

Hire Charges (Valid until December 2012)

Weekly rate £200

Discounted monthly rate £700

A week runs from Monday 11am to Sunday 3pm. A month is 4 weeks.

VAT

All prices or charges listed are exclusive of VAT, which shall be paid by the Client at the prevailing rate.

Validity of Terms

The Company agrees (subject to written confirmation and any deposit required by the Company) to make the services available to the Client for the period calculated in accordance with this charge schedule. The Client shall pay for all additional services provided at that Client's request at the Company's rates as published in this charge schedule.

Facilities Charges (not including VAT)

After business hours admittance	£50
Making good charge (e.g. damage to walls etc)	According to work required
Late payment fee	£25 per Invoice
Printing/photocopying	At cost as quoted/invoiced by printer/supplier
Invite design (print-ready)	£50
Invites by post	£20 + Cost of postage
Email invites to database (including design)	£50
Hanging/Preparing displays	£50
Take down of displays	£50
Launch/Private views/event incl refreshments and staff cost	Variable (depending on requirements)
Event equipment hire (mic, speakers, amplifier, projector, laptop)	£20-£50 (depending on requirements)

Payment

A separate booking deposit (inclusive of VAT) will be paid on acceptance of the booking. **Your hire period is not secure without this payment and the space will be re-let in the event of non-receipt of the deposit.** Any facilities charges incurred by the Client will be deducted from the deposit. The Total Hire Fee + VAT will be payable no less than 4 weeks before the start of the Hire Period. The **deposit is non-refundable in the event of cancellation by the Client less than 6 weeks** before the start of the Hire Period.

Sales Commission

The Company levies a flat rate of 15% + VAT on artwork that the Client makes available for sale through the gallery in the event of a sale. If Client is selling any of the exhibited work, the Client's sale price should take into account this levy.

Insurance

The gallery has insurance up to the value of £5,000 (five thousand pounds) for damage or loss caused by theft, vandalism, fire and other reasonably foreseeable mishaps to exhibition displays in the gallery space. If the displays you wish to exhibit exceed this value, you are encouraged to obtain additional insurance of your own.

Displays

The gallery utilises the Stas system C-Rail cliprail hanging system comprising rail, suspenders and Zipper hooks that can take up to 10kg in weight. Please ensure that displays that require hanging are properly framed and equipped with the necessary hanging accessories. For more information on the Stas C-Rail, [please visit this link](#).

The Company's representatives and/or staff will not be responsible for preparing your displays for the exhibition, for taking it down or for packing. If you wish for us to do so, the Company's representatives and/or staff will not be responsible for any damage caused to your work and additional charges apply as listed in the Facilities Charges above.