

Exhibiting at the cornerHOUSE : Terms & Conditions Agreement Form

The cornerHOUSE (cH)¹ is a volunteer-run centre and as such, is unable to offer all the services that a commercially-run gallery may provide. These Terms and Conditions set out some of the key points which need to be understood by exhibitors.

1. Liability.

The cH will take reasonable steps to protect work exhibited, but is unable to indemnify the owner/exhibitor or to take any responsibility in this regard. The owner/exhibitor should consider taking out their own insurance. The owner/exhibitor is responsible for their own safety when installing and taking down their exhibition.

2. Approval.

- Artwork exhibited at the cH is subject to the approval of Visual Arts Coordinator and the Board of Trustees who reserve the right to remove any work deemed inappropriate or for any other reason including, for example, work deemed abusive. The Trustees' decision is final.
- Prior to hanging, the exhibitor must discuss their exhibition proposals, including methods of hanging and labelling, with the coordinator, whose decision on these matters is final.
- Dates and times for hanging and take-down must be agreed with the coordinator and adhered to.

3. Communication.

- Effective communication is essential to the success of any exhibition, and prompt response to emails and telephone calls are sought and offered.
- Timely provision of requested publicity materials, etc. is necessary to meet cH deadlines.

4. Viewing times.

The exhibition will be open to the public for viewing at all times when the cH is open for other public uses. In addition the cH will offer a Gala Night for viewing by the owner/exhibitor's invited guests as well as members of the cH community and general public. Subject to availability, the cH will also open the building at other times at the owner/exhibitor's request and in their presence.

5. Publicity.

- The owner/exhibitor retains primary responsibility for publicising their exhibition, and inviting guests to their Gala. The cH will additionally, and where provided with information and other materials, include details of the exhibition in its own publicity measures
- The owner/exhibitor will attend a Gala for a preceding exhibition to publicise their own forthcoming show and enabling planning of their Gala.
- The cH may arrange for selected works to be photographed for publicity purposes including through social media and the internet. Such images will be retained in the cH's web presence.

I have read, understood and agreed to be bound by these Terms and Conditions

Signed..... Date

Print Name

On Behalf of (where applicable)

Please return to : Nicky Newberry. Visual Arts Coordinator.

The cornerHOUSE Community Arts Centre 116 Douglas Road Surbiton. KT6 7SB

¹ The cornerHOUSE is the operational name of the Douglas Centre Trust