**Dean Heritage Centre Gallery 41 – Community Art Exhibition**

**Name**………………………………………………………………………………………………………

**Address**……………………………………………………………………………………………………

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**Telephone**…………………………………………………………………………………………………

**Email**……………………………………………………………………………………………………….

**Title of submission**……………………………………………………………………………………......

**Dates of exhibition**………Saturday 11th August to Sunday 16th September 2018……………………

**Subject matter**……………………………………………………………………………………………..

**Setting up date**………………Thursday 9th or Friday 10th August 2018………………….

**Taking down date**……………by Tuesday 18th September 2018……………………………

**Number of works**………………………………………………………………………………………….

**Will provide titles**…………………………………………………………………………………………

The DHC reserves the right to postpone or to cancel any exhibition should prevailing circumstances prove this necessary. Any cancellation should be discussed and agreed to avoid negative impact on all parties.

I confirm that I have read and agreed to the terms and conditions in the attached agreement from the DHC and the above form.

**Signed (Artist): Date:**

**Signed (DHC): Job Title: Date:**

**Requirements**

* All artwork must be securely framed and ready for hanging using mirror plates.
* Unframed textiles, hangings, interpretation panels etc. should be securely fixed to the walls.
* The exhibitor is required to provide a typed list of works included in the exhibition prior to the exhibition opening.
* The installation, hanging and dismantling of work is the responsibility of the exhibitor. Assistance will be provided by DHC staff.
* Please discuss the hanging of any heavy or unusually difficult pieces with Centre staff.
* The exhibitor will be responsible for the delivery (and all associated costs) of work to Gallery 41, and for collection when the exhibition ends.
* The DHC will issue a written receipt whenever work is delivered or removed from Gallery 41 to act as a record of location and condition of work, as well as of ownership.

**Selection and Display**

* The DHC retains editorial control and the final decision of work and material for display.
* The DHC reserves the right to exclude any item or material deemed unsuitable.
* Please do not include material of an unsuitable or offensive nature, and remain aware of the audiences visiting Gallery 41.
* The DHC retains the right of refusal if work contravenes health and safety policy.
* The DHC operates an equal opportunities policy.

**Works to be included**

The Exhibitor will provide a full list of works to be exhibited at the DHC, including size, date and details of materials used. To be supplied prior to the opening date of the exhibition.
*(Attach list of works to this agreement)*

**Credits and Moral rights**

The Exhibitor will to be credited whenever any work is exhibited in public or an image of the work is published by or for the DHC. The DHC cannot guarantee a credit for works published by external parties.

**Liability, Indemnity and Insurance**

The DHC shall not be liable for any loss or damage caused by any event or circumstance beyond its reasonable control (such as extreme weather conditions, the actions of third parties not employed by it or any defect in any part of a customer’s work); this extends to loss or damage to any work, equipment or other goods left with it for display or storage purposes, and harm to persons entering the Premises and/or using any facilities.

The DHC shall take all reasonable steps to maintain security at the Camp Mill premises, and to maintain the facilities at the premises. Subject to this, and in the absence of negligence or breach of duty on the part of the DHC, any work, equipment or other goods are left with the DHC at the exhibitor’s own risk and they should ensure that they have appropriate insurance against all relevant risks.

Work displayed in Gallery 41 is covered by DHC’s All Risk Insurance Policy, up to a maximum value of £30,000.

**Opening and Security**

Gallery 41 is currently located inside the charged area of the Centre, allowing only paying visitors access to the exhibitions. The Centre is open to visitors from 10am until 5pm, British Summer Time, and 10am until 4pm, British Winter.

Gallery 41 is unsupervised and unstaffed during opening hours. It is routinely checked throughout the day by members of staff.

The DHC will notify the exhibitor immediately of any loss, deterioration or damage to their work, to allow opportunity for necessary action or repair. If the work is made of non-durable materials, or if change and decay are features of the work, the DHC shall not be obliged to prevent deterioration.

The museum is protected by a security alarm (during hours when the museum is closed to the public) and a fire alarm system.

The DHC is permitted to reproduce images of the Exhibitor’s work only for the following; exhibition publicity, posters, invitations and press, archive records educational and private study. The Exhibitor retains copyright of all images.

**Please complete and sign the attached agreement. Retain a copy for your records, and return a copy to the above address.**