The Visitor Centre Gallery and The Cadzow Gallery

Terms and conditions

**Gallery charges and sales**

Gallery charges for the Visitor Centre Gallery and the Cadzow Gallery are as follows:

**Monthly hire rate**

Visitor Centre Gallery  £80.00  
Cadzow Gallery  £320.00  

A non-refundable deposit of 50% is required to secure the booking; with the remaining balance of 50% due at least three weeks before the exhibition is due to begin.

We will provide rods and hooks for the display of artwork and assistance in setting up and dismantling your exhibition.

We do not charge commission on work sold. There is no requirement for work to be for sale; however, should you wish to sell work whilst on display in either of the Gallery areas, a detailed inventory of all work displayed must be provided. For groups displaying work by different exhibitors, the inventory should contain contact details for each individual exhibitor.

For your convenience, all sales will be processed via the Gift Shop at Chatelherault. At the end of the exhibition, any exhibitor who has sold work during the exhibition will be contacted by letter and asked to send an invoice for the total value of their work sold. Upon receipt of the invoice, arrangements will be made for a cheque to be issued to the individual exhibitor(s).
All exhibitors should be advised that work that is displayed with a selling price will be sold to a buyer without prior notice to the exhibitors and the work will be removed from the exhibition and given to the customer at the time of purchase; unless you advise us otherwise, in writing, prior to the exhibition opening to the public.

Exhibitors selling their work are required to provide a sufficient amount of bubble wrap to package any work sold. Any bubble wrap leftover at the end of the exhibition will be returned to the exhibitor.

Exhibitors will be expected to make good any breakages or damages to the Gallery for which they are directly responsible, at their own expense.

**Liability**

Exhibitors display work entirely at their own risk. South Lanarkshire Leisure and Culture cannot be held responsible for any loss or damage incurred to any work exhibited. Should it be deemed necessary, artists should arrange insurance cover for the duration of their exhibition.

**Duration and display of exhibitions**

All exhibitions will be allocated a four week display period. Exhibitions should be assembled on the first day of the hire period during normal Visitor Centre opening hours and dismantled on the last day of the hire period during normal Visitor Centre opening hours.

Exhibitors hiring the Visitor Centre Gallery must ensure that they have a minimum of 20 pieces of work to display and must be able to make use of both exhibition walls.

Exhibitors hiring the Cadzow Gallery must ensure that they have enough work to sufficiently fill the Gallery area.

All work displayed must be of a presentable standard and either framed or on canvas. All work displayed must be suitable for family viewing and must not be offensive in any way.

Paper or electronic interpretation templates for labels will be provided by Chatelherault. All labels and notices must be prepared on the template provided and should be printed or hand-written; if you are hand writing your labels, these must be legible.

Catalogues are not essential; however, should you wish catalogues to be available as part of your exhibition, you would be required to use our catalogue covers which are available at a small charge.

Please note that the exhibitor is responsible for writing/typing out any interpretation labels or catalogues; or alternatively, we can produce these materials for you at a reasonable cost. Should you wish us to produce these materials, all information must be provided to us no later than two weeks prior to your exhibition opening to the public.

All work displayed must be dismantled at the end of the stated hire period. Where an exhibitor fails to dismantle the exhibition on the last day of the hire, we reserve the right to, without liability, remove any work from the exhibition area to be placed in storage until collected by the exhibitor and an additional hire charge may be applied.

South Lanarkshire Leisure and Culture reserves the right to refuse any work that does not meet these requirements.

**Preview evenings**

Should you wish to hold a private preview evening, the current venue hire charge is £75.00, assuming the normal running time of 6pm until 8.30pm. Please allow time for setting up and clearing away afterwards. The Gallery must be vacated by 8.30pm.

You must check availability with the Events Team prior to organising your preview evening. We will confirm your hire for a preview evening in writing and request payment of the venue hire in advance.

Catering costs are additional and will be undertaken by South Lanarkshire Leisure and Culture. Please note that we do not operate a corkage policy. All beverages consumed must be supplied by Chatelherault Country Park. Details of catering packages can be found overleaf. The cost of catering will be invoiced to you approximately two weeks after the event has taken place.

**Supervision**

Exhibitors will be responsible for manning their own exhibitions should they deem this necessary and for arranging their own preview evenings.

All work exhibited must be hung in the exhibition area; we cannot accept loose work displayed in baskets etc.

**Publicity**

Invitations to exhibitions and preview evenings; as well as advertisements, newspaper articles etc are the responsibility of the artist/art group. For publicity purposes, the Gallery address is as follows:

**The Visitor Centre Gallery or the Cadzow Gallery**

Chatelherault Country Park
Ferniegair
Hamilton
ML3 7UE
Phone: 01698 426213
Fax: 01698 427741

Visitor Centre opening hours
Monday to Sunday: 10am – 5pm
## Hospitality packages for preview evenings

<table>
<thead>
<tr>
<th>Package 1</th>
<th></th>
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<tbody>
<tr>
<td></td>
<td>Tea/coffee and a selection of home baking</td>
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<tr>
<td></td>
<td>£2.65 per person</td>
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<table>
<thead>
<tr>
<th>Package 2</th>
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<tbody>
<tr>
<td></td>
<td>A selection of assorted sandwiches</td>
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<tr>
<td></td>
<td>Sausage rolls</td>
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<tr>
<td></td>
<td>Assorted canapés</td>
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<tr>
<td></td>
<td>Nuts and tortilla chips with a selection of dips</td>
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<tr>
<td></td>
<td>Tea and coffee</td>
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<tr>
<td></td>
<td>£4.95 per person</td>
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</tbody>
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### In addition

- Glass of house wine  
  £3.75 per 175ml glass
- Bottle of house wine  
  £15.00 per bottle

Please note that we do not operate a corkage policy.
All beverages consumed must be supplied by Chatelherault Country Park.

All prices are inclusive of VAT and are valid until 31 March 2016.