

The Gallery at Retford Library

Information for hire applicants

Introduction

The gallery is located on the ground floor of Retford Library. This gallery offers individual artists and collectives the opportunity to present their work to a large audience in a professional and contemporary setting.

The gallery aims to:

- provide a space for people to enjoy the library service's own programme of exhibitions, including touring and collaborative exhibitions – with the aim of bringing great art to everyone at the heart of the community
- provide opportunities for artists to hire a professional gallery space outside of our programmed exhibitions, to support artists in reaching a wide and varied audience with their work
- raise the profile of Retford Library as a place for quality art, which is supportive of visual arts
- encourage new and existing audiences to engage with art

The space

The gallery has 10 linear metres of running hanging space, fitted with an H-Track hanging system for the hanging of double strung 2D work.

Hiring the gallery

The gallery is available for hire by application during periods outside of the library's own exhibition programme. Hiring artists benefit from:

- a professional, modern gallery space
- the opportunity to reach a wide audience thanks to the library's high daily footfall
- six days a week opening
- opportunities for promotion (where available)
- opportunities to engage with new audiences through planned talks/workshops (at the approval of, and in liaison with, the library manager, additional room hire charges may apply).

The gallery is available to hire in periods of three or six weeks. Charges to hire the gallery are as follows:

Six weeks gallery hire:

Commercial artists/organisations -£50

Non-profit artists/organisations -£25

Three weeks gallery hire:

Commercial artists/organisations -£30

Non-profit artists/organisations -£15

Hire is by application, and application forms can be found on the website or are available from the library.

We aim to provide a programme of quality exhibitions, and applications are considered 4 times a year by a panel and selected in terms of appropriateness for the venue, availability, and contribution to a varied exhibition calendar.

We are keen to see proposals for talks/workshops to support exhibition applications, which aim to engage audiences with the work on display. (Additional room hire charges may apply).

Important information for artists hiring the gallery

- Hirers must accept and abide by the Terms and Conditions of library gallery hire, available on the library web pages or from the library.
- Hirers should have Public Liability Insurance in place of at least £5 million to cover the period of hire and provide evidence of this to the library.
- Exhibitions are entirely at the hirer's risk, and insurance of works is the hirer's responsibility
- Work should be hung using the gallery's hanging system and accessories provided, and no fixtures or fittings should be fixed to the gallery walls. Work should be double strung.
- Hirers will be responsible for hanging their own exhibitions. Advice can be provided by the library manager.
- Work should be clearly labelled; either on the work itself or on labels mounted to foam board and attached using Ryman Command Poster strips (hirer's own responsibility). Alternative labelling requires the approval of the library manager.

Contact

For further information, in the first instance, contact the library at retford.library@inspireculture.org.uk or call 01777 708724

Gallery Diagram

