

# Sir Peter Blake Gallery

## Application to Exhibit Pack

### INTRODUCTION

The Sir Peter Blake Gallery is an exhibition space showcasing emerging and established artists, as well as exhibitions of interest to Dartford people.

Situated in the same building as Dartford Library and the Borough Museum, the gallery is curated by Dartford Borough Council on behalf of Kent County Council's Libraries Registrations & Archives service.

We are always happy to hear from artists and groups with proposals for exhibitions. This pack aims to make the process of applying to exhibit as smooth as possible. It contains:

- Gallery information and contacts
- Gallery hire rates
- Application and exhibition terms and conditions
- Application to exhibit form

For more information about the gallery, including our current and previous exhibitions, please visit [www.dartford.gov.uk/gallery](http://www.dartford.gov.uk/gallery).



## GALLERY INFORMATION AND CONTACTS

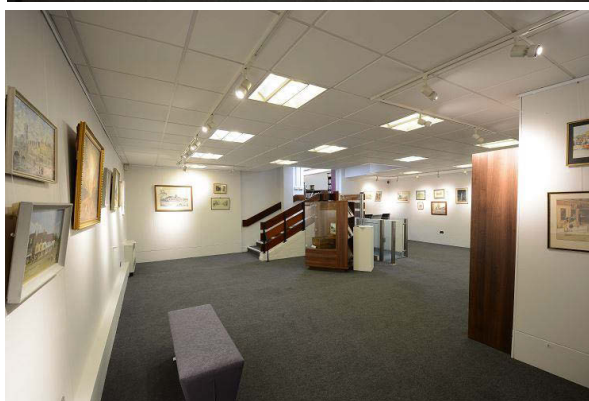
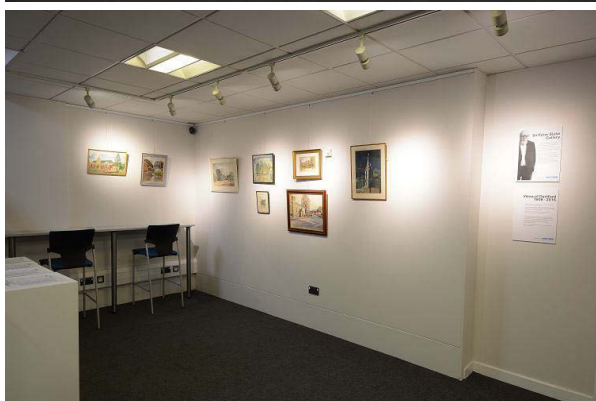
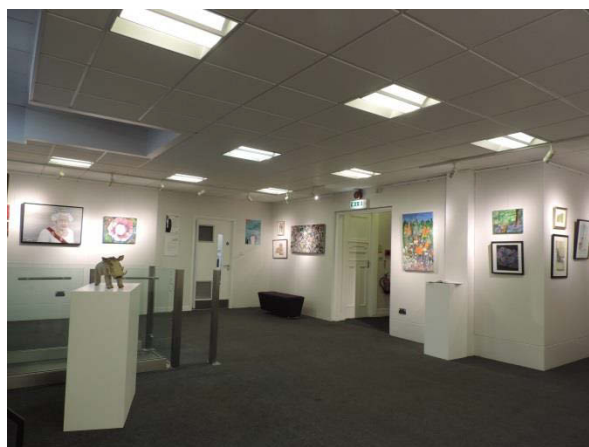
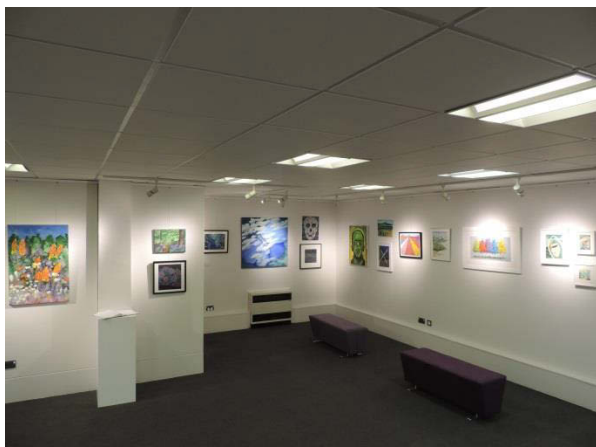
### About the Sir Peter Blake Gallery

The Sir Peter Blake Gallery celebrates the extraordinary career of artist Sir Peter Blake who was born in Dartford in 1932. One of Britain's best known artists and a major influence on the Pop Art movement, Sir Peter has contributed some of the most globally recognisable art and design of modern times including artwork for the covers of The Beatle's album Sgt. Pepper's Lonely Hearts Club Band and Band Aid's Do They Know It's Christmas?

The gallery is a self-contained space suitable for hanging work, using a hanging rail system, and for displaying free-standing 3-dimensional work.

There is ramped access to the front door of Dartford Library. In the building itself, the gallery is located towards the rear of the Library. There are 4 steps at the gallery entrance leading down to the exhibition space. There is also disabled lift access into the exhibition space (maximum load capacity of 2 persons – 500kg/78st).

Please note that because Dartford Library is a public building and the gallery is part of the library, the space may be used for events and meetings.



## Address

Dartford Library, Central Park, Market Street, Dartford, Kent, DA1 1EU.

## Opening times

Monday, Tuesday, Wednesday and Friday - 10am to 5pm. Thursday - 10am to 6pm. Saturday - 10am to 4pm. Sunday - Closed.

## Admission

Entry into the gallery is free to the public.

## Security

There is CCTV in the gallery however the gallery space is unmanned. You are welcome to provide your own invigilators during opening hours but please inform your gallery contact of this in advance.

## Contact the gallery

Please note that Dartford Library staff are not responsible for managing the booking process or the gallery space. Please direct applications and enquiries to Dartford Borough Council using the following contact details.



gallery@dartford.gov.uk

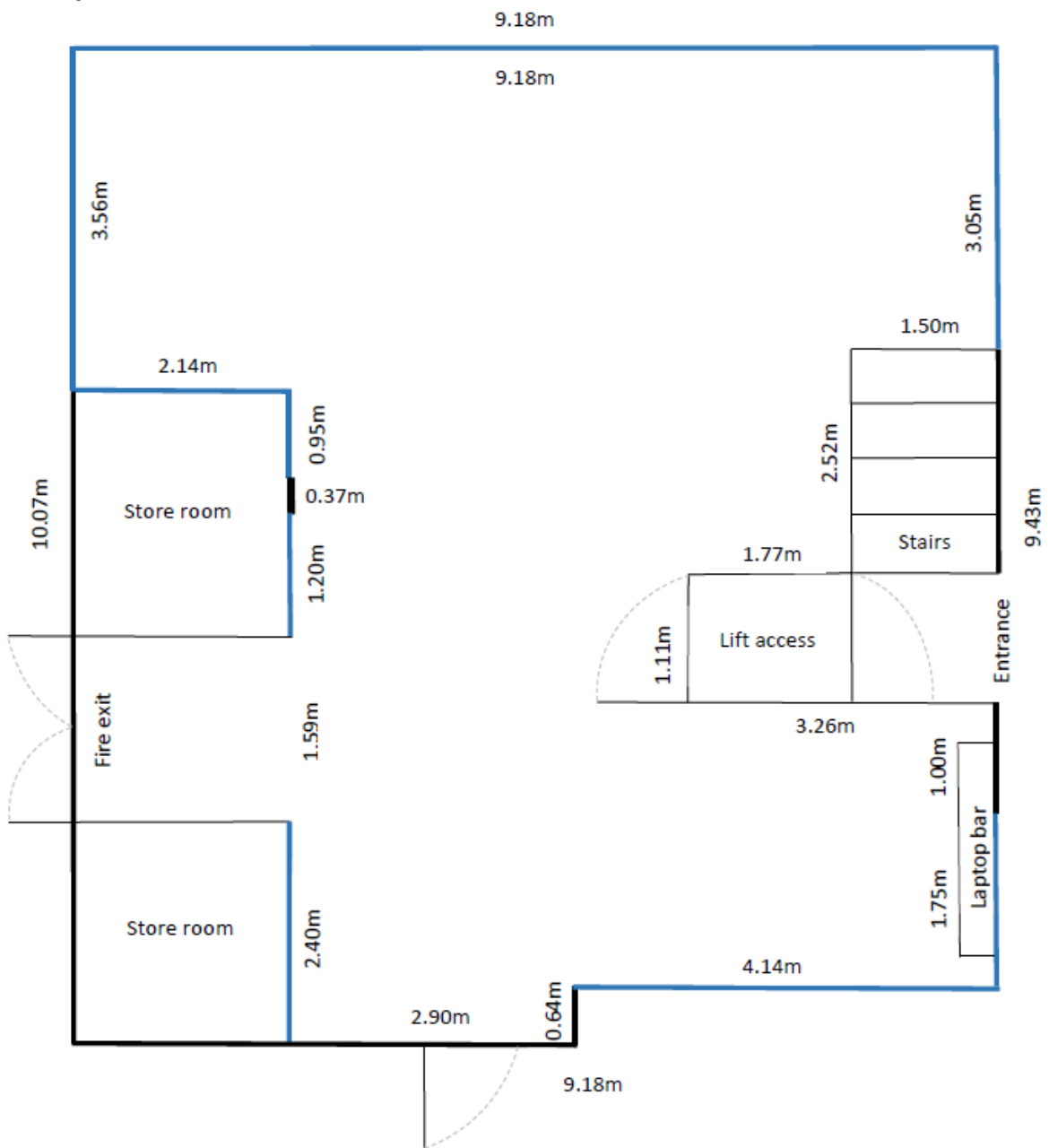


01322 343470



Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR

## Gallery measurements



— Hanging wall space  
 Total hanging wall space – 28.37m  
 Wall height – 2.57m  
 Floor space – 68.64sqm

## **GALLERY HIRE RATES**

The gallery charges a weekly rate of £100 to hire the gallery space. The weekly rate runs from Monday to Monday. Payment must be received in full in advance of the start of the exhibition. The gallery also considers commissioning applications for exhibitions of local public interest.

## **APPLICATION AND EXHIBITION TERMS AND CONDITIONS**

The following guidelines will explain the application process and help you plan your exhibition. If you require further information or have any questions, please contact us on the above details. We recommend that you visit the gallery and look at the exhibition space before you submit your application.

### **A. Application process**

1. An application to exhibit form, including between 3 – 6 good quality images of your work, must be submitted for the application to be considered.
2. There is no closing date for applications as we welcome applications throughout the year.
3. A selection panel will decide which applications have been successful. Depending on the number of applications received and how they fit in with the existing programme of exhibitions, we cannot promise that all will be successful, but we will aim to accommodate as many as possible. The decision of the selection panel will be final.
4. Applicants will be notified of the outcome of their application by email or telephone.

### **B. Condition of work**

5. When exhibiting, the condition of your work must be agreed with your gallery contact upon its arrival at the gallery and any defects should be recorded. This enables you to ensure that any subsequent damage can be accounted for.
6. The work must be suitable for a family audience and a public gallery.
7. Pictures should be in a quality frame, unless it is a boxed canvass.
8. Pictures should be fitted with a picture cord or wire at the back for hanging.
9. Pictures should have a label with the title of work, medium and price (if selling your work) attached to the back or a label attached to 3-dimensional work.
10. The work must be available for the whole of the exhibition period.

## C. Installing and dismantling your exhibition

11. You will be responsible for the transportation of work to and from the gallery.
12. You will be responsible for the installation and dismantling of the exhibition on the times agreed with your gallery contact.
13. You are advised to assess the health and safety risks of transporting, installing and dismantling the exhibition.
14. It is important to check the condition of the gallery on installation as you will be expected to leave the gallery in the same condition. The space should meet the following standards:
  - Paint work good and walls free of fixings or holes
  - Hanging rail system in good condition
  - Plinths in good condition
  - Light fittings in good working order
  - Floor area clean and tidy
15. As the gallery space is in constant use, it is not possible to close the gallery to the public during installation and the take down of the exhibition. Please bear this in mind and ensure you leave a clear route of access through the gallery.
16. Pictures should be hung using the supplied hanging rail system.
17. Please do not attach, screw or nail anything into the walls of the gallery.
18. Labels or an exhibition list containing details of the artist(s), title, medium and price (if selling your work) of each piece should be available in the gallery during the exhibition.
19. An introduction to the exhibition should be displayed clearly in the gallery.
20. A visitor comment book will be supplied. If you would like the comments made during your exhibition forwarded onto you, please notify your gallery contact.
21. After your exhibition, please ensure you have done the following:
  - Checked the condition of your work
  - Left all fixtures, fittings and the walls in good condition and the floor clean and tidy
  - Returned all gallery equipment
  - Agreed the above with your gallery contact
22. The Sir Peter Blake Gallery reserves the right to dispose of any work after a month if not collected.
23. Any damage to gallery equipment will be charged to you at the end of the exhibition period.

## D. Publicity

24. The Sir Peter Blake Gallery can provide the following publicity for an exhibition if required and by prior agreement:
  - A designed poster
  - An introductory panel to describe the exhibition and the profile of the exhibitor
  - A press release sent to the local media
  - Details of the exhibition on Dartford Borough Council's gallery web page ([www.dartford.gov.uk/gallery](http://www.dartford.gov.uk/gallery)) and promoted on Dartford Borough Council's social media (@welovedartford)
25. You will be responsible for any copyright permission required for visual and written material publicising the exhibition.
26. It is expected that you may wish to publicise your exhibition via your own networks. All publicity material being produced are requested be checked by your gallery contact before being distributed.
27. Information for publicity purposes must be provided at least four weeks prior to the exhibition opening. This may include a providing high quality image for a poster and a description of the exhibition for an introductory panel and the gallery web page.

## E. Opening reception

28. If you wish to hold an opening reception for your exhibition you will need to negotiate this with your gallery contact.
29. Such events must take place during library opening hours, so please be aware that, as well as your invited guests, members of the public will be present in the building.
30. It is your responsibility to organise the opening reception and to provide all refreshments for the event.
31. There can be no musical, theatrical or cinema performances except where a license has been obtained from the appropriate authority or you have been advised that one already exists for the gallery.

## F. Insurance cover for exhibits (property insurance)

32. Kent County Council will provide insurance cover, when required, for loss or damage to materials belonging to exhibitors. Alternatively exhibitors may wish to arrange their own insurance cover with an alternative provider.
33. Under Kent County Council's insurance cover a £200 excess applicable to each and every claim for loss or damage will apply to all exhibited items. Any claims for less than £200 must be met by the exhibitor. The provision of cover is subject to notification of certain details pertaining to the exhibition. Your gallery contact can supply you with more information and an application form upon request.

## G. Insurance cover for exhibitors (liability insurance)

34. **Commercial exhibitors, groups and organisations** are required to hold and provide evidence of Public Liability insurance cover. It is recommended this is for a minimum indemnity of £5m each and every claim, however lower levels (with a minimum of £2m) can be accepted if considered adequate for perceived risks.
35. **Any non-profit making individuals, groups or organisations** that do not hold a Public Liability policy to indemnify them in the event of a claim for injury, loss or damage due to their negligence can be covered under Kent County Council's Hirer's Liability policy as long as this is clearly requested by completion of an application form. Your gallery contact can supply you with more information and an application form upon request.
36. Under Kent County Council Hirer's Liability policy, exhibitors are required to pay the premium for the Hirer's Liability insurance cover, equivalent to 3.15% of the fee charged to hire the premise/exhibit at the premises, in addition to this fee. Kent County Council must also keep a record of receipt of monies in payment for the hire and the Hirer's Liability insurance if purchased.
37. The Hirer's Liability policy has a £350 policy excess, payable by the exhibitor in the event of a claim for damage to Kent County Council premises and contents. An excess does not apply in respect of claims for injury or for damage to a third party or their property.

## H. Selling your work

38. We are happy for you to place your work for sale during the exhibition and do not charge a commission on sales. However, we accept no responsibility for the transaction of sales, therefore the transaction will be solely between yourself and the purchaser. The Sir Peter Blake Gallery will pass all enquiries regarding sales onto you.
39. We ask that all work exhibited for sale must have clear prices either on labels or in an exhibition list. The purchase price cannot be altered once the exhibition opens.
40. Work that is sold during the course of the exhibition must remain in the Sir Peter Blake Gallery until the exhibition closes.



<b>ARTIST AND/OR ORGANISATION NAME</b>	
<b>TELEPHONE NUMBER</b>	Home: Mobile:
<b>EMAIL ADDRESS</b>	
<b>WEBSITE ADDRESS</b> (If applicable)	
<b>TITLE OF EXHIBITION</b>	
<b>SUMMARY OF YOUR EXHIBITION FOR PUBLICITY PURPOSES</b> (Please note that Dartford Borough Council reserves the right to edit the final text used)	
<b>AIMS OF YOUR EXHIBITION</b>	
<b>PREFERRED DATES FOR YOUR EXHIBITION</b> (Depending on our commitments your choices may not always be available. Please indicate if you are willing to consider other dates)	Start date: End date:
<b>MEDIUM OF WORK</b> (e.g. watercolour, oil, sculpture, photography etc.)	
<b>NUMBER OF WORKS TO BE EXHIBITED</b> (Including an indication of the sizes of the artwork)	
<b>ARE YOU PLANNING ANY RELATED ACTIVITY? IF YES, PLEASE PROVIDE DETAILS</b> (e.g. a talk, workshop, private view, opening reception etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO  Details and dates of the activity:
<b>HAVE YOU EXHIBITED IN THE SIR PETER BLAKE GALLERY BEFORE? IF YES, WHEN DID YOU LAST EXHIBIT?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO  Date last exhibited and title of exhibition:
<b>ARE YOU PLANNING TO SELL YOUR WORK?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO  Total value of exhibits:

## DECLARATION

- I confirm that I have completed the form to the best of my knowledge and have read and agree to the guidelines and conditions in the Application to Exhibit Pack.

## STAY UP TO DATE

If you would like to be kept up to date with the latest news, gallery events and ways to get involved, please tick the below box.

- I consent to being contacted about the latest news, gallery events and ways to get involved.

You can withdraw your consent anytime by contacting us on 01322 343470 or [gallery@dartford.gov.uk](mailto:gallery@dartford.gov.uk).

## HOW TO RETURN THIS FORM

Please return this form by email to [gallery@dartford.gov.uk](mailto:gallery@dartford.gov.uk) or by post to Policy & Corporate Support, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR. Please include with your application between 3 to 6 good quality images of your work. If sending the form and images by email, they can be in one of the following formats: JPG, JPEG or PDF. Each image must not exceed 3MB.

## PRIVACY NOTICE

We will use the personal information you give us to administer our art gallery functions.

Our **lawful bases** for processing your personal information are:

- that it is necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under the Public Libraries & Museums Act 1964
- consent for our marketing activities

**Right to object** – where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on ‘grounds relating to your particular situation’. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

**Right to withdraw consent** – you have the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk).

Please refer to our Corporate Privacy Notice at [www.dartford.gov.uk](http://www.dartford.gov.uk) for further details on how we process your personal information and your rights.

If you or anybody you know requires this or any other council information in another language, please contact us and we will do our best to provide this for you. Braille, Audio tape and large print versions of this document are available upon request.



Tel: 01322 343434

Calls are welcome via NGT Relay



ਪੰਜਾਬੀ	தமிழ்	Polski	česky	简体中文	Français
Punjabi	Tamil	Polish	Czech	Mandarin	French
01322 343610	01322 343611	01322 343612	01322 343613	01322 343614	01322 343615