

# SPROUT ARTS

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www.sproutarts.com  
email: sproutcommunityarts@gmail.com

## PROPOSAL TO EXHIBIT IN SPROUT ARTS 2019

In order to exhibit or run a workshop or event, Artists should first become a 'Friend of Sprout' at a cost of £15 per year. This sponsorship helps Sprout to maintain its affordability to artists. A Friendship form is at the end of this proposal form and can also be downloaded from the website too if you know of anyone else who may be interested in supporting Sprout. Please ensure that you have visited the Sprout exhibition space before making your proposal to be able to plan your exhibition.

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.

Time frame: 2 weeks approximately (time frame may vary depending on the time of year and exhibition type) and is at the discretion of Sprout Arts.

Artists must invigilate (or arrange invigilation) for their show for the majority of their show. Should cover not be possible on 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 3 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 volunteer to help Sprout 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.

If you wish to curate a combined show with one or more other artists please include in your proposal a description of the interaction between the various work and the space it-self. Additional exhibitors cannot be added to an agreed exhibition without written permission from Sprout Arts.

Sprout will publicise exhibitions and workshops electronically in order to maintain our low membership fees and to avoid charging an additional exhibition fee so we have a very tight marketing budget. Artists must organize publicity for their own events in addition to any Sprout publicity. It is important that any publicity relating to events at Sprout use the Sprout template to maintain consistency and show the appropriate logos. Social network sharing is also recommended.

We also use the space to run children's art and crafts clubs, poetry readings, story-telling events, discussion groups etc. so other events may take place during your show period. It is therefore important to plan you show taking into account the multi use and your means of display, and there being a large table within the gallery at all times.

**Terms and Conditions:**

Artists must hold their own Public Liability Insurance. Sprout does not hold this type of insurance so any incidents occurring on Sprout premises must be covered by Artists' own Insurance should they occur.

There is a booking fee of £50 for solo artists (£100/150 for larger groups), which 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.

Changeover days are Sunday / Monday for exhibitions to be taken down and the next installed. Flexibility is required however 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 wiping 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.

**Private Views:**

Artists may organize a PV 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 for clear up the following day as the shutters are sometimes raised at 7am.

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:**

We encourage artists to hold workshops 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 if you are interested in doing a workshop.

## Proposal Guidelines

In order to schedule events and generate interest for visitors, it is helpful if you could provide as much information about your work as possible to avoid delays or your application having to be rolled over to the next Selection Team meeting should we need to ask for more information.

Photographs are essential to allow the Selection Team to have an understanding of your work and how best to include it. We appreciate that photos are likely to be of previous work and not necessarily work you wish to show, but this will still give us an idea of style / direction.

Applications should be sent electronically to the Sprout email address - [sproutcommunityarts@gmail.com](mailto:sproutcommunityarts@gmail.com).

If this is not possible, please ensure **3 full colour paper copies** are submitted to Sprout Arts on a large A4 envelope marked FAO Lynn Selwyn-Reeves. Please ensure you keep a hard copy yourselves for reference.

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 e.g.

- Gouache paintings, framed / 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.

### **Pricing:**

If you propose to sell your work, please give an idea of your usual pricing scale. For example if your work ranges from £50 to £800 but the norm is £300, please mention this kind of information. 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 charging for the use of the 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.

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. As Sprout is dependent on commission from artists' sales to continue to run, should your exhibition fail to generate any commission for Sprout, a contribution may be requested.

### **Deposit**

We will require a deposit of £100 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 cheque for this amount in order to be able to return the same un-cashed cheque to you afterwards if possible.

# EXHIBITION PROPOSAL FORM

Date: .....

Names of the artist(s) .....

Address: .....

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Email address: .....

Mobile number: .....

Landline number: .....

Type of Exhibition including working title if known:

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**Artist's Statement(s) if appropriate:**

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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 note 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 (eg 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 you would be available to exhibit .....

Any dates you are not available within the next 6 months. ....