



Terms and conditions 2026

1. The Artspace is to be used for art exhibitions or art workshops only, and artists may only use the Artspace during their booked week, or when part of a group booking.
2. The weeks run from Monday (Exhibition hanging) to Sunday evening (Exhibition breaking). Vehicle access to Westgate Street is permissible before 10am and after 5pm daily. Please do not remain between these times as the area is patrolled.
3. The Artspace must be occupied whilst open and it is the hirer's responsibility to establish a stewarding rota during the hiring period. The Artspace **MUST NOT** be left unattended.
4. The full amount of the hire fee must be paid at the time of booking to secure your booking request. Cancellations must be notified at least four weeks before the date of use. If less notice is given, the Gate Artspace reserves the right to invoice for the full amount.
5. The hirer shall be responsible for ensuring that ALL exhibiting artists using the ArtSpace have their own Public Liability Insurance, and that any electrical appliances brought onto the premises conform to current safety standards and are PAT tested.
6. Keys to access The Gate Artspace can be found in the key safe on the door, the key code will be sent prior to the booking. PLEASE keep the keys in the key safe after entering the Artspace. This avoids accidentally locking yourself out by leaving the keys inside. There will be a charge to replace lost keys.
7. Gloucestershire Highways regulations do not permit A frame signs to be placed in the street without a licence.
8. Please keep the inner doors closed if you use the heating. There are Open signs available for display on the inner door. Heaters are switched on at the wall and **MUST** be switched off before leaving the gallery each day.
9. Please report any damage or breakages to David Finch by email davidfinchpaintings@outlook.com or telephone 07967581810. Any costs incurred to remedy damage may be charged to the hirer at the Committee's discretion.
10. Each artist/group is responsible for putting up and taking down their exhibition. A hanging system is supplied. The use of tape or tack on the walls is strictly prohibited due to the heritage of the building. Storage for exhibition packaging is located in the tall green cupboards.
11. If you need to host the exhibition alone at any time, please take appropriate precautions, as laid out in the Lone Worker Policy sent to you. A copy is also available in the Artists Folder.
12. The Accident Book is situated in the cupboard above the sink. Should an accident/injury occur, please complete the Accident Book straight away, and inform a committee member as soon as practicable afterwards. A first aid kit is located in the cupboard above the sink.
13. Cleaning of the Artspace is the responsibility of the hirer. A dustpan and broom is located in the toilet area, a Hoover in the green cupboards and cleaning products under the sink. Please dispose of bin waste each day, spare bin bags are provided in the green cupboard.
14. The Wi-Fi code is on the reverse of the cupboard door closest to the toilet.
15. Please ensure that the Artspace is left clean and tidy, ready for the next group.

The Terms and Conditions are to be read before completing the booking form

A User Guide Artists' folder will be available in the Artspace for all hirers. Please familiarise yourself with it on your first day of exhibition, as it will also include any important updates.