

RGI Kelly Gallery rental terms and conditions

TERMS AND CONDITIONS

1. The gallery is designed for exhibiting works of art (pictures, sculptures, decorative arts).
2. Hire of the gallery will be £500 per week. A minimum of one week. This will include a single day event. Creating sufficient time before and after the event for any installation work and after for dismantling work
3. For a show of one week or more the minimum hire is three weeks - equivalent to creating sufficient time before and after the event for any installation work and after for dismantling work
4. Given the programme established for RGI's own exhibitions we can create up to four event slots across the year if interest is established early enough.
5. Hire of the gallery is for the space only. Clients are responsible for their exhibition including installation, supervision and marketing.
6. The hanging system - clients must fix work to walls using mirror plates. Clients must use their own installation equipment. 2 tables will be provided for preparing work for exhibition
7. Transactions for sales of any works exhibited are the responsibility of the client and must be made using the client's own payment method/facilities.
8. We do not provide a press mailing list. Clients are responsible for the marketing of their own exhibition. Client exhibitions held in the RGI Kelly Gallery are not affiliated with The Royal Glasgow Institute of the Fine Arts (RGI), and the contact details or branding of the RGI cannot be used in the promotion or operation of client exhibitions.
9. The Gallery reserves the right to charge for an additional refundable deposit of £250 to cover any damage to the space during the duration of the hire. The deposit will be refunded at the end of the hire if no damage has occurred and the space is left in a suitable condition.
10. The gallery is available to enter from 10 am on the first day of your booking. Keys can be collected from The RGI Kelly Gallery from 10 am on the Wednesday before your booking. The gallery administrator will demonstrate the opening and securing of the gallery to the client. Bookings will normally run from Friday to Friday with clients vacating the gallery by 6 pm on the Friday. Keys must be returned to the administrator on the Monday following the end of the exhibition.
11. The gallery must be vacated by 6pm on the final day to allow for cleaning and maintenance. The cleaning team are scheduled to arrive immediately after your departure. A delay to your departure will incur a £250.00 charge.
12. We are unable to store pictures on behalf of clients.
13. Clients must dispose of their waste including any window lettering, labels or promotion material before leaving the premises.
14. Clients must report any loss, theft, damages, or breakages to the Gallery Administrator immediately and costs of repairs, where applicable, will be deducted against the refundable deposit.
15. Candles are strictly prohibited. The fire alarm is highly sensitive. Please avoid the use of aerosols, or activities which create steam/smoke, especially in proximity of the fire detectors.

16. If a client is operating any portable electrical appliance not provided by The RGI Kelly Gallery, this equipment must have a valid portable appliance test (PAT) label or certificate. This must be agreed with the gallery administrator.
17. The gallery's insurance does not cover the activities and content of any third party renting the RGI Kelly Gallery. We recommend that clients arrange their own content and Public Liability cover for any injury or damage they may be legally liable for.
18. The RGI Kelly Gallery reserves the right to end any bookings/events that fail to comply with the above terms and conditions.