



**LAUDERDALE  
HOUSE**



**EXHIBITION HIRE 2019/20**





## EXHIBITIONS 2019/20

Please take the time to read this information in full to become familiar with how Lauderdale House works as a gallery space and to clarify what we can offer you.

If you have any questions, or would like to make an appointment to view the galleries, please do not hesitate to contact Stuart Key, Events Manager, on 020 8348 8716 or [skey@lauderdale.org.uk](mailto:skey@lauderdale.org.uk)

Lauderdale House is a Grade 2\* listed 16th century building set within Waterlow Park. We are an arts and education centre and very much a multi-functional building. We have flexible and attractive exhibition spaces (The Lower Gallery and Upper Gallery).

The House hosts a range of events and therefore attracts a wide variety of people, in addition to those who specifically come to view the gallery. Your work will be seen by people using the House during the weekday evenings for concerts, classes, meetings etc. and potentially for weddings, parties and social events. Our annual footfall averages at around 50,000 to 60,000.

### How to be considered for an exhibition:

Due to the volume of requests to hire the galleries, we operate a selection process to ensure that the proposed work is suitable for display in our venue.

To submit your work for consideration please email the following information to [enquiries@lauderdale.org.uk](mailto:enquiries@lauderdale.org.uk), with your name and 'Exhibition Submission' as the subject:

- Your contact details
- Artist statement/ description of exhibition
- Link to your website or previous exhibitions (if applicable)
- JPEG images of max 10 pieces of the proposed work
- Media used and dimensions for each piece
- Approx. number of pieces proposed
- How the work should be displayed (i.e. hung or freestanding/ installation)
- Preferred month(s) to exhibit, and how much notice you will require
- Whether you have exhibited at Lauderdale House before

If you wish to submit work by post:

Please address to –

Administration Office  
Lauderdale House  
Highgate Hill  
London  
N6 5HG

Each entry must also clearly include images/ samples of proposed work, along with the information noted above. In addition, please include your address and email if possible. If you wish for submissions to be returned, please enclose a stamped address envelope.

### Submission deadlines:

The selection panel will next be meeting on the week commencing **8<sup>th</sup> October 2018**. Please submit work by the **1<sup>st</sup> October 2018** to be considered for an exhibition.

The earlier you submit your work the sooner it can be considered by our panel, and the more likely you are to receive your preferred exhibition dates if selected.

If the above submission deadlines are outdated, please call the office for future dates.

**AVAILABILITY FOR 2019 IS EXTREMELY LIMITED WITH THE ONLY LAST REMAINING SLOTS BEING IN OUR UPPER GALLERY (FIRST FLOOR) AREA.**

**WE STILL CURRENTLY HAVE SOME AVAILABILITY DURING 2020 IN OUR LOWER GALLERY (GROUND FLOOR) AREA AND ALSO OUR UPPER GALLERY (1<sup>ST</sup> FLOOR) AREA.**

### PLEASE NOTE:

Due to the multi-use nature of the space, we are unable to accept any work that might be interpreted as being unsuitable for children. We do not in any event accept sexually explicit imagery. We are not seeking to introduce any censorship but must bear in mind that our space is used for numerous different events for people of all ages. This makes it unsuitable to display work that might be pushing certain boundaries and would therefore only be seen in the context of a dedicated gallery. All work must be in accordance with our equal opportunities policies.

### **Booking Arrangements**

Lower Gallery:	£400
Upper Gallery:	£200

Returnable deposit (against loss or damage of hanging equipment):	£120
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PLUS, cleaning costs after the private view:	£40
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These charges are all for a **4-week run (Tues-Tues)** and include a private view evening. We require one half of the booking fee to secure the booking. The balance is due 6 weeks prior to hanging. Lauderdale House takes no commission on work sold, and exhibitors should deal directly with those wishing to purchase artwork.

PLEASE NOTE: The artist is responsible for running their own private view and publicising the exhibition, which may incur additional costs and so should be taken into consideration. Please read the 'Private View' and 'Publicity' sections carefully, to clarify exactly what we offer and how we can help you.

### **Dates and Opening Hours**

Gallery Opening Days and Times:	Mon/Tue/Wed/Fri:	11am to 4pm
	Thu:	11.30am to 4pm
	Sat:	Closed
	Sun:	Flexible opening hours

PLEASE NOTE: The galleries are open on Thursdays and Fridays, BUT we reserve the right to close them if there is an event booking. We can guarantee two Sundays out of the exhibition period where we will

keep the galleries open, but aside from these we again reserve the right to close the galleries if the space is being used for another event.

Our main income generation is through private events, so please understand that we cannot subsidise our creative programme without hiring out our spaces, which may conflict with gallery opening hours on Thursdays and Fridays, as referred to above.

## **Private Views**

Specific dates for your private view will be discussed once your exhibition has been booked. You will be advised of the day when you make your booking.

Private views for both the Upper Gallery and the Lower Gallery are held on the same evening. Arrival time to set up for your private view is from 7pm on the evening. They run from 7.30 to 9.30pm and we expect you to be clear by 10.00pm. If exhibitors are not ready to leave at this point you will forfeit your deposit.

The artist is responsible for providing private view refreshments, food, table linen, glassware, and serving staff (if necessary).

Lauderdale House will provide the tables and chairs requested for your private view.

A Lauderdale House steward will be present from 7pm and will lock the building at 10.00pm.

## **Artwork**

Due to the multipurpose function of the house, we are unable to allow any artwork that cannot be hung on the wall. Freestanding sculptures or ceramics cannot be accommodated as part of the main exhibition but can be exhibited temporarily at the private view if they are brought along and taken away at the end of the evening.

## **Hanging**

This usually takes place from 11:30am on the first Tuesday and must be completed by 6pm on that day. Takedown is on the last Monday and must be completed by 11am when the next incoming exhibition will arrive. Hanging times for the Long Gallery vary as per regular classes and bookings but are usually 1.30pm until 6pm. This needs to be confirmed by the office.

You are responsible for the physical hanging of your artwork on the day. We suggest that you arrange to have at least **two people** to hang. We have ladders available for your use. We have a hanging system in place in each gallery area and will be able to provide the cord & hooks to hang the works. Your returnable deposit is to cover the potential loss or damage of any hanging equipment.

Since the House has been newly refurbished, we ask that you do not stick any labels or artwork directly to the walls. Individual descriptions for artwork can be displayed on foam board, which can be hung next to or underneath your work. You may also leave artist statements at reception or on the piano for people to read.

If you would like to talk through the hanging and practicalities of your works before the exhibition we are happy to make an appointment for you to meet with our Operations Manager on site.

## **Storage**

Please note we have NO storage space in the House. Any additional artwork not hung, and all art protectors/packaging must be removed at the end of your hanging day.

When taking down your work it is once again your responsibility to leave the hanging system neat and clear of any remaining cord, and to clear excess rubbish/packaging etc. so the area is left clean for the incoming artists.

## **Temporary removal of work for private functions**

On occasion, we may need to temporarily remove some or all of your work from display for the duration of a private function (e.g. wedding ceremonies) if specifically requested to do so by the hirers. This removal will be handled by our extremely capable operations team and is always undertaken with the upmost care and consideration.

Works will be stored safely for the duration of the event and then restored to their original position once the function has ended and guests have departed. We will inform you if such a removal is to take place. Please let us know if there are any special considerations that we should consider when removing, rehanging, or temporarily storing your work.

## **Insurance**

Artists need to organise their own insurance cover for their work.

Lauderdale House accepts no responsibility for work damaged during exhibition opening hours, private views, private events taking place in the venue, hanging or taking down of work. This also applies to the temporary removal and rehanging of work for private events when necessary.

Lauderdale House again accepts no responsibility for persons injured by artwork during exhibition opening hours, private views, private events taking place in the venue, hanging or taking down of work.

## **Publicity**

Please provide the information listed below so we can add you to our website. We can also advertise your exhibition in our weekly e-newsletter, as well as on our Facebook and Twitter pages.

We will need:

- a 250-word description of the exhibition
- whether you wish to open out the private view to the public or whether it is a private event
- a photograph (hard copy or a jpeg sent as an attachment at least 300dpi but preferably larger than 1MB. This will go on our website – please note that our website has been designed to a specific format and we can only upload one photo so if you do not have a group shot but only single ones we can only upload one or you will need to photoshop them to create a single jpeg.

Please send this information to our Marketing Manager, **Helen Dalton**, at [hdalton@lauderdale.org.uk](mailto:hdalton@lauderdale.org.uk).

We send listing information to local, national and specialist publications for listings but cannot guarantee the publications will include you. If you are interested in chasing up editorial our Marketing Manager is always happy to advise you on drafting press releases and sharing our contacts, please email [hdalton@lauderdale.org.uk](mailto:hdalton@lauderdale.org.uk).

You are responsible for producing, printing and putting up posters. We are happy to display one A4 (portrait format) poster in the display boards on Highgate Hill, subject to availability. Since the Waterlow Park refurbishment, it is not possible to display posters on the park railings.

You are also responsible for producing and distributing leaflets and we are happy to display them in the House provided they are no larger than A5.

Also, please note that Camden Council has a virulent anti-flyposting approach, even for non-commercial activities, and you will be responsible for any fines incurred due to illegal fly-posting. Nevertheless, there are still plenty of public sites and accommodating shops and pubs locally so you shouldn't feel too restricted. It's well worth planning a walk around the local shops and pubs.

## **Cancellation**

As we are a registered charity and run as an arts and education centre we rely very heavily on our rental income. Therefore, we have a strict 'no refunds' policy in the event of cancellation. Once you have paid the first half of your fee the booking is confirmed and you are liable for the balance. However, if you do need to cancel your event we will re-open the date for new bookings. Should the date be rebooked we will offer a partial refund depending on the circumstances, considering the relevant factors such as value of the new booking and additional administration.

## **Health & Safety**

In the Lower Gallery and Entrance Hall, shutters to fire exits must be kept open and access to exits kept clear while the gallery is open and in use. In the Upper Gallery, a table may be placed on the window side but there must be a clear throughway for the fire exit from the top of the stairs to the doors at the other end.

Smoking is not permitted inside the House at any time. The use of candles is prohibited owing to the age and flammability of the building, and their tendency to set the fire alarm off.

## **Lighting**

Please do not try to adjust the lights yourself as they break easily. Our Operations Manager will be around when you hang your exhibition and will be happy to help you.

## **Accessibility**

The House is accessible for wheelchair users: there is a lift and two disabled toilets on the ground floor. There are IR hearing and loop systems in place for those who are hard of hearing. For more details regarding accessibility, especially concerning guests for a private view, please call the office.

## **Transport**

The nearest tube station is Archway on the Northern Line. The House is about a 10 minute walk uphill from the station. Alternatively, you can turn left out of Archway station and take either the 143, 210, or 271 buses to directly outside the house (Waterlow Park/ Lauderdale House – Stop HS).

## **Parking**

There is no car park but parking on the Lauderdale House side of Highgate Hill is unrestricted at weekends and after midday during weekdays.

## **Lauderdale Café & Waterlow Park**

There is a café on site which is open from Monday to Sunday, between 8:30am and 4pm. We are situated on the edge of Waterlow Park which is open every day until dusk.