Mirror Plated) – any artwork or frames more than 5cm deep will not be exhibited. No artwork with protrusions or sharp objects will be displayed. No standing artwork, models or sculpture can currently be housed in The Gate Gallery – all work must be securely fixed to the walls and secure within their frames.
- Any artwork which the artist is unsure if it would meet these standards can be sent as an image or photo to gallery@thegate.org.uk as early as possible
- To fill the gallery space effectively we would recommend a minimum of 30 artworks, with a maximum of 100 pieces.
- There may be times when the gallery areas are not accessible to the public due to The Gate being hired by a private function, in these instances we will do our best to let you know ahead of time. Most Sunday mornings the Gallery is unavailable.

#### Costs, Commissions and Sales

- All artwork must be for sale – certain exceptions may apply when booking The Gate Gallery.
- The cost of hiring The Gate Gallery for a private or group exhibition is £250. This is payable before or on delivery of your work. Open Exhibitions will have a cost per piece; the normal rate is £10 per item.
- A commission of 30% is charged on any artwork sold or commissioned during or due to the exhibition. Please factor this commission into the pricing of your Artwork. The Gate will conduct all sales on behalf of the Artist and will cover all charges (e.g. card machine or credit card fees).
- Payment for any artwork sold will be accumulated at the end of the exhibition and be paid by BACs to the Artist as soon as possible. Please provide us with your bank details when you submit your Exhibition Booking Form.
- In the event that you'd like to cancel an exhibition at The Gate Gallery, due to the costs of sourcing late notice artists, we can offer a full refund of gallery hire up to 4 months in advance of the opening night, 50% of hire costs up to 2 months in advance. Within 2 months of the opening night unfortunately no refund is available.

# Exhibiting Policy at The Gate Gallery

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## EXHIBITING POLICY (2 of 2)

### Delivery & Collection of Artwork

- Artwork must be delivered on the day and times specified when booking the exhibition. We cannot guarantee late artwork will be displayed or that the opening evening 'deadline' will be met if the artwork is late. Artwork delivered earlier than agreed may not be stored safely due to space restrictions.
- All artwork must be delivered pre mirror plated with the use of screws in the centre of the artwork on both side edges
- All artwork must be appropriately labeled (secured on the reverse) with: your name, title of the work
- For private and group exhibitions a word document must be submitted containing all the label information artist name, title, medium and price so that name plates can be designed and cut, this must be submitted one week before the exhibition. This does not apply for open exhibitions. The ideal formats could be as below:

John Smith		'The Title of my Work'
'The Title of my Work'		'The Title of my Work'
Oil on Canvas		Oil on Canvas
£200		£200

- Artwork must be collected on the date and time specified when booking the exhibition. We cannot hold any artwork for any longer than 1 calendar week after it is taken down and this must be requested and agreed in advance. Late collection of artworks will lead to extra charges of £2.50 per calendar day. We reserve the right to dispose of the artwork 2 weeks after the end of the exhibition. If a substitute is named to pick up the artwork in place of the artist this must be requested and agreed in advance and appropriate ID photographic be shown on collection.

### Hanging

- Your work will be hung and handled by an external professional hanger (subject to availability). This includes their advice on design of the space and how it can be best used to exhibit your individual work. If you wish, you'll be able to work together to choose the placing of your work and then he will hang the work accordingly.

### Insurance/Damage

- We do not accept any responsibility for any damage to your artwork or frames from accidental damage, damage while stored, damage while hanging or unhangng the work or damage while wrapping (if applicable) . The artist waives all rights to compensation or replacement due to damage of any kind while any artwork is on The Gate property. The artwork remains your responsibility while it is on exhibition and is submitted entirely at your own risk. You will be welcome to be present at any key stages of the exhibition.
- Your work will not be covered on our insurance in any way except if the exhibition is stolen where there was violent/ breaking entry or exit, then to a maximum of £5000, and maximum £500 for any one piece.

### Personal Data

- The Gate will only use your personal data for the purpose of communicating with you. It will not be placed on any advertising or promotional material unless you grant us that permission. It will not be given to any member of the public or other organization without your permission. All information will be stored securely. Information about you will not be disclosed to any third party without your consent, unless the law requires it.

### Gallery Spaces

- Private and Group Exhibitions can display any sized artwork; Open Exhibition submissions must be no larger than 32 inches/81cm square - oversized artwork may not be displayed.

GALLERY 1 – (Foyer/Social Gallery)		
1 x W95cm	H120cm	TOTAL SPACE:
1 x W510cm	H150cm	W860cm
1 x W160cm	H120cm	x
1 x W95cm	H120cm	H120-150cm

GALLERY 2 – (Corridor/Pathway Gallery)		
1 x 1560cm	H150cm	
1 x 115cm	H120cm	TOTAL SPACE:
1 x 210cm	H120cm	W2465cm
1 x 200cm	H100cm	x
1 x 80cm	H100cm	H100-150cm
1 x 70cm	H100cm	
1 x 230cm	H100cm	