

# Lauderdale *House*



*Exhibition* Hire 2022

# EXHIBITIONS 2022

**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.**

Lauderdale House is a small registered charity and whilst our raison d'être is arts, education and heritage we receive no regular government funding and rely heavily on private hire to maintain the House, pay staff and subsidise the creative, educational and outreach programme.

In normal times we create a balance of guaranteed opening hours for the gallery and slotting in the main income generators. However, the Covid-19 closure has meant we have lost a large chunk of income. Therefore, reluctantly, in order to ensure we survive to offer a creative programme in the future we have decided that we cannot guarantee our gallery opening times and need to give priority to hires that bring in up to £495 per hour.

Therefore the arrangements for exhibitions have changed for 2022, and are fully detailed below. We understand that this may not suit everyone but we are trying to balance offering exhibition opportunities for artists for the public to enjoy with ensuring our financial survival.

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

**ALL CURRENT AVAILABILITY IS FOR 2022 ONLY.  
(2023 WILL NOT BE CONSIDERED UNTIL WINTER 2021)**

- The selection panel will next be meeting on the week commencing **9<sup>th</sup> August 2021**.
- Please submit work by the **2<sup>nd</sup> August 2021** to be considered for an exhibition.
- We will then notify you of the outcome within 2 weeks of the panels meeting date.

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.

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. A copy of our submissions policy is available upon request.

## Booking Arrangements

Lower Gallery: £80

Upper Gallery: £80

Verified card details (against loss or damage of hanging equipment): £120

PLUS, cleaning and stewarding costs after the private view: £85

*Note that the private view is optional and subject to the rules relating to Covid-19 at any one time.*

These charges are all for a **4-week run (Tues-Tues)** and include a private view evening. We require 100% of the booking fee up front to secure the booking.

### **Hanging Equipment card authentication.**

6 weeks prior to hanging we will request some authenticated card details up to the value of £120. This is for the use of our hanging equipment. This equipment will be given to you on the day of the exhibition hanging. No funds will be taken with these details as long as all hanging equipment borrowed to hang your exhibition is returned intact on the take down day. These details are taken securely using a link which we will email to you.

### **Commission**

Lauderdale House takes a 10% commission on work sold. Exhibitors should deal directly with those wishing to purchase artwork, and account to Lauderdale House for any commission at the end of the exhibition period.

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 times will be advertised on our website as 'usually 12:00-16:00 weekdays with some additional weekend opening (tbc) BUT opening hours are subject to short notice change so please check the website 24 hours before visiting.'

**PLEASE NOTE: The galleries opening times are subject to our private hire and we reserve the right to close them at short notice if the space is being used for another event.**

**We cannot guarantee that the galleries will be open at the weekends. We will be keep you updated when we have to close.**

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.

### **Invigilating:**

If you wish to show someone around by appointment outside the formal hours (stated above), please get in touch with us - we need to be aware that visitors are coming to ensure that the Gallery space is available. If visitors do turn up outside the official opening times, if the space is available we will not turn them away but recommend that they call up to check with us first.

It is not essential but we encourage and welcome exhibitors to invigilate during the opening times. A staff member will be responsible for opening and closing but the gallery may be supervised by a volunteer. If we do not have a volunteer or staff member available, we may have to close but if you are intending to be present then we would not need to.

## **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.

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 stolen or 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
- 1 or 2 photographs showing your work, ideally landscape in format.

Please send this information to our Marketing & Events Assistant Pihla Pekkarinen, at [ppekkarinen@lauderdale.org.uk](mailto:ppekkarinen@lauderdale.org.uk).

You are responsible for producing, printing and putting up posters. We are happy to display one A4 (portrait format) poster at the House where possible. 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 full fee the booking is confirmed. 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.

Whilst we are looking forward to welcoming visitors back to Lauderdale, we are mindful that Covid-19 has proved extremely unpredictable so it is still very important that we are still following good practices. This will be subject to review, but currently we will be asking the following precautions to be taken by visitors/exhibitors. Our volunteers/staff will be doing the same:

- We ask that visitors provide their name and contact details so that, in the worst case scenario of an outbreak, we can contact everyone. These details will be kept confidential and destroyed after 21 days.



- We will also have the NHS QR code accessible as another option for track and trace.
- Hand wash/sanitise regularly.
- Mask wearing is not compulsory but please consider wearing one in the gallery to protect others; and please do use one when visiting the toilet suite which is in an enclosed space or if the gallery is busy.
- Please do not go behind the screen on the reception desk but speak to the steward on the other side of the screen.
- Visitors will not be allowed in if they are experiencing any symptoms of Covid-19, such as a high temperature; a new, continuous cough; and a loss or change to your sense of smell or taste. Do NOT attend if you have tested positive for Covid-19 or have been asked to isolate in line with government rules.
- Please use the specific toilets designated for gallery visitors.

## 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.

For further enquiries please contact our Events & Sales Manager,  
Hannah Robertson, on 020 8348 8716 or [hrobertson@lauderdale.org.uk](mailto:hrobertson@lauderdale.org.uk)

Alternatively, you can head to our website ([www.lauderdalehouse.org.uk](http://www.lauderdalehouse.org.uk)) and fill in  
our enquiry form under the 'Hire the house' section.

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