

Thorleybourne Gallery Hire

Bishop's Stortford Museum offers a large Exhibition space available to artists, individuals, schools or organisations. This space is open to all visitors of the Rhodes Art complex and Museum during the Museum opening hours and entry is free of charge. *Private viewing* can be arranged if required and will be charged by negotiation. (2 members of staff provided).

The space can be *hired for a minimum of 4 weeks* slots and it is recommended that the hirer allocate a Steward to the exhibition.

The Gallery is situated next to the reception area which is permanently manned. *25% Commission* is charged for sales and VAT is added.

Hire Charges for the Temporary Exhibition Area	
Type of Organisation	Cost Per week Excluding VAT
Artistic Organisation or Group	£125.00
Individual artist	£80.00
Registered Charities Schools, Colleges and Universities	By negotiation
All Exhibitions will be viewed by the Museum Curator before acceptance	
Rhodes cannot except responsibility for theft or damage	

Please note these prices will be subject to review in June 2010

We offer - *CD player* for background music only, for which the artist can bring in their own cds. Other *IT equipment* such as laptop, projector, PA, TV screen, media player are available for hire. If the artist wants to bring their own technical appliances, PAT testing will be required as a proof of electrical safety.

We reserve the right to hold *events* in the Gallery including meetings, drinks reception etc. Artists are encouraged to leave their artwork exhibited during these events, receiving increased exposure and possibly extra sales.

For more information, to book or to view the exhibition place, please contact us on 01279 651746