

## GALLERY RENTALS TERMS AND CONDITIONS

- Both the Studio and New Gallery are rented out on a four-week period. A non-refundable 25% deposit is required to secure your booking. In addition, time is allocated for the putting up and taking down of work. The Tuesday and Wednesday prior to the exhibition period may be used for the putting up of the exhibition and the Monday following the exhibition period for taking the work down. ALL work must be removed by 5pm on this Monday.
- Details of all work to be exhibited needs to be with the gallery staff two weeks before the start of the exhibition for stock records, price lists etc.
- A risk assessment must be completed and returned to the gallery one month prior to the exhibition (template provided).
- The gallery will supply nails for the putting up of two-dimensional work and some plinths are available for three dimensional pieces. Please check with the gallery staff as to availability. You are fully responsible for the hanging and taking down of work, and please bring your own tools. **NO SCREWS OR MIRROR PLATES** (our walls cannot withstand the damage).
- All adjustments to lighting within the gallery must be carried out by a member of staff.
- The walls of the gallery need to be left in the condition in which they were found. All nails need to be removed, holes filled, and walls painted (Gallery will provide these materials).
- The gallery will take 45% commission on all sales.
- Any work sold may be taken away on the day of sale by the purchaser, (or courier if appropriate).
- The rental fee must be paid in full 1 month prior to any work being put in the gallery.
- While your artwork is in the custody and control of Penwith Galleries Ltd. and /or Penwith Society of Arts, we will be responsible for insuring it, subject to the terms and conditions of that policy.
- Please note that our Private Views normally take place on a Friday. We provide a bar run by the staff and accept small donations for drinks. Any food or drink brought in by exhibitors would need prior approval from the gallery.
- PHOTOGRAPHY - By exhibiting your work you agree to it being photographed by the public and press. By exhibiting your work, you agree to it being photographed by staff members, with the images displayed on the Penwith Gallery website, social media channels, and any other relevant marketing platforms for promotional purposes.