

## CHATE ROOM HIRE INFORMATION

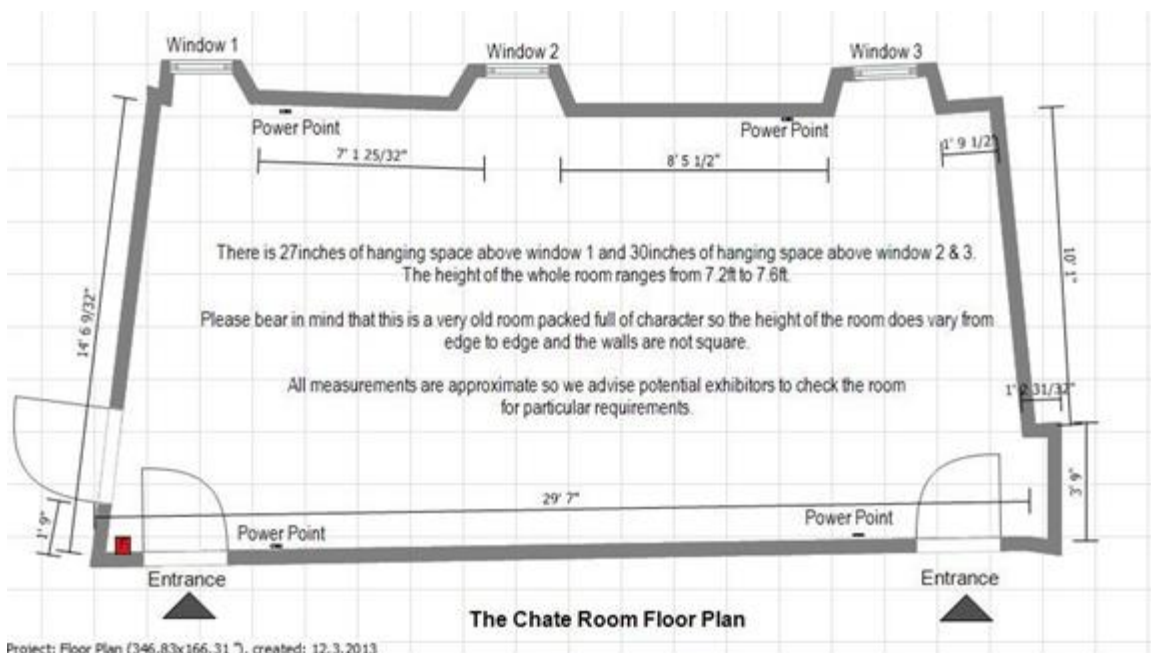
### King Street Gallery

We are an artist led co-operative gallery set up to show and sell our own work. We generally have around 25 members and mount regular selling exhibitions of members' work every 2 months approximately. We work to provide a mutually supportive exhibiting environment, promote high quality visual arts in the community and sell directly to the public. We support external exhibitions and events, by renting "The Chate Room" space to other artists. We facilitate creative workshops and educational activities for the community. The Chate Room is the only space available to rent for non-member (guest) artists.

The Gallery is open from 10.00am until 4.30pm, Tuesday to Saturday. You'll find us located on the ground floor of 33 King Street, in the heart of the old quarter of the historical market town of Carmarthen.

King Street Gallery is a member of the Collectorplan scheme under the Arts Council of Wales.





## The Chate Room Gallery Information

The Chate Room has been named in honour of one of our founding members, John Malcolm Chate, who sadly passed away just before the launch of our new premises in October 2012. The room is self-contained and located to the rear of the main gallery. It contains the original wood floors, thick stone walling and plenty of natural light from north-facing windows overlooking the streets to the rear. The room is believed to be medieval in origin and provides an ideal space for workshops or guest artists.

The original character of this room has been maintained; therefore, the walls are slightly curved and not square to each other, the ceiling height varies and we do advise that if you require an accurate measurement, please feel free to come into the gallery during open hours and take your own measurements. The Chate room has 4 double electrical sockets and plenty of window light. A professional hanging system is in use. If there is a reason why this might not be suitable for displaying your work, please contact the Chate team to discuss beforehand. **All walls must be fully repaired for inspection** at the end of the exhibition. Some plinths, chairs, tables and a projector are all available upon request.

## Workshops, Talks & Demonstrations

As well as being a beautiful space for exhibiting, the Chate room also lends itself to workshops, talks and demonstrations. As an exhibitor you are encouraged to hold your own event during your exhibition, which can help recoup some costs and increase your exhibition audience. King Street Gallery regularly hires tutors and artists to hold these events. If space allows, these may be scheduled during your hire period, but will not infringe on public access to your exhibition. Please speak to a gallery member or e-mail [gallery@kingstreetgallery.co.uk](mailto:gallery@kingstreetgallery.co.uk) for further information.

## Hire Information

- This room is available to hire for exhibitions, workshops, talks and small events and on a 2, 3 or 4 weeks basis for exhibitions and on a daily basis for workshops and talks during main gallery open hours.

- Weeks run from Friday - Thursday. You would need to agree with the gallery whether you will be available to hang on Thursday afternoon or evening. Exhibition openings are generally held on Friday evenings from 5.30pm - 7.30pm (or on Saturday afternoon). If you also do this for your opening it would maintain continuity for visitors but is not mandatory.
- Artists looking to hire the room are subject to approval by The King Street Gallery board of directors. The artist will need to submit an e-mail request, and provide at least 6 examples of their work.
- Insurance coverage for the loss or damage of the artwork is entirely the responsibility of the artist.
- Exhibits may be flat or 3-dimensional and not limited to any particular medium. All artwork must be professionally presented prior to the exhibit, and the gallery reserves the right to refuse work that doesn't meet the standards of the gallery. Either individuals or groups may apply to exhibit their work, submissions will be accepted from professional artists, amateurs and collectors.
- The installation and removal are the responsibility of the artist and installation will be completed prior to the exhibit opening date and remain in place for the entire length of the agreed exhibition period unless otherwise discussed between the artist and gallery directors. Do not drill the walls.
- Printed Materials to market the exhibit, invite viewers into the private viewing are the responsibility of the artist.
- Organisation of the Private Viewing is the responsibility of the artist and is not compulsory. A table will be provided if required and access to simple kitchen facilities and glasses are included in the cost for standard hire.

## Commission

25% on all sales

## Supervision

Gallery staff will man the gallery during open hours.

## Cost

### Special Offer for 2023

4 weeks - <del>£300</del>	£250
3 weeks - <del>£260</del>	£200
2 weeks - <del>£220</del>	£150

Weeks run from Friday – Wednesday. Take down Thursdays am

## What's Included

	Standard Hire
Exhibition Space	Yes
Invigilation	Yes
Sales	Yes
Publicity (Main gallery standard PR including website, newsletters, Social Media, publications)	Yes
Private Viewing Arrangements (including invitations, press releases, mailouts)	No
Use of simple kitchen facilities	Yes

## **Submission Criteria**

Completed forms can be submitted by post, by hand to the gallery or via email and should be accompanied by a brief artist statement and CV.

Each submission must be accompanied by a minimum of six images, which are required for review. Images should preferably be in JPG format with each file no larger than 500Kb. Good quality, full-colour prints may be acceptable but should be no larger than 150mm on the longest edge. Any images provided may be used in publicity material KSG may create for the event.

**Please do not send original artworks as these cannot be returned.**

Please complete the form below. Submissions can be made by post to:

Chate Room Submissions  
Oriol King Street Gallery  
33 King Street  
Carmarthen  
SA31 1BS

or by email to: [gallery@kingstreetgallery.co.uk](mailto:gallery@kingstreetgallery.co.uk)

Exhibition dates will be discussed on acceptance of submission.

# Application to hire the Chate Room at King Street Gallery, Carmarthen

Artist/Group:		Artist Website:		
Title of Show:			Medium:	
Agreed Start Date:		Length of Hire (Please tick)		
		2 weeks	3 weeks	4 weeks
Name of person making booking:			E-Mail:	
Address:			Telephone:	
Post Code:				
	Deposit:	Total Cost:	The deposit is payable upon booking and is non-refundable	Total balance is due at least 4 weeks before hanging
2 weeks	£55	£220		
3 weeks	£65	£260		
4 weeks	£80	£300		
Date received				
Method of payment	Chq / Cash / Card			
<p><b>By completing and signing this form, you are agreeing to the following conditions:</b></p> <ul style="list-style-type: none"> <li>• Insurance coverage for the loss or damage to the artwork is entirely the responsibility of the artist.</li> <li>• All artwork must be professionally presented prior to the exhibit, and the gallery reserves the right to refuse work that doesn't meet the standards of the gallery.</li> <li>• The installation and removal are the responsibility of the artist and installation will be completed prior to the exhibition opening date and remain in place for the entire length of the agreed exhibition period unless otherwise agreed between the artist and gallery directors. You must make good any damage done to walls during installation.</li> <li>• Printed Materials to market the exhibit, invite viewers to the private viewing are the responsibility of the artist.</li> <li>• Organisation of the Private Viewing is the responsibility of the artist and not compulsory. A table will be provided if required and access to simple kitchen facilities is included in the cost</li> <li>• Sales are administered through King Street Gallery members during gallery opening hours</li> <li>• <b>Cancellation policy</b> – if your exhibition is cancelled with 6 months' notice, you're entitled to a full refund. Half is refundable at 3 months' notice and no refund is available if you cancel less than 4 weeks before the exhibition</li> <li>• <b>Gallery commission is 25% and will be paid to the artist normally within 2 months of the end of the exhibition</b></li> </ul>				
Artist Signature:			Date:	
On behalf of King Street Gallery:			Date:	