

## THINKING OF BOOKING GALLERY SPACE AT THE STATION?

Please read the following information and contact us if you would like to progress booking gallery space at The Station. Full terms and conditions will be issued with your booking form.

<b>Gallery Space</b>	<b>2 week hire</b>	<b>4 week hire</b>
Mezzanine	£400	£700
Platform	£225	£380
Artisan	£150	£225
All three galleries	£700	£1,200
Contact the Gallery Manager to discuss opportunities for other durations		

A 20% deposit is required to confirm gallery space, with the outstanding balance required one month prior to the exhibition opening.

Deposits are returnable only if the booking is cancelled more than two months before the scheduled opening date. The full balance is due for all exhibitions cancelled with less than three weeks' notice.

All work should be hung on Friday before 4.30pm. All work is to be taken down before 4.30pm on the final day (Thursday) of the exhibition and unsold works removed from the building. There is no storage for work. A late fee of £50 will be incurred if hanging or taking down is not complete by 4.30pm.

Exhibitors must indicate if they wish to hold a preview evening and confirm the date. This is at an additional cost of £100.

Bookings are subject to acceptance by The Gallery Manager. A description of the artwork you wish to exhibit, or website details are required. The Station is a public space and therefore some artwork may not be considered suitable.

The Station will act as a selling agent on behalf of the artist, subject to a 10% administration fee. The remainder of the sales value will be paid to the artist within 21 days after the close of the exhibition.