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# Information for Exhibiting Art

Thank you for expressing an interest in displaying art at the Stag.

We have put together this information pack to assist you with the practicalities of displaying your art at the Stag. We do however recognise that different artists may have different requirements which have not been addressed, if this is the case please feel free to contact us.

The Stag, is as its name, suggests a Community Arts Centre and welcomes all genres of art and works within an equal opportunity remit. The building has many visitors passing through and it is hoped that although visiting often for a particular art form, the presence of alternative art happening or being displayed in the building will generate further interest.

At the end of your exhibition we would welcome your feedback relating to your successes at the Stag and any ideas you may have for us to improve the service.

Andrew Eyre  
General Manager

### **Contents**

1. Terms and Conditions
2. VAT on Art Commission
3. Exhibitor/Artist Agreement
4. Exhibitor/Artist Price List

**Terms and Conditions**

1.	Period of Display	3 weeks
2.	Setting Up Display	Sunday afternoon (times agreed by Stag and Artist)
3.	Dismantling Display	Sunday morning (times agreed by Stag and Artist)
4.	Commission	20% of sales to the Stag
5.	Charges	There are no charges for exhibiting at the Stag.
6.	VAT	The standard rate of VAT (20%) is charged on commission, following the sale of items from the exhibition VAT is charged on the commission only and not the whole amount.  Please see VAT example on Appendix A attached.
7.	Sale of Supporting Material	Other supporting merchandise can be sold through the Stag with prior agreement. The commission on such sales is 20%. The commission will also be VAT able.
8.	Conditions of Use	The Stag Management retains the right to refuse any application for its use, or in exceptional circumstances to close an exhibition or to exclude particular works for public exhibition if necessary.  No appeal for funds for any charity may be made and material of a party political or religious sectarian or contentious nature will be excluded. No petitions or signatures may be displayed.  The Stag Community Arts Centre operates an Equal Opportunity Policy and complies with legislation and other policies as well e.g. Health and Safety.
9.	Sales	Stag staff will record sales and collect payment on behalf of the artist; this will be banked within the Stag's normal banking routine. At the end of the exhibition, arrangement will be made for payment of the artist's money due. <b>A PROCEDURE FOR THIS SHOULD BE ARRANGED PRIOR TO ANY EVENT TAKING PLACE.</b>
10.	Publicity	Publicity for any exhibition is the responsibility of the artist. The Stag is happy to display leaflets about the exhibition.
11.	Preview Receptions	The Café / Bar can be made available for 2 hours in the evening for a fee of £20. Drinks are to be purchased via the Stag, however food, canapés etc. can be by own caterer if desired.

12.	Insurance	<p>The Stag will not provide insurance for exhibits; this is the responsibility of the artist. You are encouraged to seek your own insurance, which will enable you to exhibit in other venues also. To take out any insurance you will need to provide the details below. In addition, insurance details will need to be provided prior to any delivery/hanging. Where it has not, the exhibition will be unable to go ahead.</p> <p>Please provide the following details;</p> <ul style="list-style-type: none"> <li>• Total value of items on display</li> <li>• Value of single most valuable item</li> <li>• Total number of items on display</li> </ul> <p>Your insurance value is considered to be your artist's price i.e. the money you receive if a work sells, before the Stag commission and VAT is added.</p> <p>If your work is not for sale we still need you to provide an insurance value.</p> <p>No item shall be removed from the exhibition by the exhibitor unless by prior agreement with the Stag management. Exhibitions must under no circumstances be removed before the agreed date and publicised closing date unless agreed by the Stag management.</p> <p>If any damage to the Stag property and / or equipment is caused due to the erection or dismantling of the exhibition, the replacement or repair costs will be passed onto the exhibitor.</p>
13.	Public Liability and Electrical Equipment	<p>The artist and anyone assisting the artist must provide the following:-</p> <p>Proof of Public Liability insurance cover from either their insurers or insurance brokers confirming that they have Public Liability Insurance with a minimum indemnity limit of £5 million each and every claim. This will provide insurance cover for the artist for any claims for accidental damage or accidental injury caused to third parties or their property as a result of their negligence.</p> <p>All electrical equipment brought into the venue must have been tested within the last twelve months, marked and records available for inspection. Electrical equipment deemed to be in an unsafe condition by Stag staff will not be permitted to be used on the premises.</p> <p>Please speak to a member of Stag staff if you need help with this matter.</p>

14.	Exhibition Open Times	<p>Exhibitions will be open when the Stag is open to the public. The Stag is open from 10.00am – 8.00pm Monday to Saturday and from 12.00pm – 8.00pm on Sundays.</p> <p>The Stag does not provide any stewarding for exhibitions but exhibitors are welcome to provide their own following negotiation with Stag management.</p> <p>Artists are permitted to hold a private view but this must be discussed with Stag management and is at their discretion. Any private view is the responsibility of the artist. Arrangements for alcohol and soft drinks can be made at the Stag bar with prior agreement with the Stag. Artists can make their own arrangements for non-alcoholic drink refreshments.</p>
15.	Exhibition Space	The Stag Art wall is has 20 wires and 82 hooks.
16.	Transporting the Exhibition	It is the responsibility of the exhibitor to transport the exhibition and any equipment needed to and from the venue.
17.	Hanging and Displaying the Exhibition	<p>It is the sole responsibility of the exhibitor to mount and dismantle the exhibition using their own tools and fixings required to use the Stag hanging system.</p> <p>Any unusual or particular display or hanging requirement should be notified in writing with your application and discussed with the Stag management. All work must be delivered and installed on the agreed dates within the slot.</p> <p>The artist must undertake to present the work for display framed, or to similarly professional level.</p> <p>If work requires more than two people to transport and install, the artist may be required to provide extra assistance and again when the exhibition is taken down.</p> <p>Artists are required to make good the space after use including tidying the surrounding area. Any artist not complying to this rule will not be permitted to exhibit at the Stag again.</p>
18.	Storage Space	There is no storage space available for artists.
19.	Feedback	All artists exhibiting at the Stag are asked to complete and return a feedback form (Appendix B) after an exhibition.
20.	Special Conditions	Artists are requested to conduct themselves at all times in a manner in which they would wish to be treated. Any person, group or organisation deemed to be using inappropriate language or behaviour to a member of staff or public will be unable to use the Stag for creative purposes again.

## 2. VAT on Art Commission

The standard rate of VAT (20%) is charged on the commission, following the sale of items from the exhibition. VAT is charged on the commission only and not on the whole amount.

This is calculated as follows:

Artist Price (what the Artist expects to receive)

Plus, Commission on the sale of item at 20%

Plus, VAT at 20% on the Commission amount

The catalogue price is therefore the total of these amounts

Example:

Artist Price (what the Artist expects to receive)	£100.00
Commission on sale of item at 20%	£20.00
VAT at 20% on the commission amount	£4.00
Therefore the catalogue price is	£124.00

The Artist will receive what is expected (in example £100), the Stag will receive 20% commission (in example £20), and VAT amount (in example £4.00) is paid to Customs and Excise via the Stag.

**Appendix B**

**3. Art Exhibition – Feedback Form**

The Stag Management welcomes feedback on all its facilities and particularly welcomes suggestions for improving its facilities. Please complete the following:-

Name	
Contact Details	
Dates of Hire	
Name of Stag Contact	
Stag Administration Services (Booking system, paperwork etc.)	(please circle the most appropriate) Poor      Good      Excellent
Stag Venue (hanging system, general facilities)	Poor      Good      Excellent
Did you make any sales?	Yes      No
Would you consider using the Stag again to exhibit and sell art?	No      Maybe      Yes
Please supply any further comments – continue overleaf if necessary.	

**Appendix C**

**4. Exhibitor's / Artist Agreement**

1	Name	
2	Address	
3	Contact Tel No (s)	
4	Email	
5	Organisation Name if applicable	
6	Dates of slot agreed	
7	Installation date and time agreed	
8	Take down date and time agreed	
9	Insurance arranged and positive evidence of documentation provided	
10	2 price lists provided, including VAT & 20% commission	
11	Private view required? Date and times agreed	
12	Exhibitor has taken a copy of all documentation returned to the Stag.	

I agree to the terms and conditions relating to the exhibiting of art at the Stag Community Arts Centre.

Signed .....

Dated .....

Printed .....



**5. Art Exhibitor Price List**

**Name of Artist:** .....

**Dates of Exhibition:** .....

No	Title of Work	Artist Price	Stag Commission 20%	VAT at 20%	Final Price
1					
2					
3					
4					
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