

## Greenhill Art Pod: Information & Guidelines



Harrow Arts Centre (HAC) is the home of visual art, music, theatre, comedy and dance within the London Borough of Harrow. With a dedicated Art Block and a variety of resident art groups using the site, HAC is strongly committed to supporting visual arts development.

HAC supports contemporary visual art practice at various levels, through a mixed programme of exhibitions, courses, workshops and performance. We welcome applicants with professional artistic background as well as community organisations, using a range of art forms.

In the Summer of 2022, HAC is launching the 'Greenhill Art Pod' – a pop-up space based in Harrow town centre (289 Harrow Road) that is open to artists, organisations and community groups to exhibit work. The Greenhill Art Pod is part of the all-new Greenhill Place development which will comprise of lively markets, food stalls, occasional outdoor events and a children's play area.

**Specification**

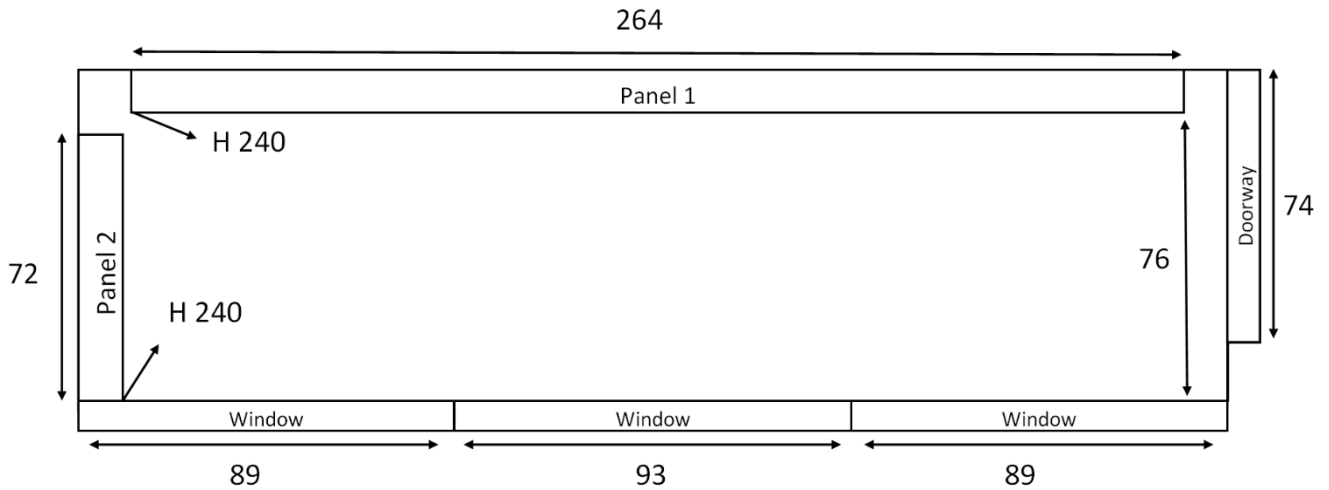
The Greenhill Art Pod is an enclosed and lockable, glass ‘box’ space that is viewable to the public 24 hours a day. It is fitted with 10 halogen lights and two panels for hanging artwork. Work is installed onto the panels using wooden dowels, which can be used to hold shelves, framed work or canvas. The option of hanging flat format work can also be arranged if necessary. Artists are also welcome to bring appropriately sized plinths, easels or browsers as an extra way of displaying pieces on the floor area.



**Floorplan & Dimensions**

All dimensions are listed in cm.

Height from the outside pathway to entrance is 65cm (portable steps will be provided).



### **Exhibition Hiring Rates**

This space is currently being offered free of charge to all who exhibit and is awarded on an application basis.

(Artists may be liable to pay for any damage that occurs to the space by them or their associates/organisation.)

### **Hanging Artwork and Insurance**

HAC is unable to provide an installation service for the Greenhill Art Pod, and so artists must hang work with their own ladders and Public Liability Insurance.

On the morning of your install and uninstall days, the Gallery Coordinator or another member of the HAC team will greet you and unlock the space. There is an unloading bay available opposite the Greenhill Art Pod for artist's use when installing and uninstalling their exhibition. The Greenhill Art Pod's locking system works on a secure code basis and therefore once the door is closed, it will lock automatically.

Insurance of work is the responsibility of the artist, including in transit, storage and throughout the exhibition. HAC does not accept responsibility or liability for exhibited works.

## **Basic Guidelines**

- A minimum of 4 weeks and a maximum of 8 weeks applies when exhibiting in the Greenhill Art Pod.
- As the Greenhill Art Pod is located in the Town Centre and is permanently viewable by the public, all exhibitions must be family friendly and not contain the following:
  - Nudity (silhouettes and non-graphic studies of the human figure are acceptable but must be approved by the Gallery Coordinator before the install takes place)
  - Themes of violence, upset or illegal activity
  - Expletives or derogatory language
  - Weapons or 3D items that could be used in a dangerous way
- Harrow Arts Centre does not offer an installation service for the Greenhill Art Pod. When hanging artwork, artists must provide a copy of their Public Liability Insurance and bring their own ladders / platforms for use during install. Harrow Arts Centre cannot supply ladders for artist's use due to Insurance & Health and Safety Regulations.
- To be compatible with the hanging system, artwork should be brought in framed or canvas based. Flat format work may be installed if necessary - please contact the Gallery Coordinator in advance to confirm if this will be possible.
- No additional holes, fixings or other construction work is permitted to be installed or carried out by the exhibitor. Writing directly onto the panels is also prohibited.
- Harrow Arts Centre is not responsible for any damages incurred to work during installation/take down or during the exhibition itself. Insurance of work is the responsibility of the artist, including in transit, storage and throughout the exhibition. Artists must provide a copy of their Public Liability Insurance with their application.
- Please let us know as soon as possible if for any reason you need to cancel your exhibition.
- Please leave the Greenhill Art Pod as you found it. Any damage or littering necessitating additional cleaning, painting or other repairs by the Harrow Arts Centre will be charged for.

- The Greenhill Art Pod is viewable to the public 24 hours a day through windows. A CCTV security system is in place and the space is locked using a secure coded door system with no public access into the space itself. Artworks are however displayed at the artists' risk.
- Exhibitors must include the HAC logo on all marketing and publicity for the exhibition. The logos can be obtained from the Harrow Arts Centre Programme and Marketing Team or Gallery Coordinator.
- Exhibitors are responsible for all sales and have permission to display contact details inside the Greenhill Art Pod if they wish to do so. It is also encouraged to leave contact details with the Box Office at HAC, should anyone come to us directly with enquiries.
- Please always abide by the instructions of any HAC staff who are working with you during your hire and treat all staff and users of the premises with respect and courtesy at all times.

*\*Please scroll to the bottom of this document to view our full Terms and Conditions*

## **Your Application**

If you would like to exhibit in the Greenhill Art Pod, please complete an Expression of Interest form to tell us about your proposed exhibition. You can request the link to this form from the Gallery Coordinator.

As part of your submission HAC requires 3-6 small Jpeg images as an example of the work that you wish to display.

Your application will be reviewed by our Gallery Coordinator and if accepted, we will send you an Exhibition Agreement form for signing.

## **Contact**

If you have any questions or would like to make an enquiry, please contact HAC'S Gallery Coordinator at [Bethany.baker@harrow.gov.uk](mailto:Bethany.baker@harrow.gov.uk)

## **Full Terms & Conditions**

### **IN RESPECT OF USE OF SPACES ON THE PREMISES**

1. Exhibitors shall not make use of, nor be entitled access to the premises outside of the agreed letting periods;
2. Exhibitors shall not make use of, nor be entitled to access any part of the premises not explicitly included in the hired spaces;
3. Exhibitors shall vacate the premises by the time specified as the end of the letting periods or have their items removed.

### **IN RESPECT OF SAFETY AND SAFEGUARDING**

1. Exhibitors shall be responsible for their own health and safety and take all reasonable care for their own safety, and the safety of others who may be affected by their actions, omissions, or by the use or misuse of any property or equipment belonging to them, their company and/or members and supporters of their company or group;
2. Exhibitors shall comply with any instructions for safety as shall be issued at any time by any member of Harrow Arts Centre staff, or be displayed on signage at the premises;
3. Exhibitors shall not cause, through any action or omission, the capacities for any public areas of the premises to exceed a capacity as specified by Harrow Arts Centre;

### **IN RESPECT OF LICENSING, PRIVACY AND COPYRIGHT**

#### **Exhibitors shall:**

1. not make use of any recording equipment (cameras, video cameras, sound recording equipment) on the premises without the prior permission of Harrow Arts Centre;
2. not make use of any TV receiving equipment without the prior permission of Harrow Arts Centre;
3. indemnify Harrow Arts Centre against any claims in respect of copyright infringement relating to the exhibition, reproduction, sharing or showing of copyrighted material on the premises.

### **IN RESPECT OF NUISANCE OR INCONVENIENCE TO THE PUBLIC, STAFF OR OTHER CLIENTS**

1. Exhibitors shall act in a respectful and non-abusive manner to Harrow Arts Centre staff and other users of the premises. Harrow Arts Centre reserves the right to ask any exhibitor not complying with this condition to leave the premises.

### **IN RESPECT OF TIDINESS AND RESPONSIBLE USE**

#### **Exhibitors shall:**

1. not carry out any alterations to the fabric of the premises or to equipment or furniture within the premises nor to fix or cause to be fixed any apparatus, equipment, notice or decoration without the previous consent of Harrow Arts Centre;
2. take responsibility for all removal of any furniture or equipment supplied as standard with the hired spaces, and undertake to replace these in their original positions by the end of the booking;
3. keep the premises and any Harrow Arts Centre equipment utilised clean, tidy, and in good repair and working order, subject to reasonable and ordinary wear and tear;
4. Report to Harrow Arts Centre staff any accidents or use of the first aid kit that occurs during the letting periods;
5. ensure that any children under the age of sixteen attending or participating in exhibition activities undertaken by the client are supervised by a responsible adult at all times during the letting periods, and when on the premises at large;

6. indemnify the Council in respect of claims for damages, proceedings, costs and expenses of any description arising from the client's usage of the premises;
7. not obstruct any fire exit, or prop open, or obstruct the full closure of any door;
8. permit to be disconnected and/or removed any item of electrical equipment which is in the assessment of a member of Harrow Arts Centre staff unsafe, and to comply with any request to desist from using such equipment;
9. permit to be removed any artwork that could be regarded as offensive, including that which is unlawful, harassing, libellous, abusive, threatening, harmful, vulgar or obscene.

#### **CANCELLATIONS**

1. Exhibitions may be cancelled by hirers and organisers only with the full agreement of Harrow Arts Centre. Should accident or illness or other unforeseen circumstances prevent the exhibition going ahead, Harrow Arts Centre staff should be informed at the earliest opportunity.
2. Harrow Arts Centre may cancel, without breaching this agreement, the whole or any part of this booking under the letting periods after the signing and validation of this agreement if:
  - a) Harrow Arts Centre has concerns about the safety of exhibitors or public attending the exhibition
  - b) The Exhibitor does not comply in a timely fashion with any obligation in this agreement
  - c) The Exhibitor through its activities or omissions breaches statute or is likely in Harrow Arts Centre's view to breach statute
  - d) Unforeseen circumstances make it unsafe to proceed with your exhibition
  - e) Harrow Arts Centre needs to use the building for a different purpose on an emergency basis