

# Kingsgate Workshops Trust



## Kingsgate Gallery Guidelines for Exhibitors

February 2009

# **Kingsgate Gallery Kingsgate Workshops Trust**

## **PROPOSAL FOR EXHIBITION AT THE KINGSGATE GALLERY**

**Introduction** - In its 19th century converted warehouse building, Kingsgate Workshops Trust welcomes artists and artisan-craftspeople from all disciplines to its studios and public areas.

Through exhibitions in the Kingsgate Gallery, and with the Trust's education programme, we aim to promote public education, especially through the arts and crafts, making our exhibition and workshop space available both to the local community and to audiences from further afield.

Kingsgate Workshop Trust values highly the wide range of arts and crafts represented by our studio holders. We aim to maintain and extend the breadth and balance of this work with our Gallery programme.

**Proposing your exhibition** - The Gallery exhibition programme consists of shows proposed by artists, artist groups and curators who hire the space, as well as projects we have initiated ourselves.

Selected potential exhibitors' proposals are submitted to the Kingsgate Gallery committee for consideration at appraisal meetings throughout the year.

Your application should be presented in a folder and include:

- Written outline of the proposed exhibition.  
Include title, preferred dates of exhibition and an outline of the promotional support you will dedicate to the event. (Eg. Mailing lists, flyers/literature, online (websites, links), media activities, advertising, PR, events, institutions, partners, sponsors)
- List describing visual material, titles, dates, size and medium of work
- CVs of all participating artists.  
Including experience of previous curated exhibitions and events and relevant press cuttings.
- Description of the education event/content you will deliver.
- Details of how the exhibition will be funded.
- Prints / photographs or video/DVD.  
(Please do not just send images on a CD, nor refer us to a website.)
- Stamped/addressed submissions-return envelope.

Applications are selected by a small team of KWT artists, trustees and staff periodically throughout the year. KWT regrets that as a small charitable organisation, we are unable to enter into correspondence concerning any aspect of the selection process, and we would ask you to take this

into consideration. However, we will do as much as possible to consider your proposal thoroughly and contact you accordingly.

Kingsgate Gallery is an independent, artist run project and exhibition space. Exhibitions are selected both from application and by invitation. We work with individual artists and collaborate with external curators to show contemporary visual art and craft solo and group exhibitions.

The gallery is an integral part of Kingsgate Workshops Trust a registered charity comprising of 50 studios providing creative workspace for artists and makers, and an Education Building, which houses the education and outreach programme focused on providing direct, high-quality art-making opportunities for the local community.

#### Kingsgate Gallery Core Aims

- to provide exhibition and development opportunities for emerging artists (from London, the UK and internationally), acting as a platform to further their careers
- to develop artists' networks and peer-group discourse, promote critical feedback and support professional practice
- to support the diversity and vibrancy of artistic production and promote excellence and commitment in the artist as maker
- to promote the visual arts by developing public appreciation and access to the arts.
- to involve the community, including schools and colleges, in arts education by providing talks, events and practical workshops

## **Gallery Application Guidelines – Artist Contract - Terms and Conditions**

### **Kingsgate Gallery**

- Exhibitions are generally open for two weeks – four weeks, with opening times between 12pm - 6pm, Thursday – Sunday.
- Previews are generally held on the Thursday before the start of exhibition between 6 – 9pm.
- The Gallery charges a set rate of £200 for exhibitions selected by proposals to cover administration and management of exhibitions.

Please note that the rate above is subsidised for practicing artist's rates for private hire between Kingsgate Workshops Trust and another institution can vary. Whilst we are flexible in many respects, no reduction of our charges is available should an exhibitor choose to restrict opening times.

Payment will be required in advance.

- Deposit: There is a £200 returnable deposit.  
(The deposit is held in respect of potential damage to the Gallery and/or associated Kingsgate Workshops Trust premises and/or property).
- The hirer will provide at least one education event. (Talk / demonstration / college visit / workshop etc.)
- Artists should provide their own insurance for the length of the exhibition.
- On notification of sales from the exhibitor Kingsgate Gallery takes a 20% commission on all works sold.
- KWT is a working environment for our license-holders and clients and we must avoid disruption. The hirer will appreciate that whilst some noise or other disturbance may be unavoidable, this must be advised in advance and kept to the minimum.
- KWT requires that a printed invite card be created for all exhibition for more information on design and print please contact the KWT office.

KWT requires that its name/logo, and location, its sponsors/funders and its charity number, where appropriate, shall be displayed on publicity material and mailouts.

Drafts/proofs of all such material should be provided to the KWT before publication deadline.

Please raise any questions prior to submitting your proposal, by letter, email or telephone. We welcome your interest and look forward to receiving your exhibition proposal.

## **Gallery Application Guidelines – Artist Contract - Terms and Conditions**

As Kingsgate Gallery receives no outside funding we enter into a partnership with exhibiting artists to fund the exhibition. Details of this partnership can be seen below.

The Partnership:

The artist/s are responsible for:

- All costs involved in the making and presentation of artworks
- The delivery and installation, and the removal of work. Kingsgate Gallery is able to offer technical support by way of advice and some assistance.
- All changes to the fabric and architecture of the gallery are made upon agreement with Kingsgate Workshops Trust and the cost of this work the responsibility of the artist.
- are responsible for returning the gallery, its fabric and architecture to its original condition after the end of their exhibition and at the time they enter into this agreement. Failure to do so will result in the loss of deposit.
- is responsible for the security of the gallery while open to the public. Both doors past the toilet access, joining the studio and toilets should be locked when open to the public. The door at the back of the gallery should be locked at all times while open to the public.
- The design and production of publicity material upon agreement and signed off by Kingsgate gallery. All publicity costs and distribution to art journals, local/national press and freelance writers which includes production costs of private view, invitation cards
- The artist to supply up to 5 jpegs of work for press mailout, also CV and statement for press release and website.
- Opening times for the gallery are Thurs – Sun 12 -6pm and the PV is 6- 9pm, artists are responsible for the invigilation of their own shows throughout its duration. Any changes to these times and dates or failure to provide public access and invigilation of the exhibition through out its length with out agreement from Kingsgate Gallery can result in the loss of deposit.
- Private View. This will be overseen by the gallery. Either a free bar with drinks or provided by sponsorship organised by the artist, due to licensing laws alcohol is not allowed to be sold on the premise

The gallery is responsible for:

- The gallery will endeavour to obtain inclusion of the exhibition in free listings columns in the art press and local/national press and use its own contact lists for promotion. Due to funding limitations any paid advertising must be placed and paid for by the artist/curator. KWT current have yearly paid subscriptions for 'New Exhibitions', 'Retitle' and 'Artists Newsletter'.

-The gallery will use its e-mail group of over 400 contacts to promote the exhibition and provide two external posters of the artists work out side the gallery.

-The gallery is responsible for the design and creation of an e-invite.

-The gallery will work in partnership with the artist/s in supporting the installation and curation of the exhibition; this would usually include 2 days of work before the start date of the exhibition

-Education activities by way of practical workshops and gallery talks/seminars are a core part of Kingsgate Workshops Trust / Kingsgate Galleries activity as a charity. Artists are obliged to deliver one talk/lead a workshop session as part of the exhibition agreement.

Artists may also be invited to be involved in additional paid education work (where funding permits). Ideas for education projects to concur with the exhibition are welcome. We currently have an Education building available which may be used for education workshops.

I agree to the conditions set in the Artist Contract - Terms and Conditions

.....  
Artists Signature

.....  
Date

## **Feedback Form**

**For artists and curators exhibiting at Kingsgate Gallery**

**Name:**

**Exhibition title and dates:**

**How did you find out about Kingsgate Workshops Trust and our gallery (please tick)**

**Web site**

**Visited open studios or exhibition**

**Referred through other organisation**

**Press**

**Word of mouth**

**Other (please specify)**

**Was the proposal process for exhibiting clear and easy to understand**

**Did you find working with members of Kingsgate staff useful and supportive, installing and promoting your exhibition and in the run up to your private view**

**Overall how was your experience exhibiting at Kingsgate gallery**

**How did you found the process of invigilation and did you feel confident about locking and unlocking the gallery**

**Please list any improvements that we can make to our exhibition programme and processes.**

**Thank you very much for your contribution and this information will be used to help us improve our programme and processes for future artists.**

**Adam Holmes-Davies  
Education and Development Manager  
Kingsgate Gallery  
Kingsgate Workshops Trust  
110 -116 Kingsgate Road  
London  
NW6 2JG**

## Emergency Plan for Kingsgate Workshops

- If a fire is discovered the nearest manual fire alarm point must be operated.
- The person discovering the fire must call the fire brigade by telephone, or ensure that someone else does so. Use your mobile phone, the phone in the Office, or the phone in the community Centre opposite.

### **Dial 999**

**Ask for "Fire Brigade"**

**Give our address as "110-116 Kingsgate Road, LONDON NW6"**

**Do not hang up until the Operator has repeated the address back to you.**

- If possible, give a clear, loud warning to ensure colleagues nearby are aware of the fire. If it is possible to instantly and safely isolate the fire by closing a door, do so. The fire must only be attacked with appliances providing that no personal risks are involved.
- On hearing the alarm bell all studio-holders should if possible help to evacuate people from the building or other danger areas rapidly and calmly. Make sure the building or area is clear of people and keep it clear. **The invigilator is responsible for ensuring the evacuation of the Gallery, and the Workshop Leader or meeting chairperson (as appropriate) is responsible for the evacuation of the Education Block.**
- While leaving the building ensure all doors are closed behind you. Where possible, turn off electrical and gas appliances., but do not delay unnecessarily to do so. No one can re-enter the premises until told by a Fire Brigade Officer that it is safe to do so.
- Assembly Point - The Assembly Point for staff, users and visitors is on the Kingsgate Road junction with Dynham Road on the opposite side of the Workshops next to the Community Centre.

A list of studio-holders, and map of the building, and "Fire Marshall" high-visibility jacket is kept next to the fire alarm control panel (currently in the Ground Floor loading bay). The list of studio-holders should be used to take a roll call of occupants, supplemented by information from studio-holders as to who was in the building. A roll call of users of the Education Block and of Gallery visitors should be taken by the people designated above.

One person should be designated to take control of the incident, and should wear the "Fire Marshall" jacket for ease of identification. This person will normally be the Operations Manager: in their absence, any of the following:

Beverly Bryon, James Burleigh, Adam Holmes-Davies, Susan Light  
who have all received Fire Training. In the absence of any of the above, the studio-holder who has been a Licensee at Kingsgate Workshops for the longest period should assume control.

The person in control of the incident MUST inform the Fire Brigade on arrival of the presence of acetylene cylinders in the building, located in studio 10 on the ground floor and studio 20 on the middle floor. These are shown on the "Names and Studios – list for Fire Purposes" sheet, and on the building plan.

Escape routes within the building are identified by signs, and secondary (emergency) lighting is installed along exit routes: these come on in the event that the mains power fails.

Each studio is provided with one dry-powder Fire Extinguisher. Water and CO2 extinguishers are located along each corridor. This equipment is maintained annually.

### Guide to opening and closing the gallery

Please see attached a diagram to opening and closing the gallery.

