

APG Works: notes regarding the hire of the gallery spaces for exhibitions

(These notes are given for general guidance only and are not intended to form the basis of any agreement)

The space, consisting of the 2 rooms on the ground floor to the left of the entrance, may be hired for exhibitions for £200.00 per week. Please see attached plan for dimensions.

Weekly slots run from 3 pm on Tuesday until 11am on Tuesday the following week. Additional run-on weeks may be booked for £175.00. A 50% deposit is required at the time of booking, the balance due at the beginning of the week of hire. To allow for set-up we will remain on site until 6pm on the Tuesday and 6pm on the Wednesday (or 9pm if that is to be the opening night).

Please advise the schedule and any special requirements for your installation and operating hours (including any additional hours) at least 1 week in advance.

Max group size 8 - but we recommend no more than 6. We also recommend that all group members visit the site prior to confirming the booking.

Installations may include light (weight) objects suspended from the ceiling for which fixings will be fitted by our own staff. There may be a charge for this. The walls, inside and out, may be painted with water based inks and paints, subject to the proviso that they are completely painted over to the original condition (ie using good quality emulsion paint of the correct colour) at the end of the week. We need to be advised if any heavy pieces are to be hung on the walls, as the plaster is weak in places.

An open evening event may be run, using the courtyard space and covered areas. This can be done on any weekday evening of the period; we recommend the Wednesday or Thursday evening, giving a couple of days to set up and avoiding a clash with other weekend events if run on a Friday. Groups may provide their own refreshments and entertainment, and sound system for music (a good portable MP3/CD stereo is usually sufficient), but we can also assist in this area if required. Members of our staff will be present during the event, but it is the responsibility of the group to clean up and clear empties etc. after the event. Events must be timed to end (and be cleared away) not later than 9pm.

Invigilating throughout the show is the responsibility of the group. APG will not accept liability for loss of or damage to any members' personal effects or

exhibition materials. Our studio opening hours are 9.30 to 5.30, but the gallery is normally scheduled for 11am to 4.30pm. We close at 3pm on Saturdays and are closed on Sundays except by special arrangement.

There is a friendly dog on site and the location is not suitable for groups that include individual members who cannot get along with dogs, for whatever reason - sorry!

During the period of hire, the group may also use these additional facilities: the toilets; the kitchen - the group must provide their own tea/coffee/milk/biscuits etc. There is a wifi hub on site. We will also print and paste up 1 A1 (portrait format) poster of your exhibition flyer for the additional sum of £20.00 for the marquee outside the exhibition space - we can advise on artwork requirements.

Our studios offer good rates on framing and screen printing and we will be pleased to quote for any framing and other technical assistance required for your show. We do not offer publicity support but will repost event details on our social media if requested. Attendance at your show is down to your own marketing and promotion.

We take an interest in the content of shows held at APG and require exhibitors to give us an outline of their proposal and, if possible, sight of representative works at the time of applying. We reserve the right to curtail any show (without refund) at any point in the set-up or exhibition period if the content is unsuitable or offensive.

The rooms are taken as seen - the site is an older building and the character of the space is as such, with uneven walls and uneven ground in the courtyard.

Thank you for reading these notes. Please call or email us to enquire further. We look forward to hearing from you and discussing your exhibition proposal, and hope to welcome you soon when you join the many groups who have held lively and interesting shows in our space.

APG Works Ltd.
16-20 Sidney Street, SHEFFIELD, S1 4RH
00 44 (0) 114 263 4493
apg@apgworks.co.uk

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