

SPROUT ARTS

74 Moyser Road, Furzedown, SW16 6SQ

www.sprout-arts.com

email: sproutcommunityarts@gmail.com

PROPOSAL TO EXHIBIT IN SPROUT ARTS 2025 - 2026

To apply to exhibit or run a workshop or event, Artists first need to become a 'Member of Sprout Arts' at a cost of £20 per year. This sponsorship helps Sprout to maintain its affordability to artists.

A Membership form can also be downloaded from the website. Please ensure that you have visited the Sprout Arts gallery before submitting your proposal in order to be able to plan your exhibition effectively.

All work should be of a high quality, engaging and imaginative and/or offer opportunities for residents to develop their own creative potential. Work which engages or involves any part of the local Community is particularly welcome, bearing in mind the diversity of the population.

Exhibitions normally last 2 weeks, set up usually on a Monday, the exhibition opens on a Tuesday and runs until the 2nd Saturday. Exhibitions are taken down by midday on the last Sunday. The time frame may vary depending on the time of year and exhibition type, at Sprout's discretion.

Artists must invigilate (or arrange invigilation) for the majority of their show. Should artists not be able to cover specific days, we may be able to arrange this with Sprout volunteers if we are given sufficient notice. Artists must cover Saturdays themselves and a minimum of 4 days per week of their show.

As Sprout is completely volunteer run, by giving you the opportunity to exhibit at such a low rate, Artists MUST offer to volunteer in some way throughout the year. The type of help can vary depending on artists' skills and the kind of help Sprout needs at any given time, but please be aware as part of our T&C you will be required to help out at some point.

If you wish to curate a group show with one or more other artist please include in your proposal a description of the interaction between the various work and the space itself. Additional exhibitors cannot be added to an agreed exhibition at a later date without written permission from Sprout Arts.

Sprout will publicise exhibitions and workshops electronically via our website, mailing list and Social Media channels. It is important that any publicity relating to events at Sprout use the Sprout template to maintain consistency showing the appropriate logos in our Brand colours. A condition of being offered a show in Sprout Arts, is that you will also market your show and Sprout Arts too.

We also use the space to run children's art and crafts clubs, poetry readings, story-telling events, discussion groups etc. so other events are likely to take place during your show period. It is therefore important to plan your show make arrangements allowing for multi usage of the space and your means of display taking into account H&S, and there being fixed shelving for the Sprout gift range, cards and browser stands and a fixed jewellery cabinet which cannot be moved or obscured and a large table within the gallery at all times.

Proposal Guidelines

In order to understand your work and ideas for your exhibition, we need as much information about as possible within your proposal. Continue on a second page with additional information if there's more you'd like to tell us. Your application may have to be rolled over to the next Selection Team meeting should we need to ask for more information.

Photographs (jpeg images) are essential to allow the Selection Team to have an understanding of your work and how best to include it. We appreciate that photos may include examples of previous work rather than work you wish to show, but this will still show your style and direction. Please also include your website link and social media channels.

Applications must be sent electronically to the Sprout email address with 'Exhibition Proposal' in the title bar - sproutcommunityarts@gmail.com.

We can no longer accept paper applications as we need to be able to share the information easily and electronically between team members.

If you propose using the central floor space or would like to include window surfaces, please mention this as these may impact on other events anticipated during your show.

Type of Exhibition or Workshop:

Please give a brief description for example:

- Gouache / Acrylic / Oil paintings on canvas
- Installations, predominantly floor displays
- Theme / working exhibition title and ideas / planned content
- Scale / dimensions if fairly constant
- Price structure if applicable

Artist's Statement is optional as is any previous exhibition history. Websites are extremely helpful to enable us to see more of your work.

Pricing:

Please remember to include your usual pricing scale. For example if your work ranges from £25 to £800 but the norm is £200, tell us all of this on the application form.

Please bear in mind Sprout will take a commission from each piece sold so all prices should include this, however we aim to keep prices as affordable as possible by not placing a high charge for exhibition space.

The **commission** structure is:

Greetings cards & browser prints - 20% flat rate

£1 - £100 - 20% commission

£101 - £300 - 25% commission

£301+ - 30% commission

(commission on any single piece will not exceed 30%).

The booking fee is in addition to the commissions taken on sales. We will confirm the rates once we have received your proposal form.

If you do not intend to offer your work for sale, Sprout will require an additional contribution of approximately £250 per week of your exhibition. Sprout is partially funded through sales commission so should your exhibition fail to generate any commission for Sprout, a contribution towards loss of commission will be requested to cover the business costs for the period.

Deposit

A deposit of £100 is required with your booking fee. This deposit is refundable upon satisfactory return of the space. Should the gallery be left dirty or with any holes / damage to the fabric of the building, we reserve the right to deduct repair / cleaning costs.

We ask for a separate deposit cheque for this amount in order to be able to return the same un-cashed cheque to you afterwards where possible.

Terms and Conditions:

Insurance - Artists must hold their own Public Liability Insurance. Sprout insurance does not cover you or your work so any incidents occurring on Sprout premises must be covered by Artists' own Insurance should they occur.

Booking Fees - There is a minimum booking fee of £75 for solo artists (£125 for 2 artists, £150-£250 for larger groups. This payment is required upon confirmation of an exhibition slot. This is non-refundable and should a show be cancelled at short notice we will require an additional payment of £200 per week to cover potential loss of sales. Artists may wish to take out independent cancellation insurance if they feel this is a risk.

Set up / Take Down - Changeover days are Sunday / Monday for exhibitions to be taken down and the next installed. Flexibility is required as there are sometimes workshops running so you may be required to set up / take down outside those hours so liaison between the artists concerned is also a must. Hanging the exhibition, taking down and cleaning down all surfaces before leaving is the responsibility of the artist(s). Any damage to the premises must be repaired or paid for at costs determined by Sprout Arts.

Volunteering - Sprout Arts is as an affordable exhibition and workshop space dependent on volunteers. By accepting a show, you accept that you will be required to help out with some form of volunteering, either on a rota staffing other shows, admin help at home, advice or general marketing activities. Please bear this in mind as it may not suit all artists but this is a condition of accepting an exhibition offer.

Respect for the Sprout Team - Please remember Sprout is run by a very small group of volunteers. At certain times of the year the team can be very busy so your enquiries will be dealt with as soon as possible but please be respectful and patient (courteous reminders are always welcome though).

Publicity - We require publicity material in good time to enable us to promote your show. You will be given timescales and templates for publicity which must be completed and returned for website and social media use. Failure to do this in a timely manner causes unnecessary additional admin for other volunteers working to help with your show and minimises the exposure we can give your work.

Meet the Artist Events / Private Views – Artists may organize a Private View at Sprout should they wish. Arrangements are the responsibility of the artist and the premises must be left clean and tidy upon leaving. Under no circumstances must refreshments or glasses be left to clear up the following day as the shutters are sometimes raised very early so any mess would be visible to passers by, the smell of alcohol and food lingers and risks attracting unwanted pests!

Sprout is within a residential area and is aimed at the local community. It is important to our relationship with our community that we do not cause excessive noise or disturbance to our neighbours. For this reason, all evening events must finish by 8.45pm and clear up be completed and shutters put down by 9pm latest.

Workshops and Talks:

We encourage artists to hold workshops or talks to give the community a chance to engage and learn from your experience as well as giving you the opportunity to meet our visitors and increase your following. Please see our Workshop Proposal form and guidelines if you are interested in doing a workshop.

2025 / 2026 EXHIBITION PROPOSAL FORM

Date:

Names of the artist(s):

Address:

Email address:

Mobile number:

Website:

Instagram: Facebook:

Tell us what you would like to exhibit and include a working title if known:

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Artist's Statement(s) or Bio if you have one (please attach to this form when emailing back)

I / We would like to use the Window Display Surface: Yes / No

Do you intend to offer your work for sale through Sprout? Yes / No
Please not a surcharge will apply if work is not to be sold as Sprout will lose out through no receiving commission from your sales.

I / We hold Artists Public Liability Insurance for the relevant period: Yes / No

I / We agree to other events (e.g. workshops, storytelling) taking place in the gallery whilst my / our work is on show? Yes / No
Please note a surcharge may apply if we risk loss of revenue as a result of not being able to maximize the use of the space.

Please give an approximation of the first date when you would be available to exhibit

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We may be able to put you in touch with other artists to consider sharing an exhibition. Would you be interested in this?

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