

## **WIMBLEDON HALL EXHIBITION GALLERY**

**Addendum to the contract of hire as at 1<sup>st</sup> Feb 2012**

**The newly built gallery is designed to provide exhibition space for local artists, students and schools to display their work at minimal cost. The entrance is from Lingfield Road and a wide staircase leads up to the first floor. The gallery measures 8.5m by 2.8m and is 2.4m high. Walls are plastered with a J-track hanging system along each side. Natural lighting comes from two large roof lights with electrically controlled blinds and ventilation. There is general artificial lighting and two tracks with LED spotlights. Power points are placed along each wall. The floor is covered with carpet and under-floor heating is provided to give background or full heating. When closed the gallery has a fire resistant door with a mortise lock and an alarm system for security. There are toilet facilities adjoining.**

### **Times of use:**

**The gallery will be let on a weekly basis with exhibitions being set up from Tuesday and taken down by Monday. It is available from 11.00a.m. until 10.00p.m. from Monday to Friday and from 10.00 a.m until 10.00 p.m. at the weekend. It may be possible to arrange access for setting up and clearing away at other times but this may incur additional expense.**

### **Security:**

**The gallery is lockable and alarmed. It can be secured when not open to the public but when it is open the responsibility for the display rests with the hirer. They are responsible for the insurance of the exhibits and the Trust is not liable for the loss of or damage to their property.**

### **Conditions of hire:**

- (i) A responsible person should be in attendance at all times that the gallery is open**
- (ii) the gallery is a No Smoking area**
- (iii) only 'background music' is permitted**
- (iv) no sale of alcohol is allowed**
- (v) exhibits should not be fixed to the floor or ceiling**
- (vi) a picture hanging system is available. Users should repair all damage caused by other fixings and leave the gallery as they find it**
- (vii) care needs to be taken of all the equipment provided**
- (viii) all displays and rubbish need to be removed by the end of the period of hire.**

**A short step ladder is provided and tall ladders should not be used because of possible damage to light fittings.**