

Willesden Gallery - A brand new venue in NW London within the Library at Willesden Green- Hire Information



The Library at Willesden Green is located on Willesden High Road and has been open since late Summer 2015. It's a multi-functional building and incorporate the functions of a state of the art library including a children's library, cafe, Museum, Education Room, Archive search room, performance space, multi-purpose foyer space and Gallery. Activities taking place at the venue include art exhibitions, heritage displays, dance, music, drama performances, screenings, arts and craft workshops and community projects.

An area of The Library at Willesden Green has been designed for a programme of exhibitions. This area is referred to in this document as **Willesden Gallery**.

it is located on the ground floor of the Library at Willesden Green, at 95 High Road, Willesden, London NW10 2SF. Opening hours are Mon-Fri 09.00-20.00, Saturday and Sundays 10.00-17.00. The gallery will be closed for Public Holidays.

Willesden Gallery is available for hire from individual artists or those wishing to exhibit as a group. Exhibition slots are usually 2 weeks long.

HIRE RATES:

The hire are based on a two week basis and the current rates are:

£400 inclusive per solo artist exhibition with no commissions taken on sales
Thereafter £200 additional week

£650 inclusive per group artists exhibition with no commissions taken on sales
Thereafter £325 additional week

A refundable fee of **£100** to cover for damage must be paid in advance. The fee will be returned when the walls, ceiling and floor are satisfactorily repaired on completion of the exhibition.

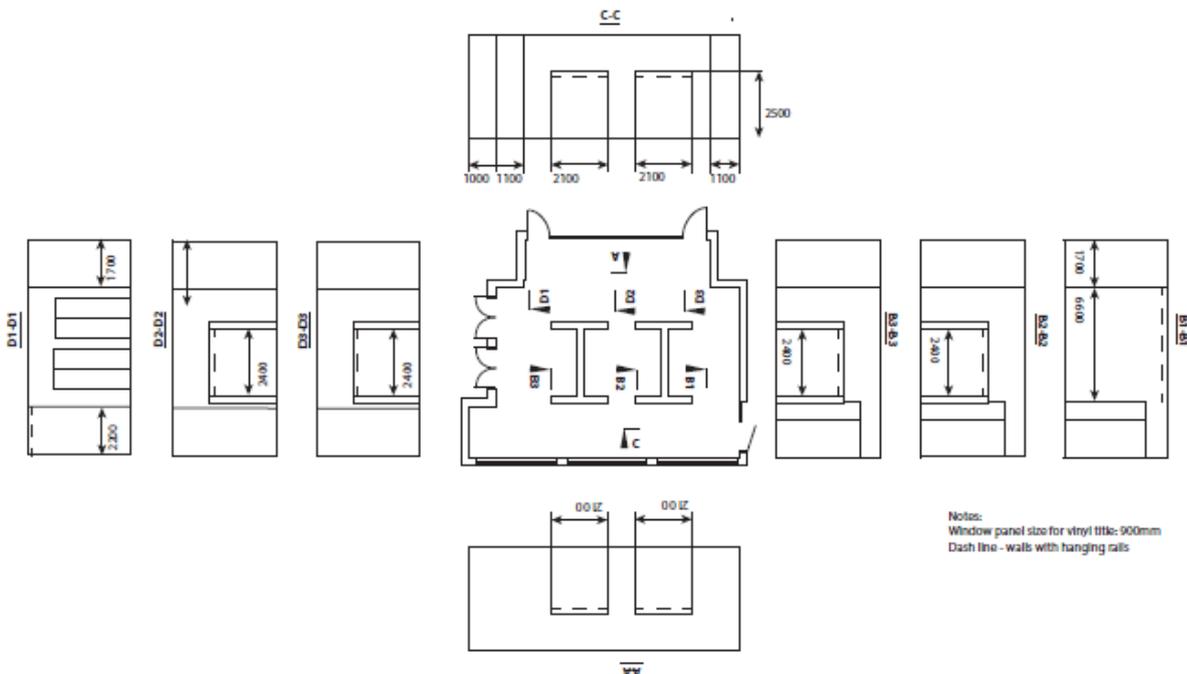
GALLERY PLAN

The Gallery measures 77sqm floor space with two free standing display panels located in the centre of the space. The panels are 2400mm high. The front and back of the panels are 2100mm wide and the centre joining panel is 2400mm wide. The free standing display panels are made of 18mm thick MDF board on a softwood frame, and will be suitable to exhibit art on all sides.

In addition to the two free standing display units, work can be hung from two of the walls within the space (see image below). These walls have a 'Clip-rail Max Heavy Duty' hanging system approx. 2700mm above floor level, with approx. 11 linear meters of hanging rail in total (2150mm + 4250mm + 4600mm).

The gallery is lit by spotlights operating from lighting tracks. These can be removed or repositioned within the lighting tracks.

There is also a small office space connected to the Gallery which contains a large sink and some storage space. There are 3 glass display cabinets available to use.



Due to the nature of the Exhibition Space the majority of works to be displayed should be 2Dimensional and installed on the hanging system provided. Materials could include paintings, prints, drawings, collage, photography and textiles. Where possible work should be framed and/or mounted.

Works including 3Dimensional objects, video and sound art will be considered although equipment required for this including display cases, plinths, projectors and speakers will need to be brought in at cost to the Exhibitor.

All electrical equipment will need to be PAT tested before it can be used in the gallery. Cables must not create a trip hazard. The electrical installation must be protected by a residual current device (RCD)

EXHIBITION PLANNING

For a two week long hire, the Gallery is hired out from Monday (when artists can load in from 9.30am) to Sunday (when artists must cleared out of the space by 4.30pm). It is run on a self-managed basis and we expect all exhibitors to leave the space as they receive it. This means that during the de-installing all holes must be filled in and paintwork touched upon where necessary. The artist is liable for any damage to the fixtures and fittings in The Gallery caused by negligence on the part of the artist. A **£100 fee** will be levied on those who fail to return to exhibition to an appropriate state.

All potential hires must submit their exhibition application form in advance, including at least 8-10 artwork images. Application Forms can be requested by email to nadia.nervo@brent.gov.uk. All exhibitions proposal must be approved by the Gallery before hire commences to ensure they are in keeping with the Gallery exhibition content policy.

The Gallery can provide assistance with the selection of artworks and curation of the exhibition. The artists are however responsible for the setting up and dismantling of the exhibition and are encouraged to bring their own technical equipment.

The artist may supply invigilation for the duration of the exhibition if desired.

We can arrange for one night opening (6-8pm) for a private view, which is included in the hire fee. There is a possibility to open an extra hour during the private view event (8-9pm) at an extra cost of £20. Drinks must be consumed within the Gallery space and served free of charge to guests.

All artworks must be removed from the gallery before 4.30pm on Sunday (final day of hire). Any work remaining in the Gallery beyond the designated dates may be disposed of at the management's discretion.

The artist is responsible for all marketing and promotional activities such as flyers, invitations, posters and advertising. Exhibitors may use the gallery logo and location map for marketing material.

Payment for artwork sales must be arranged independently by the artists. The Gallery does not charge commission on sale of any artwork.

Brent Council will not be held liable in the event of theft, loss or damage of artist's artwork or property stored or hung in the gallery space. The artist will be responsible for acquiring a suitable insurance policy for all risks arising out of the exhibition. The artist is liable for any damage to the fixtures and fittings in the Gallery caused by neglect of the artist.

The Gallery is able to provide the following within the hire fee:

- Marketing and publicity through Brent Council social media, website and mailing list
- Printing of 500 exhibition flyers A5 size
- Hanging system for 2D artworks
- CCTV is in operation in the Gallery space and throughout The Library at Willesden Green
- Wireless internet connection

- Disabled access and toilet facilities
- Mechanically operated windows
- A plinth to place comment book and flyers
- A plinth for artwork/sculpture
- Three glass display cabinets for 3-D display
- A ladder to install work
- Lighting and heating
- Cleaning service
- One night opening (6-8pm) for a private view.
- The use of 80 wine glasses during the private view event
- A fridge for pv drinks

PAYMENT INFORMATION

On approval of the exhibition application the artists will be sent a hire invoice and a contract to review, sign and return.

A 50% deposit of the total hire fee and a refundable fee of £100 to cover for damage are required to secure the booking. The full balance is due at least 14 days before the exhibition starts.

The hire payment must be made in credit/debit card or bank transfer. All bookings will remain provisional until the 50% deposit is paid.

The refundable fee of £100 must be paid by cheque. The fee will be returned when the walls, ceiling and floor are satisfactorily repaired on completion of the exhibition.

Cheques should be made payable to London Borough of Brent.

CANCELLATION INFORMATION

If the artists wish to terminate the hire booking the following conditions apply:

FULL REFUND OF HIRE CHARGES - written notice must be received by the Gallery at least 60 days in advance of the first day of the hire.

50% REFUND OF HIRE CHARGES – written notice received by the Gallery at least 7 days in advance of the first day of the hire.

Cancellation less than 7 days prior to the date of the event will incur the cost of the full hire charge.

CONTACT INFORMATION

Please contact Nadia Nervo on Nadia.Nervo@brent.gov.uk for any information regarding bookings, availability and to arrange a viewing.

