

Exhibition Agreement

An Agreement between:

Herein known as the artist(s) _____

Artist address _____

Email contact _____

Phone number _____

And Herein known as the college

ncn Lace Market Gallery
School of Art, Design, Fashion and Media
New College Nottingham
25 Stoney Street
Nottingham
NG1 1LP

Contact for the college is Louisa Irvine – 0115 910 4747

e-mail Louisa.irvine@ncn.ac.uk

The artist(s) will, subject to the following terms and conditions, exhibit their work on the following dates:

Setting up dates:

Time:

Exhibition open:

Time:

Exhibition close:

Time:

Taking down dates:

Time:

General terms and conditions _____

1. The gallery is only open during term times and from 0900 hours to 1700 hours unless agreed in advance and in writing by the college. (Term dates are available and in general circulation). The college does not guarantee that there will always be suitable staff cover available, though will endeavour to provide this as part of the normal building's security measures.
2. If agreement is reached that the gallery is to be open outside the hours stated above, then it is the artist(s) responsibility to ensure there is a responsible person available to provide staff cover.
3. The artist(s) may be liable for additional costs to cover Estates staff if the gallery is open outside the hours as listed in 1. above.
4. The college will not take out specific insurance to cover the artist(s) work.

The Artist(s) responsibilities

1. To provide a full and efficient staff to ensure that the exhibition is set up appropriately and safely.
2. To leave a £50.00 deposit in order to secure the gallery booking and ensure the gallery is left in the same state as it was found. This deposit will be kept by the gallery until the exhibition is taken down and the gallery staff is satisfied that the space is left in a satisfactory state. The gallery staff reserves the right to make this decision entirely at their own discretion. All holes in walls must be filled and painted, etc.
3. To provide their own publicity that is in keeping with the ethos and the equal opportunities policy of the college and also includes the **ncn** and **ncn** Lace Market Gallery logos. All final proofs need to be agreed in writing with the college prior to production.
4. To provide a full list of technical requirements along with an assessment of the health and safety risks associated with the setting up, exhibiting and taking down of the artists work, at least four weeks before the exhibition. Appendix 2 is an example of an acceptable risk assessment form.
5. To abide by all laws, regulations and conditions imposed by any statute and/or any competent authority with reference to the gallery space.
6. To carry adequate insurance for their work.
7. The risk assessment referred to in 3 above must, in particular, draw to the attention of the college any aspect of the exhibition which might breach health and safety regulations or cause damage to the building.
8. To draw to the attention of the college any aspect of the exhibition which might cause public offence.

The College's responsibilities

1. To review the risk assessment provided by the artists(s) and to ensure that appropriate risk control measures are put in place.
2. To provide the plans of the venue with lighting grid and dimensions at least 4 weeks in advance of the exhibition.
3. To make the venue available to the artist(s) from the setting up time until the date agreed for the removal of the work.

The college will make every reasonable effort to promote the exhibition to the press and media, but cannot guarantee any coverage.

I understand the artist(s) and college responsibilities and accept the general terms and conditions.

Artist(s) signature _____ Date _____

Print Name

EXHIBITION PUBLICITY PRO-FORMA

The information provided on this form may be used for Gallery, education and training promotion at New College Nottingham. This covers a full range of possible uses including print media, TV/electronic media, radio, press, outdoor media (posters etc), printed information items, editorial coverage sent to suitable publications and any other promotion directly related to the Gallery, education and training.

Exhibition Description: (including genre, the inspiration for the exhibition, artist's details etc.)	
Start Date of Exhibition:	End Date of Exhibition:
Artist's Name:	
Contact Number:	
Email Address:	
Brief Quote from Artist (e.g. the key selling point for your exhibition; anything specific you would like the general public to know about yourself or the Exhibition; why you have chosen to exhibit at ncn etc.)	
Are Jpeg Images Available (min. 300 x 300 dpi)? Y / N	
Other Comments / Information:	

Photography consent form

I, the undersigned, agree to my photographic image, or that of my work, being used for education, training or gallery promotion at New College Nottingham group and/or on behalf of any **ncn** centre within the group.

This agreement will cover a full range of possible uses including use in paid advertising such as print media, TV/electronic media, radio, press, outdoor media (posters etc) printed information items, editorial coverage sent to suitable publications and any other promotion directly related to education and training and the gallery at **ncn**.

My image will be used, in all instances, in a legal, decent, honest and truthful manner, according to the rules of the Advertising Standards Association. I (we) will be acknowledged as the artist(s) wherever possible.

Name:

Signed:

Date:

Address:
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Health and safety protocol

Health and Safety Advice

New College Nottingham is committed to maintaining a healthy and safe environment for all its staff, students and visitors.

Please note the information that follows which describes the facilities available in the **ncn** Lace Market School of Art, Design and Fashion at the **ncn** City Campus and the standards of conduct expected from all visitors in order for the college to discharge its health and safety responsibilities effectively.

1. Emergencies

The reception at 25 Stoney Street or at the Adams Building is the first point of contact for all emergency calls. You will need to give details of the kind of emergency, the building and your name.

2. Accident or near miss reporting

A college reporting form (accident/incident form) must be completed for every accident or 'near miss', however trivial it may seem and whether injury has been sustained or not. It is the cause of the accident or incident that is being reported. Forms are available from reception staff.

3. Emergency action in case of accident or illness

In cases of urgency, phone the emergency ambulance service yourself on 999 (9999 from an internal telephone). Give your precise location. Send also for the nearest first aider – a list is available at reception. Ensure an accident/incident form is completed.

4. Evacuation in the event of a fire or other incident

Fire exit routes are clearly marked, please make yourself and any colleagues, aware of them. On sounding of the alarm, people staffing the gallery must ensure that they and visitors to the gallery, evacuate the building immediately. The assembly points are in Ristes Place behind the building or on the cul-de-sac opposite the main entrance to 25 Stoney Street. The college has a well-planned fire evacuation procedure with a designated duty manager. You will be given the all clear to re-enter the building by the duty manager. You may not re-enter until this has been given.

5. Use of electrical equipment

If you are using electrical equipment owned by the college this will have received a certificate of portable appliance testing by a competent electrician. If you are providing your own equipment this must always have an 'in date' PAT certificate. If not, the college can provide this, but all charges will be passed on to the artist(s).

6. Smoking

The college has a strict no smoking policy in all its buildings. This must be adhered to.

INITIAL ASSESSMENT

SEVERITY S	PROBABILITY P	FREQUENCY F
FATAL 6	CERTAIN 6	FREQUENT 4
MAJOR 4	PROBABLE 4	OCCASIONAL 2
SERIOUS 2	POSSIBLE 2	SELDOM 1
MINOR 1	UNLIKELY 1	

S + P + F = RISK RATING	RISK LEVEL	FULL ASSESSMENT REQUIRED
16 15 14 13 12 11 10 9	HIGH	YES
8 7 6 5	MEDIUM	YES
4 3 2 1	LOW	NO

DEFINITIONS

SEVERITY	Worst case injury assuming no control measures
MAJOR	Permanent disability, loss of sight, limb amputation, respiratory damage
SERIOUS	Loss of consciousness, burns, breakages' etc; anything requiring hospital treatment; other eye injuries.
MINOR	Bruising, cuts, light abrasions etc., strain, sprain
PROBABILITY	Likelihood of injury with control measures in place
FREQUENCY	How often the hazard is present
FREQUENT	Several times per day
OCCASIONAL	Daily
SELDOM	Weekly or less

Equal opportunities and diversity monitoring

New College Nottingham is committed to promoting equal opportunities and diversity.

In order to promote diversity, monitor the effectiveness of our policies in accordance with our values best practice, the relevant Codes of Practice and our legal obligations under the Race Relations (Amendment) Act 2000; we need to record the ethnicity of all potential gallery users. We would therefore, be grateful if you could complete the details below in line with our commitment to promoting diversity.

Responses will be treated in the strictest of confidence. The information you provide will form a confidential database, which will be used for statistical analysis only and help evaluate progress towards improvements in the College’s Diversity Strategy.

The information will be held in compliance with the Data Protection principles as set out in the Data Protection Act 1998.

What is your ethnic origin?

ETHNIC ORIGIN – WHITE

British – white

Irish – white

Other - white

ETHNIC ORIGIN – MIXED

White and Black Caribbean

White and Black African

White and Asian

Other – mixed

ETHNIC ORIGIN – ASIAN OR ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Other Asian

ETHNIC ORIGIN – BLACK OR BLACK BRITISH

Black Caribbean

Black African

Other Black

ETHNIC ORIGIN – CHINESE OR OTHER ETHNIC GROUP

Chinese

Other – please specify

