

The Troubadour Gallery

Terms and Conditions of Hire

2009

Location

The Gallery is situated on the first floor, above Troubadour Wines, 267 Old Brompton Road, London SW5 9JA. The nearest underground stations are Earls Court or West Brompton. See our directions @ <http://www.troubadour.co.uk/troubadour/directions.html>.

Description

The Gallery is a light and airy room with white walls, wooden floors and excellent natural light. (See dimensions on page 4). It has its own direct street entrance, and shares loos and cloakroom. Photos of the gallery can be viewed at <http://www.troubadour.co.uk/gallery.php>.

Hire Charge

- Single day, including an evening private view - £200
- Every day thereafter (with one evening private view per booking) - £150 per day
- Additional evening private views are £50 each.

50% of the hire fee is required as a non-refundable deposit in order to confirm the reservation.

The remainder of the hire fee is required 1 month prior to the exhibition.

At the time of booking, if there is a month or less until the exhibition date, we require full payment in order to confirm the reservation.

Commission

The Troubadour does NOT charge commission on any artwork sold.

Opening Hours

Suggested opening hours are from 12am till 6pm during the week and from 10am until 6pm at the weekends. Private views are from 6.30pm usually until 9.30pm (this can be extended until midnight if requested). It is the responsibility of the artist to ensure that the exhibition is manned during opening hours (except when there are other events in the gallery – see below). Our liquor license runs until midnight and we require the gallery to be empty by 00.30.

265 Old Brompton Road
London, SW5 9JA
T: 020 7370 1434
F: 020 7341 6329

: www.troubadour.co.uk

Registered in England & Wales No: 04049686

VAT Number: 714500768

Promotion

The Troubadour can help promote the exhibition through our monthly email newsletter (currently going to over 6,500 on our mailing list) and through posters and flyers that you supply us to put in The Troubadour Café & Troubadour Wines. Should you wish we can list the exhibition on our website programme <http://www.troubadour.co.uk/programme.php>. We can also supply an A Board onto which you can attach posters (up to A2 in size) promoting the exhibition by the pavement entrance. We do not however get involved in any other advertising of your exhibition.

Picture Hanging & Other Displays

It is the responsibility of the artist to hang their exhibition. We have sufficient wires to hang 20 medium sized pictures or up to 30 smaller pictures. The hanging system we use is the brilliant Boyer Top Rail system – more details of which you can see on their website @ <http://www.system-marketing.co.uk/> We can also supply trestle tables (76cm wide by 180cm long) and small round tables or trestle tables should they be required to display other items. A member of the Troubadour staff will help adjust the lights, once the art is hung. You may come in from 9am on the first day of your exhibition to set up and hang. Should you require additional time, this must be arranged in advance and a fee may be charged. You are not permitted to make any holes in the walls of The Troubadour Gallery, nor to cut any of the wire, which if too long can be tucked behind the pictures. Should any damage be done, you will be charged for repairs or replacements accordingly.

Plasma Screen

We can offer a 42” plasma screen to be mounted on the wall between the two main windows in the gallery. The artist can use this to show a rolling slide show of additional works of art from their own pc, video or dvd player – all of which can be attached to our plasma screen. The charge for this is an additional £50 per day. Please indicate at the time of booking your exhibition if you are interested in hiring the plasma screen. Please note that the

WiFi

The artists, exhibitors and promoters may ask for access cards for FREE WiFi connection during the period of the exhibition at The Troubadour Gallery.

Permanent Fixtures in the Gallery

The large mirror, large wooden table and wooden sideboard all remain in The Gallery and cannot be removed. Please arrange you displays with this in mind.

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Private Views

The capacity of The Troubadour Gallery is 70 people for private views – although, as they may not all turn up at the same time or stay for the whole evening, it may be worth inviting more! The hire fee covers the cost of the staff for duration of one private view.

Drinks from The Troubadour

We set up a bar according to your request. We can offer wines, bottled beers, soft drinks, spirits & possibly cocktails if chosen in advance. This can either be paid for directly by the artist or exhibitor or we can run it as a CASH bar or a combination of both.

Catering from The Troubadour

We can offer canapés or nibbles. Please ask if you'd like to see our menus.

NO drinks or food may be brought into or consumed in the gallery, except those purchased from The Troubadour.

Smoking on the Pavement

As smoking is no longer permitted by law on the premises, your guests are welcome to smoke on the pavement. However they are not permitted to take their drinks with them! Please help us to ensure this does not happen.

Other events in the Gallery

We reserve the right to hold other events in the gallery during the evenings when art exhibitions are closed, i.e. on nights that are not being used for private views. This may be a meeting, drinks reception or dinner party. Artists are encouraged to leave their artwork exhibited during these events, thereby receiving increased exposure and possibly extra sales. Any event in the Gallery, after your exhibition, would always be supervised by a member of Troubadour staff

Music

We offer speakers for an ipod or mp3 player, or a domestic cd player, for which the artist or exhibitor can bring in their own cds. Please be aware this is for background music only! Please let us know at the time of booking your exhibition that you will require either the speakers or the cd player. We cannot have loud music or dancing in the gallery as the gallery is not covered by our live entertainment license.

For further information, to arrange a viewing or to book a date in the gallery, please contact Alice or Susie on 0207 370 1434 or by email to Alice@troubadour.co.uk or Susie@troubadour.co.uk.

Dimensions – see below...

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Dimensions of The Troubadour Gallery

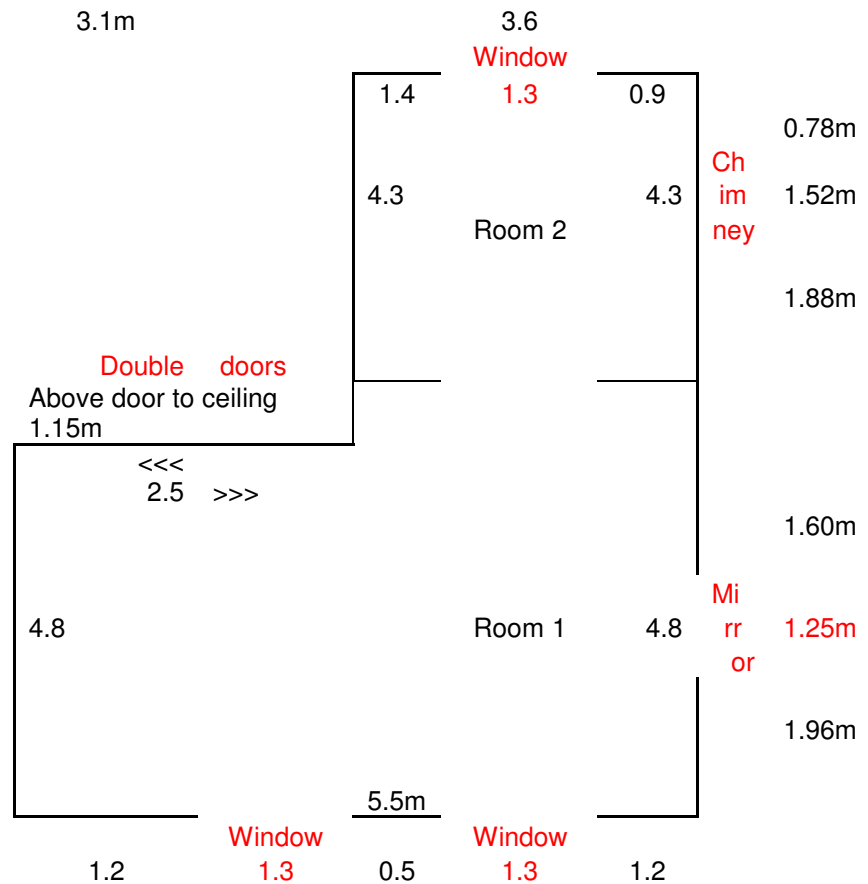
The Troubadour Gallery
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	sq meters
Room 1	26.4
Room 2	15.48
Total floor area	41.88

Linear meters of hanging space	26
Ceiling height	3.3m
Ceiling height to rail	3.1m

Diagram



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