

THE STATION Gallery

Gallery Application Information & Terms 2025

The Station Gallery offers three spaces for hire, each with their own unique appeal:

- **The Mezzanine Gallery** – our light filled first floor exhibition space has the benefit of being visible from the ground floor and sharing in the atmosphere of the centre of the building, whilst also having its own sense of stillness. Original stone walls alongside light, plastered walls and proximity to the Victorian ironwork ceiling make for a stunning visual impact on the mezzanine level.
- **The Platform Gallery** – with the distinctive stone floor of the original station platform, The Platform Gallery is the hub of The Station which provides an inviting welcome for visitors to our unique venue. The wall space consists of original stone walls, and some smooth plastered areas.
- **The Artisan Gallery** – a bright, modern ground floor space in the newest part of the building, benefitting from both natural light and spotlights. With smooth, light walls – plus a rich green feature wall drawing the eye through to the end of the gallery – The Artisan Gallery offers an adaptable and tranquil space.

Each gallery space can also benefit from a maximum of 2 display cabinets and 2 print browsers at no extra charge (pre-booking essential), alongside the plentiful hanging space.

Pricing

	2-week hire	4-week hire*
The Mezzanine Gallery	£515	£930
The Platform Gallery	£415	£730
The Artisan Gallery	£215	£380
+10% commission charged on all sales		

**Prices for 4-week slots include savings of up to £100, when compared to two 2-week slots*

Additional services:

£150 per service, must be booked a minimum of 8 weeks in advance.

Preview Evening – The Station can host a preview event for you and your guests between 6 – 8pm on the first evening of your exhibition (i.e., **Thursday only**), subject to availability. A member of The Station team will be on hand to assist you with greeting your guests, serving light refreshments (if required), and processing art sales. We offer the complimentary loan of wine glasses. Inviting guests and purchasing refreshments is the responsibility of the Artist. If you do not wish to provide your own, refreshment packages are available to purchase from The Station Café | Bar (must be pre-booked).

Installation Assistance – As standard, a member of The Station team will provide general advice and instruction on the gallery hanging system upon your arrival. If you require further assistance, e.g., the physical hanging of artwork, this can be provided as an additional service if pre-booked only, for a **maximum of 3 hours**.



Application Advice

We welcome applications from amateur and professional artists alike. The application process is not intended to discourage non-professional artists from applying – it is simply to ensure the best variety and experience for our artists and visitors. We have included some guidance here should it be a process you are unfamiliar with.

Artist statement – a short paragraph or two describing what you do and why you do it, and perhaps even how you do it if you have a unique process. [Click here](#) to see an excellent step-by-step guide to creating your artist statement.

Title of exhibition – if you do not know the final title at this stage, please provide a working title to give a feel for the exhibition you are planning. The title of an exhibition is the first ‘marketing hook’. Consider the audience you are hoping to reach, and how your title will attract them. Arnold Lehman, director of the Brooklyn Museum, cites the example of “Who Shot Rock” – a show that originated in Brooklyn and travelled the world: “The exhibition is about the photographers who brought rock and roll to the public’s attention between the period from the 1950s almost to the present,” he says. “We decided that ‘Who Shot Rock’ by itself wasn’t going to provide enough information. We decided we needed more and came up with ‘Who Shot Rock & Roll: A Photographic History, 1955 to the Present.’”

One line summary – an expansion on the title, but still requiring concision and impact to entice potential visitors to find out more.

Summary text – this is intended to articulate the main idea of the exhibition, and why an audience may find it important or interesting. It should follow on from the title, giving a further indication of what to expect from the exhibition. What does this body of work communicate or showcase? What inspirations or traditions guided or influenced this work? Don’t assume your audience will understand ‘art speak’ – try to balance making the text accessible without ‘dumbing down’.

An example:

Title – Trading Station: How hot drinks shape our lives

One line summary – Exploring the changing social use of tea, coffee, and hot chocolate.

Summary text – Hot drinks, once expensive luxuries for the few, have enriched our lives, promoted the exchange of ideas, and influenced the design of our homes. *Trading Station* traces the history of how these drinks arrived in the UK, revealing their global histories, connections to slavery and colonisation and contemporary ethical issues. Spanning four centuries and ranging from silver, porcelain, glass, fashion, lighting, prints and painting, this showcase of exquisite and utilitarian objects asks probing questions and uncovers hidden histories.

INITIAL APPLICATION DEADLINE

MIDNIGHT 9th JUNE 2024

You will be informed via email by **14th JUNE 2024** on the outcome of your application.

THE STATION Gallery

Marketing

Marketing of the exhibition is primarily the responsibility of the Artist.

Exhibition details will be added to The Station website and social media channels and given sufficient notice will be submitted to local 'what's on' publications. The official start date of your exhibition will be listed as a Friday, and the end date as the final Tuesday – this is to ensure that visitors do not arrive to view on the days you are installing or removing your exhibition.

Preliminary marketing materials will be taken from the information you provide at the time of applying but can be altered up to 12 weeks in advance of your exhibition if required. High quality **landscape format** images are of utmost importance – The Station reserves the right to edit or omit submitted photographs should they fail to meet the required standard.

Take a look at the upcoming exhibitions currently listed on [The Station's website](#) for reference as to how your own listing will appear.

You are welcome to display information posters within your booked gallery space during your exhibition, however posters cannot be displayed elsewhere around the building or before your exhibition.

[Click here](#) to see a useful guide to photographing artwork.

[Click here](#) to see a useful guide to photographing artwork with your phone.

Installation

Work is to be installed on your start date (a Thursday) between 9am – 3pm. Removal of work is on the final Wednesday of your booking, between 9am – 3pm. Exceeding these time periods may incur a **surcharge of £75**. No storage is available at The Station either for replacement pieces during the exhibition, nor pre- or post-exhibition.

Collective exhibitions – if you require a large space to collate multiple artists' work you must book an additional room rather than block the walkways in your hired gallery space. Please contact the Gallery Manager in advance of your exhibition if this is the case - additional fees apply.

All hanging pieces must be fitted with D-rings for safety and for compatibility with the hanging system. D-rings should be fitted at both sides on the back of the frame – one quarter from the top of the artwork gives the best balance for hanging. Work must not be hung on a single hook or by the wire / string – the hooks on the gallery hanging system must be placed into the d-rings on the artwork. The Gallery Manager reserves the right to reject artwork if it is not fitted with suitable D-rings or is hung unsuitably, leaving it at risk of falling.

Title cards are to be provided by the Artist, detailing the artist's name, title of the piece, the medium, and the price. They can be attached to the walls using Blu Tack.

All Artists are required to be considerate to tenant businesses at The Station, who trade in premises with frontage within gallery spaces.

THE STATION *Gallery*

Artists must not obscure signage or windows of tenant businesses at any time and must not, under any circumstances, utilise the counters of our Substation tenant found on the left of the main platform area. This applies whether tenant businesses are open or closed.

Greeting Cards

Artists are permitted to sell their own greeting cards as part of their exhibition. One of each design of card may be displayed in a glass cabinet within the booked gallery space, and customers must ask at The Station Shop to purchase.

Cards will not be given shelf space in The Station Shop; they will be stored back of house only and sold upon customer request. It is not advised that cards are left in the gallery space for customers to take for themselves – if you choose to do this you do so at your own risk.

All cards should be sold at the same price, not priced per design.

Prints

Exhibitions do not have to be made up exclusively of originals. Prints may be sold as framed pieces on the walls, or unframed in the print browsers available. Prints must be clearly labelled as such for customer information, so as not to mislead potential buyers. Prints will not be held in The Station Shop – they must be housed within the hired gallery space.

Joint / Group Exhibitions

Artists are welcome to share a gallery space as an arts group or as collaborating individuals. The Station do not organise for collaborations – artists must agree this among themselves. For administrative purposes, **The Station will only correspond with one lead artist**, not with each individual artist. The lead artist will be responsible for all communication with The Station prior to, during, and after the exhibition, and will be responsible for the completion and submission of paperwork for the group. Proceeds of sales made within the exhibition will be paid to the lead artist, who will also be provided with a list of all items sold, and is responsible for disseminating the takings to the correct group members.

Payments

The stated hire fees are non-negotiable. A 20% non-refundable deposit is due upon booking (if your application is accepted), and payable within 7 days of invoice. Your booking is not confirmed until your deposit and booking form are received. Provisional bookings will not be held beyond the 7-day payment term. The full final balance is required no later than 8 weeks prior to an exhibition. Failure to settle the final balance in a timely manner will lead to the cancellation of your exhibition and the normal cancellation policy will apply.



Cancellation Policy

Cancellations made 16 weeks or more prior to the exhibition start date will not be charged more than the 20% non-refundable deposit. Cancellations made between 8 to 16 weeks prior to the exhibition start date will be charged 50% of the outstanding total hire fee. Cancellations made within 8 weeks of the exhibition start date will be charged 100% of the total outstanding hire fee.

Insurance

The Station will not be held liable for any loss or damage to exhibition pieces. Insurance – including for public liability – is the responsibility of the artist.

Sales and Commission

Due to a high proportion of our visitors being tourists, The Station does not offer a 'red dot' sales system. All exhibition pieces **must** be available for the customer to take home at the time of purchase. A maximum of one showcase 'not for sale' piece is permitted per exhibition / artist, but all other pieces **must** be available for immediate sale to visitors.

The contents of the exhibition are only to be sold via The Station Shop for the duration of the exhibition. Private sales of exhibition pieces are not permitted. All sales are subject to 10% commission. The proceeds of any sales, minus 10% commission, will be paid to the Artist via bank transfer within 21 days of the exhibition end. The Artist is responsible for any associated taxes.

The Station Gallery is pleased to offer 0% finance to purchasers of artwork through the Arts Council backed Own Art Scheme. This is administered entirely at The Station's discretion and only for minimum sale values of £100. Non-limited-edition prints are not eligible. Payments to Artists if their artwork is purchased using Own Art is the same as stated above – all associated fees are covered by The Station.

The Station will provide the Artist with a simple Microsoft Excel sheet to complete with art titles and prices prior to the exhibition. You will also be provided with a one-page Microsoft Word facing sheet to complete with sales details to assist The Station Shop in selling your work. Both completed documents must be returned (in the format they are provided in) to the Gallery Manager no later than 7 days prior to the start of the exhibition. Please note – incorrect or late completion of the paperwork, or additions to the sales list on the day of exhibition installation will incur a **£50 administration fee**.

Discretion

Bookings are accepted or declined at the discretion of the Gallery Manager.

As The Station is a public space for visitors of all ages, the Gallery Manager retains the right to refuse exhibition pieces should they be deemed unsuitable for our audience.

The Station reserves the right to obscure work for short periods of time to allow for events/building maintenance, although all efforts will be made to avoid this.