



Hello Dear Artist.

HIRING THE GALLERY 2023

Please complete the form below and return it via email to admin@thewoodenboxgallery.com – putting your name & preferred date in the email subject line. Please note that bookings can only be confirmed when a non-refundable 50% deposit is made (Community groups & those awaiting funding applications are required to pay a non-refundable 25% to secure the space). This can be done by BAC, in the gallery via card machine or cash.

This form is designed that each text box will automatically expand & format itself if you type an amount bigger than the box provided. However, bullet point answers & lists where applicable are sufficient.

The WBG tries to accommodate a wide range of media, styles, genres, subjects, formats & artists. All applications are considered at our 2 weekly review panel. Please note that not all applications will be successful & not all dates can be accommodated. If you wish your application will be kept on file & you may be invited to exhibit at a later date

Before making your application please consider the following information about the Gallery layout/structure, running of the exhibition, hanging & pricing. Please note changes have been made to the hiring of The Wooden Box Gallery Exhibition space for 2023. The changes to the gallery are based upon feedback & analysis of how the gallery functioned & performed in 2022. We have listened to exhibitors, customers, visitors & teachers who used or visited the gallery in 2022. We seek to build upon both our successes & the requirements of those using the gallery. The WBG is a self-funding enterprise that does not receive external funding therefore in these uncertain economic times, The WBG reserves the right in exceptional circumstances to change fees, dates, times & exhibition structure where needed in order to protect the gallery. In this instance, notice will be given to the artist/group of any changes & the artist/group will have the right to cancel their exhibition & have their deposit refunded.

a) Fees & Commission

	Per Week – 7 days	Fortnight – 14 days -5% reduction*	3 Weekly 21 days -5% reduction*	Month 28 days -5% reduction*
Whole Gallery 92 High St, Ramsgate	£200	£380	£570	£760
Wall in Café* 91 High St, Ramsgate	Intro offer £50 (applies if booked before Oct 1st) £75	£100* 5% discount not valid on intro hire price £143	£150* 5% discount not valid on intro hire price £214	£200* 5% discount not valid on intro hire fee £285

20% Commission is taken on any art works sold during the exhibition *(Not including cafe hire which is 25%)

*Included in the Gallery Price Hire	The space can be used for suitable workshops/artists talks. Please contact us to discuss your requirements. *subject to availability.
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b) Gallery Layout

c) In order to give opportunity to as many artists as possible to show & sell their work, the gallery exhibition space is divided into 2 areas, the front space is the main exhibition area which measures 5m x 6.5m & features the large shop front. Using our moveable walls, a smaller area will be used as an artist's working area & an area for sales of original artworks, prints, posters & merchandise featuring many different

artists work (Artists will be invited to be part of the art & print shop). However, for the duration of your exhibition, you are welcome to position a print rack containing other smaller works that are for sale ie. works on paper or prints within this space.

- d) If an artist/group requires the whole gallery space 5m x 9m, this can be arranged prior to exhibition installation. There will be an additional fee for this. Please get in touch to discuss your requirements.
- e) **Opening Times, Private View & Stewardship, Installation**
- f) **The gallery hire period runs from Thursday to Thursday. Installation is from 11am-4pm on day 1 of your hire period. Take down is between 8.30am-10.30am on the last day of your hire period.**
- g) In order to facilitate an efficient hanging/installation of your work please have your work ready to be hung with d-rings attached & have a layout plan of where you would like your work to be hung. Please have all your exhibition material ready for the show (including any labels, text panels, window decals, artist's biography, prices, title & brief summary etc).
- h) **The WBG aims to be open daily (Mon-Fri 12pm–5pm, Sat 12pm-5pm, Sun 12pm-4pm). The standard gallery hire fee for 2023 will be £200 per week (there is a 5% discount for multiple week hire). This standard gallery hire fee, includes stewardship by Wooden Box Gallery staff for 3 days of the hire period (agreed in advance & to only include 1 day at the weekend).** The remaining 4 days of the hire period are to be covered by the artist or a suitable representative. (The WBG has a right to refuse the artist's chosen representative if deemed unsuitable & WBG management have the right to close the gallery if needed until a suitable steward is found). The WBG is not responsible for any breakages, losses, accidents or thefts of work when WBG staff are not stewarding the exhibition. Nor is the WBG responsible for any trips, falls, accidents or harm to the artist or their representative. WBG staff can cover additional days of stewardship at a fee of £40 per day. If requested in advance the gallery opening hours may be able to be extended in order to accommodate your visitors. All artist's exhibiting at The Wooden Box Gallery are required to have insurance (Artist Newsletter membership is a good way to obtain artist's insurance).
- i) The hire fee of £200 per week does not include curation/hanging time by WBG staff. On the day of installation, WBG staff will demonstrate how to use the simple hanging system & the artist/group is required to hang/display their own work. Artists are required to sign a Health & Safety waiver form that outlines safe practises & using ladders. Complete curation/hanging of your work by WBG Staff can be arranged at an additional fee of £50 per day.
- j) The weekday gallery core hours for the duration of the hire period is 12pm-5pm, this is to accommodate workshops & art lessons that run between 9.30am-11.30am & after 5pm.
- k) **Show openings or Private views (if required by the artist/group) are to held on the first Friday of the exhibition 5pm til 8pm or Saturday 12pm til 5pm). The artist/group is to provide the refreshments for visitors as well manage the advertising/invitations of the opening. The artist/group is responsible for the good conduct of their guests. The WBG can provide refreshments for your opening at a fee of £120. This fee includes providing 3 cartons of juice, 3 bottles of sparkling water, 3 bottles of red wine, 3 bottles of white wine, 3 bottles of rose. Ice buckets & glasses. A selection of crisps/nut snacks.**
- l) The fee of £200 per week entitles the exhibition to be included in The Wooden Box Gallery's website & advertised upon The WBG social media outlets 2 times. There



can be additional advertising / promotion of your show by The WBG at a cost of £30 per hour.

- m) If you wish your exhibition to also be shown in The Wooden Box Café (91 High St) this can be booked for an additional fee of £50 per week (if booked at the same time as your main show).**
- n)** We hope that all work on show is either for sale or has the option for prints to be taken & offered for sale (Happy to discuss options). The Artist is responsible for pricing their own work. Please note that The Wooden Box Gallery has a fixed 25% commission on any sales of your work during the exhibition or sold via our website or social media outlets so please consider this when pricing your work. Despite our overheads increasing we at TWBG have pledged to maintain our commitment of supporting the creative community the WBG & kept our prices at the 2022 levels.
- o)** In order to keep application fees down, we have included additional paid for add-ons that may appeal to some artists. You can choose which ones you fancy and add them to the exhibition fee.

	Additional Add-On	Fee
1	For you to have your Name, 1 image & short artist's statement featured on The WBGallery website exhibitors page from July 2023 (or when you sign up) until Dec 2023	£12 Works out at £2 per month
2	Your work to be added to the gallery's NEW online shop (from July 2023 (or when you sign up) until Dec 2023) so that visitors to our website can peruse, purchase & collect your work via our site.	£10 per piece or £20 for 3 pieces (works out less than £1 per month per piece of work or £50 for 10 pieces (works out at 71p per month per piece of work)
3	Your Weekly Gallery hire fee – *please delete as appropriate if booking more than 1 week	*£200 /*£380/*£570/*£760
	YOUR TOTAL TO PAY -	

Please pay via BAC to –
The Wooden Box Gallery & Studio Ltd
Acc No. 10240251
Sort Code. 82-61-37
Virgin Business Bank

YOUR INFORMATION

Please state yes or no if you agree to the WBG keeping your information for future exhibitions?

Please state yes or no if you wish to be added to the WBG adding you to our mailing list – if yes please give us your email address. Please invite your friends to join our mailing list www.thewoodenboxgallery.com/contact

Name	
Address	
Telephone number(s)	
Email Address	
Social Media Info	

PREFERRED STARTING DATE OF YOUR EXHIBITION – (would you accept alternative dates if needed)	
Are you a student? If so what is your school/college/uni name? What year are you in?	
Project Summary & Details	
What is your application for : –	✓
A Group show (You are the contact person for your art group/group of artists).	
An Individual show (You individually hire the whole gallery space)	
What is it that you want to do? Please think about & explain how you want the work displayed/shown/interacted with?	
What are the main themes of your work? What are your key aims & objectives of your work? What are you exploring? Discussing or Showing?	
What is the main medium of your work? What is the size of your work? Will you be bringing lighting/plinths/tables etc? Is your work free standing? Hazardous?	
Could your show be deemed by some as Offensive? Controversial? Exploring a Sensitive Topic? (We understand how art/themes are subjective to each individual & the WBG is open to consider work that may not suit everyone’s opinions or is felt to be challenging. Please use this space to give information to help with assessing & planning of shows – We don’t like surprises & reserve the right to not hang work/shows that are not properly considered/planned for).	
Is your show suitable for all ages? If not please specify ages & do you have a proposal of how to protect younger visitors to the gallery?	



<p>Evaluation & Research</p> <p>The WBG seeks to form partnerships with appropriate individuals & Institutions (Schools, HE, Arts Organisations, NHS). Where appropriate exhibitors are asked to contribute to the evaluation & research projects that may run within the WBG. Are you happy in principle to contribute where appropriate?</p> <p>You will be able to choose specific research collaborations you are happy to be part of at a later date. Do you have any research ideas or collaboration ideas that you feel may benefit you or the wider artistic, academic or local community?</p>	
<p>Artist’s Talks/Workshops/Community</p> <p>Are you interested in engaging with the public about your work other than showing your work? If so do you have a plan/idea of what you would like to do?</p>	
<p>The WBG Artist’s Profile Pages, Catalogue & Social Media Selling</p> <p>In principle, do you wish to be included within the WBG selling pages/future contact pages so that you can sell your work/be contacted after your show at the WBG has finished?</p>	
<p>Payment of hire fees & commission.</p> <p>Do you agree to pay the 50% deposit to secure your exhibition space? The final 50% must be paid within 1 month of the hire date.</p> <p>Deposits are non refundable. Refunds on cancelled bookings are not able to be given if within 1 month of the exhibition date.</p> <p>Do you agree that all sales of work will be held by the WBG until the end of the exhibition and any monies raised through sales will be given to the artist via BAC minus the WBG pre-stated 20% commission?</p> <p>Do you agree not to arrange sales of exhibited work with collectors away from the gallery for the duration of your exhibition or within 30 days of the finish of your exhibition.</p>	
<p>Selling Work, Prints & Merchandise</p> <p>The WBG wishes to offer as many opportunities for visitors to the gallery, café, website & social media to purchase & own the work of WBG featured Artists. Do you in principle agree to sell reproductions of your work where appropriate? Prints, appropriate & high quality merchandise etc. We can arrange scanning, printing, cataloguing & sale of your work for you. Please discuss with WBG staff.</p>	
<p>Promotion</p> <p>The artist/group is responsible for advertising & promoting their exhibition. Please give yourself an adequate amount of time to promote your show.</p> <p>If you wish to have vinyl window stickers displayed for the duration of your show, The WBG can arrange for this text to be supplied &</p>	



<p>installed. Please discuss the costs for this service in good time before your show starts.</p> <p>Do you agree to promote your show, promote The WBG ethos of inclusivity, accessibility & equality across your social media networks & mailing lists? Have you any promotion/marketing/networking ideas you wish to try?</p>		
CHECKLIST OF THINGS TO INCLUDE WITH YOUR APPLICATION?	YES	NO
Have you included your Artist’s biography on 1 side of A4?		
Have you included your website/social media accounts?		
Have you included information about your insurance?		
Have you attached 3 photos of your work in jpeg form at 300dpi?		
Have you made provision to pay the 50% deposit to secure your exhibition dates? (we can send you an online link for payment, or BAC or come into the gallery when your application & the required dates are finalised)		
Sign, date & add your mobile phone number here please -		

Art work Label

Below is an example of the format of the label that you may like to use to display information of each artwork. The WBG does not permit sticky labels & all labels must be attached using white-tack (provided by WBG). Please make sure that your labels are mounted on foam board or cardboard.

YOUR NAME
THE TITLE OF YOUR WORK
THE MEDIUM
PRICE