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**OXFORD
CITY
COUNCIL**

Oxford Town Hall

Exhibitors Information Pack



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The Gallery & Gallery Corridor

Oxford Town Hall

Exhibitors Information Pack

The Gallery & Gallery Corridor are spaces within Oxford Town Hall, managed by the Heritage team at Oxford City Council's Museum of Oxford.

Available exhibition spaces:

The Gallery is a self-contained space of 12.3m x 7.35m (90 sqm), suitable for hanging work using a hanging rail system with Perlon cables or rods, and for free-standing 3-D work.

The Gallery Corridor has an approximate total of 23 sqm of hanging space using a hanging rail and rod system with security hooks for 2-D work only.

Opening Hours:

The Gallery opening hours are usually 9.30 am to 5pm, Monday to Saturday and 10.15 am to 3.45pm on Sunday. These hours may be reduced or extended following discussion with the exhibition team.

The Gallery Corridor is accessible to the public at all times during Town Hall opening hours, which vary from day to day.

Entrance Costs:

You may not charge for entrance to **The Gallery** or **Gallery Corridor** as all exhibitions are free entry.

You may sell the work you are displaying in either space (subject to commission see below for rates).

To enquire about availability email: museum@oxford.gov.uk

The Gallery & Gallery Corridor: Exhibitors Information Pack

Equipment:

The following equipment is available for use in **The Gallery**:

Hanging rods, Perlon cable and assorted hooks.
Long display case with lockable glass top
Safety ladder
Gallery benches

Other equipment may be available on request for a fee:

Plinths
Additional cases
Display screens
Tables
Children's tables, chairs and stools for activities
Children's book shelf
Large screen television & DVD player on stand

The following equipment is available for use in **The Gallery Corridor**:

Hangings rods with security hoods and security hooks

Security:

Both spaces are unmanned therefore unsupervised exhibitions are at your own risk. You are welcome to provide your own invigilators during opening hours. There are security cameras in all spaces.

You are required to provide insurance to indemnify your work, and to sign the insurance waiver in this pack to release the Town Hall of liability, which includes loss, damage and injury caused by your work to visitors attending the exhibition.

Loading & Unloading of Artwork

Artwork may be loaded and unloaded through the front of the building (access from St Aldates) or with prior arrangement through the rear entrance (via Blue Boar Street).

There are the following loading restrictions on St Aldates when you are NOT permitted to load/unload:

- From 7.30 am to 9.30 am
- From 4.00pm to 6.30pm

At other times it is possible to deliver work but you must not leave your vehicle unattended for more than a few minutes. We recommend you have at least one additional person with you to support loading and unloading.

You may contact the Civil Enforcement Team on 01865 815700 to discuss parking.

To enquire about availability email: museum@oxford.gov.uk

The Gallery & Gallery Corridor: Exhibitors Information Pack

Private Views:

Private views may be held during normal opening hours, or at other times depending on Town Hall bookings. Private views held outside of normal opening times may be subject to an hourly hire rate.

Please discuss your private view catering requirements with the exhibition team.

The Gallery:

Catering can be provided by the Town Hall caterer, or you may provide your own food and drinks, subject to approval by the exhibitions team.

The Town Hall caterer can provide a variety of refreshments such as drinks, canapés, nibbles and buffets, and can also provide serving staff.

If you provide your own alcohol there must be a license holder present in the building to comply with Alcohol Licensing laws and this incurs a fee of £85 plus VAT.

The Gallery Corridor:

Private views for The Gallery Corridor will be held in the Long Room (opposite The Gallery). An hourly rate will be charged for the hire of the Long Room.

Catering can be provided by the Town Hall caterer, or you may provide your own food and drinks, subject to approval by the exhibitions team.

If you provide your own alcohol there must be a license holder present in the building to comply with Alcohol Licensing laws and this incurs a fee of £85 plus VAT.

Rates:

The Gallery is hired to community groups and charities on a daily rate of £38 per day plus 20% (+ VAT) commission on all sales.

The Gallery is hired for business events at £150 per day. There is no commission payable on sales.

The Gallery can be hired outside of normal opening hours at £72 per hour.

The Gallery Corridor can be hired on a calendar month basis at a rate of £25 per month plus 20% (+VAT) commission on all sales.

To enquire about availability email: museum@oxford.gov.uk

The Gallery & Gallery Corridor: Exhibitors Information Pack

Sales:

All work exhibited for sale must have clear prices either on labels or in an exhibition guide. Labels and exhibition guides must comply with the recommendations of the exhibition team.

A copy of the price list should be submitted electronically to the exhibitions team.

All sales must be made through the Town Hall retail area.

Work cannot be removed from the exhibition prior to the end of the exhibition period, except in exceptional circumstances. Sold works will be marked on the labels or exhibition guides provided by the exhibitor.

Marketing and Publicity:

The exhibitions team will list all exhibitions in the Museum of Oxford & Town Hall regular publicity, including local events listings, the Oxford City Council website and printed events guides.

Please provide a summary of your exhibition and an accompanying image for this purpose when your exhibition is confirmed. The exhibitions and marketing teams reserve the right to edit the final text used.

If you would like to list your exhibition in other listings and promotional locations please discuss this with the exhibitions team.

Please provide the exhibitions team with a poster for your exhibition. The poster should include the Town Hall logo and address, and should be agreed with the exhibitions team in advance of the exhibition.

If you would like your poster to be displayed within the Town Hall, please provide 3 x A3 posters and 8 x A4 posters for this purpose.

Plans of The Gallery & The Gallery Corridor:

Plans of the exhibitions spaces are included in this pack.

To enquire about availability email: museum@oxford.gov.uk

Prospective Exhibitor form:

If you would like to hire The Gallery or the Gallery Corridor, please complete a prospective exhibitor form and return it with at least three images of the work to be exhibited to the exhibitions team.

Exhibitions must be by a local Oxfordshire artist or feature work based on an Oxfordshire theme. For a full list of the criteria used by our exhibitions team when selecting exhibitions please see the Museum of Oxford & Town Hall exhibitions policy (available to download from our website at www.oxford.gov.uk/townhall or on request from the exhibitions team)

GUIDELINES FOR USING EXHIBITION SPACES:

PLEASE NOTE:

Do not attach, screw or nail into the walls of The Gallery or The Gallery Corridor.

Do not use sticky pads, sticky Velcro, sticky tape, blue tack or white tack on the walls or pillars.

The exhibitions team can provide exhibitors with museum quality white tack that does not mark the walls.

Do not cut the Perlon cables to size (the ends can be tucked behind pictures if necessary).

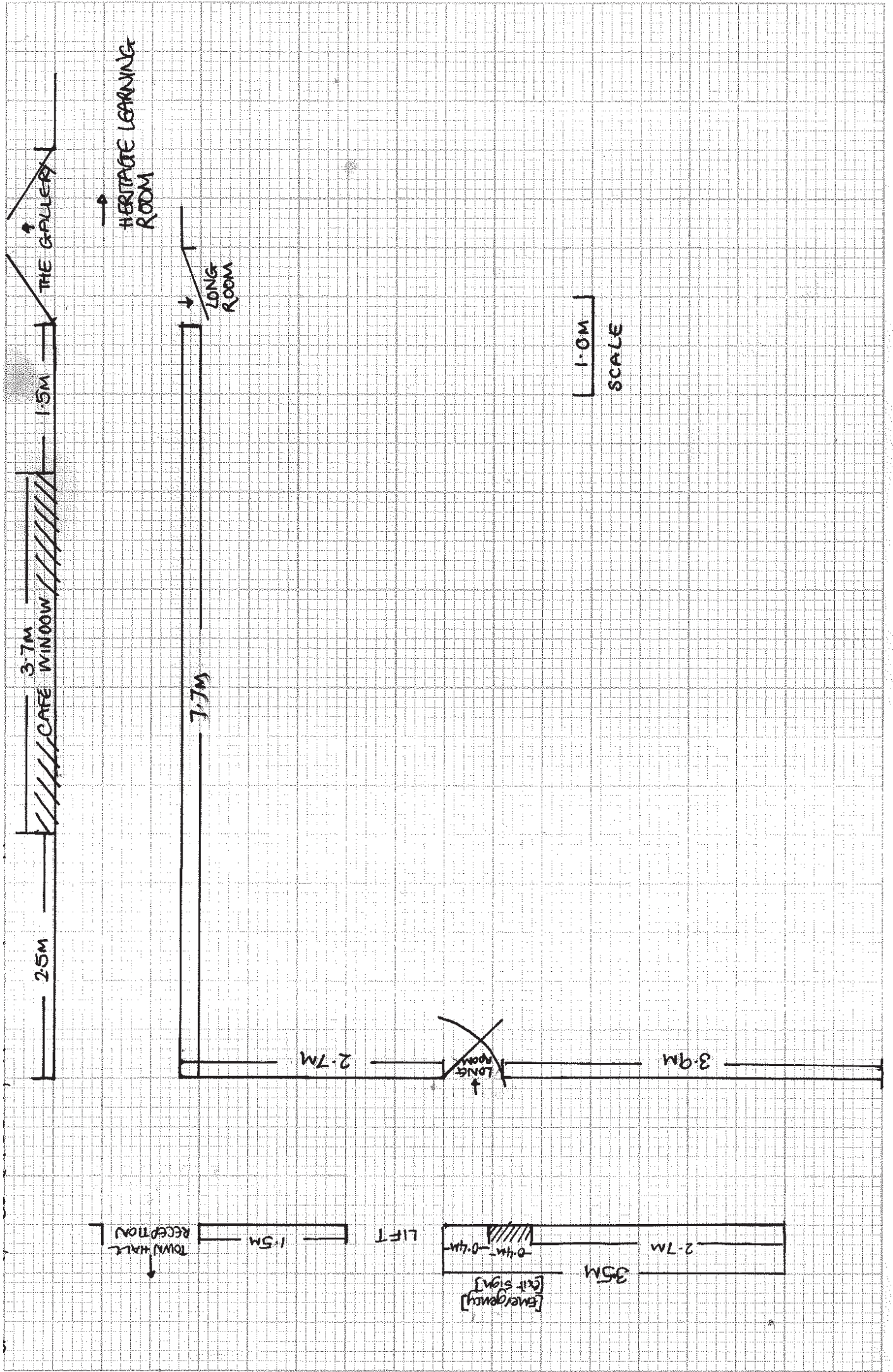
Please hang any Perlon cables not being used on the rails inside the Gallery office this prevents them becoming tangled and damaged.

Any damage to equipment will be charged to the exhibitor at the end of the exhibition period.

Do not leave The Gallery windows open as pigeons may come in through them.

Thank you for your cooperation.

The Gallery Corridor: Oxford Town Hall (Drawn to scale)



Images of exhibitions in The Gallery



Images of The Gallery, a conference in The Gallery and the Gallery Corridor



Museum Use Only

Date Replied:

Staff Name:

Comments:

Terms & Conditions: The Gallery or The Gallery Corridor exhibitions

Thank you for exhibiting your work in The Gallery or The Gallery Corridor.

The area is not staff and there is limited security, therefore you are reminded of the conditions under which your work is exhibited.

- Exhibition sales are subject to a 20% (+VAT) commission rate.
- All sales will be processed by the Town Hall and artwork will be released to the purchaser at the end of the exhibition (unless work is replaced immediately and agreed with the

- You must invoice Oxford City Council for any sales made, less commission. Payment terms are 30 days from receipt of invoice.
- You agree not to withdraw your exhibition before the end of the agreed period without prior discussion with the exhibitions team.
- Whilst every effort will be made by Oxford City Council to protect your exhibition from theft or damage, no liability will be accepted by Oxford City Council.
- Oxford City Council accepts no liability if your work injures someone or damages their property. You should provide a risk assessment for each exhibition where relevant.
- All work must be removed on the allocated exhibition take down dates. We reserve the right to dispose of any work left in the Gallery or Gallery Corridor after the exhibition end date as it sees fit, unless agreed with the exhibitions team.

We strongly recommend you provide your own insurance cover for your exhibition for the period of display to protect against the above.

A copy of the disclaimer below must be signed and returned **at least one month** before your exhibition begins.

DISCLAIMER & INSURANCE:

- I accept that my exhibition in the Town Hall Gallery or Gallery Corridor is exhibited at my own risk and that I will not hold the City Council responsible for any theft or damage that may occur to any of the items exhibited or any injury or damage to anyone attending the exhibition.

Complete as appropriate:

- Please find attached a copy of the insurance certificate for the works to be exhibited by _____ in The Gallery/Gallery Corridor (delete as applicable)
- I _____ have not insured the works to be exhibited in The Gallery/Gallery Corridor. I am aware that whilst To wn Hall staff will make every effort to protect the exhibits on display, Oxford City Council will not be held responsible for theft or damage to the exhibits, or damage to persons visiting the exhibits, whilst they are in The Gallery/Gallery Corridor (delete as applicable).
- I have read and agree to abide by the conditions outlined above, in the Exhibitors Information Pack and the Museum of Oxford & Town Hall Exhibitions Policy.

Signature: _____ Date: _____

Print Name: _____ On behalf of: _____

Address: _____
