

Highgate Gallery



Exhibition Prospectus December 2021



Illustration by Richard Robbins

**Highgate Literary &
Scientific Institution**
11 South Grove
London
N6 6BS
020 8340 3343

www.hlsi.net/highgate-gallery
galleries@hlsi.net
twitter.com/highgatelitsci
[instagram.com/highgategallery](https://www.instagram.com/highgategallery)

QUICK GUIDE FOR ARTISTS SUBMITTING WORK FOR EXHIBITION IN 2022/23

**This page is intended as a quick guide to exhibiting at Highgate Gallery.
For full details, please read through the following pages in entirety.**

THE SPACE

Highgate Gallery dimensions are 11 metres x 8 metres.
There are 24.8 metres of clear linear hanging space on three walls.

SELECTION OF WORK

Those interested in exhibiting should submit the following to the Highgate Gallery Committee: a USB or We transfer file containing examples of work, along with details of medium and size, a CV and a statement on the work and an exhibition proposal. We also ask to see examples of actual work and links to any relevant websites.

DATES OF SELECTION MEETINGS ARE:

2022 - 12 January, 2 March, 4 May, 6 July, 7 September and 2 November.
N.B. Submissions should reach the Gallery or be delivered online one week before the date of the meeting, please, and actual examples of work on selection day.

FEES FOR EXHIBITING IN 2022/23

Highgate Gallery may be hired by an artist who has made a successful application on a two-weekly basis, Thursday to Thursday, for £700. From time to time group shows are considered.

HANGING THE WORK

Exhibitors usually make use of the Highgate Gallery Hanging Service, though artists can hang their own work if they wish. The Gallery uses the *Peak Rock* clip rail system.

SUPPORT FOR EXHIBITORS

A Co-ordinator is assigned to liaise with the artist throughout the planning stage and during the exhibition. Publicity material is produced by the artist in conjunction with the Co-ordinator to promote the exhibition.

SUPERVISION

Highgate Gallery does not provide any supervision or security for works exhibited. Exhibitors unable to supervise their own exhibitions are obliged to hire invigilators through the Gallery at the cost of £9 per hour.

HIGHGATE GALLERY OPENING TIMES

Wednesday - Friday	13:00-17:00
Saturday	11:00-16:00
Sunday	11:00-17:00

INFORMATION FOR ARTISTS SUBMITTING WORK FOR EXHIBITION IN 2022/23

Thank you for enquiring about exhibiting at Highgate Gallery.

Please note that we are currently programming for 2022-23.

If you have any queries or would like to arrange a visit to the Gallery, please contact the Gallery Administrator at the address on the cover.

A specimen Hiring Agreement form is included with this pack, for information only.

BACKGROUND

Highgate Gallery is located approximately five miles from central London and may be accessed easily by bus and underground. Highgate is essentially a residential area with strong historical and cultural roots and still has a village atmosphere. There is a lively high street of small shops and cafes and it is close to Hampstead Heath and Kenwood House. Particularly in summer, Highgate is a tourist destination. Highgate Gallery is housed in the Highgate Literary & Scientific Institution (HLSI), a busy cultural and social centre founded in 1839 and situated in a 19th century building. The HLSI promotes science, literature and the arts through the provision of gallery space, a library, lectures, classes, concerts and exhibitions. (See location map below.)

Highgate Gallery is an integral part of HLSI and is run by a committee of artists, buyers, arts administrators and others with a background in the arts. It is a unique exhibition space that showcases a wide range of original work, as well as hosting talks, workshops and educational activities. There are around nine two-week exhibitions per year and periodically a national touring exhibition (Hockney in 2000, Goya in 2003, Picasso in 2006, Walker Evans in 2010, Georg Grosz in 2014 and most recently a Kyffin Williams Centenary show).

THE SPACE (see diagrams below)

Highgate Gallery is in The Victoria Hall, an attractive and unusual nineteenth century room with a high vaulted ceiling, white walls, a large skylight and wooden floor. It has recently undergone refurbishment.

- Highgate Gallery dimensions are 11 metres x 8 metres.
- There are 24.8 metres of clear linear hanging space on three walls.
- The hanging system is called 'Clip Rail' from a company called *Peak Rock* (see website www.peakrock.com for images). Works should be fitted with D rings to be compatible with this system.
- Large-scale works can be shown, however the area is suitable only for two-dimensional exhibits. The hanging rail can support work of up to 13kg.
- LED light fittings from a suspended track give even lighting to the exhibition area. There is also natural light from the skylight.
- Electrical sockets are provided throughout the Gallery.
- There is a gallery browser available for any unframed works which you may also wish to display, and a small secure cupboard, 53cm x 63cm, at head height for storing prints or unframed work on paper. Please note that no loose (i.e. unhung) work may be left in the gallery overnight except in that cupboard. Similarly, due to the lack of storage space at the HLSI,

we regret that nothing else may be left on the premises (e.g. in the kitchen or in the office) without specific, prior permission.

SELECTION OF WORK

The selection of work is made by the Highgate Gallery Committee. The Committee considers every exhibition proposal on its own merit. We are looking for work of high quality whatever the medium. The best proposals provide a clear rationale, explore an idea or work through developing a theme or technique. We want to be genuinely intrigued and excited by the work. We often have more submissions than exhibition slots and therefore regrettably sometimes have to turn down good work. Our selections are also guided by our desire to achieve a balance over the year, so that visitors can always be sure of finding something new to interest them.

Those interested in exhibiting should submit the following: a WeTransfer file with examples of your work with details of medium and size, a CV, a statement on the work and an exhibition proposal. Alternatively, an email (size permitting) containing this information and a selection of images. Please also provide links to any relevant websites. Artists are in addition strongly advised to submit on selection day several pieces of work to support their application. Please deliver the artwork between 10am and 12.30pm on the day of the Committee Meeting and collect it later by 3.30pm. All material submitted will be returned. There should be a three year gap between exhibitions (or between submitting proposals for a show).

FEES FOR EXHIBITING IN 2022

- Once the Committee has approved an application, the Gallery may be hired by an artist or by a group of artists on a two-weekly basis, Thursday to Thursday, for £700.
- A payment of £350 is required to secure the booking.
- No commission is taken on sales.
- Gallery charges are free from VAT.
- There is a £60.00 charge for the waiter/caretaker at the Private View.
- There is a separate fee for the Gallery hanging service.
- Payment may be made by bank credit transfer to: Highgate Literary and Scientific Institution. Sort: 20 36 16. Account: 70474800. Reference: Gallery (followed by your surname).
- Cancellation policy is laid out in the specimen Hiring Agreement attached.

Exhibitors should bear in mind that they will incur further expenditure related to their exhibition, namely printing costs, the cost of refreshments for the Private View, and invigilation costs if required.

Highgate Gallery may also be hired by commercial exhibitors. Please contact the Gallery Administrator for rates and details.

DATES OF SELECTION MEETINGS ARE:

2022 - 12 January, 2 March, 4 May, 6 July, 7 September and 2 November.

N.B. Submissions should reach the Gallery one week before the date of the meeting, please.

PROMOTION OF EXHIBITIONS

- It is expected that artists will promote their own exhibition, in conjunction with the material generated by Highgate Gallery.
- Highgate Gallery sends a press release and images of the work to magazines and newspapers serving the locality; however press coverage cannot be guaranteed.
- Exhibitions are also advertised in '*Galleries*' online magazine or similar, and posted on selected websites.
- Private View invitations (provided by the exhibitor) and accompanying press release are sent to 'Friends of the Gallery'. The Friends scheme is made up of artists and others with an interest in the Arts. The Gallery also has an Instagram account: highgategallery.
- HLSI members (about 1100) are sent an annual programme of Highgate Gallery Exhibitions. This is also distributed in the local community.
- HLSI members and a wide group of others are sent monthly online newsletters with publicity about HLSI events including all gallery shows.
- The 12 A4 posters provided by the exhibitor are displayed locally in Highgate and in other busy shopping areas such as Crouch End and Muswell Hill.
- The A3 posters are displayed on our notice boards and the A2 posters in the A-frame outside the building.
- We suggest that artists also have printed, for their own distribution, size A5 flyers as some shops prefer this smaller size. A small amount may also be left in the HLSI office for circulation by the Gallery Committee.

SUPPORT FOR EXHIBITORS

A Co-ordinator is assigned to liaise with the artist throughout the planning stage, on hanging day and during the exhibition. There is always an HLSI staff member on the premises when the Gallery is open.

SUPERVISION & HANGING

Highgate Gallery does not provide any supervision or security for works exhibited. Exhibitors are obliged either to supervise their own exhibition or to hire invigilators through the Gallery at £9 per hour. Prior notice is needed for this service. (The Gallery can get quite busy on week-end afternoons, such as when there is a local event taking place. You may wish to be able to call on a friend to help with staffing the Gallery at short notice.)

Exhibitors usually make use of the Highgate Gallery Hanging Service, though artists can hang their own work if they wish. This service is provided by professional exhibition installation technician Tom Scase. His fee is quite separate from the Gallery hire fee.

INSURANCE

Works are exhibited entirely at the risk of the exhibitor. Insurance of works exhibited or of other property is not provided and is the responsibility of the exhibitor.

HIGHGATE GALLERY OPENING TIMES & ACCESS

Wednesday - Friday	13:00-17:00
Saturday	11:00-16:00
Sunday	11:00-17:00

Highgate Gallery is at street level, opening directly from the entrance lobby, and is fully accessible for visitors in wheelchairs. There are two disabled parking bays outside. Weekly HLSI lectures and classes are held in the Gallery space, as are occasional private functions, so exhibitions receive plenty of additional exposure, including on Mondays and Tuesdays.

TRANSPORT

Buses: 210, 143 and 271 stop close to the Gallery. Buses run frequently from Archway Station to Highgate Village.

Underground (Northern Line): Archway Station is 10 minutes' walk away but up a steep hill. Highgate Station is 15 minutes' walk away.

ADDITIONAL INFORMATION FOR OVERSEAS EXHIBITORS AND THOSE UNFAMILIAR WITH THE GALLERY

FINANCIAL CONSIDERATIONS

There will be additional costs involved for those from further afield and for overseas exhibitors. Please be aware that exhibitors are responsible for covering the following:

- Any charges involved in currency conversion.
- Packing and shipping costs.
- The cost of accommodation and living expenses in London, should it be required.
- The payment of local invigilators, should it be necessary.
- There may be tax/charges levied on artwork since Britain has left EU.

PRACTICAL CONSIDERATIONS

Exhibiting artists should note the following points:

- Generating an audience for artists not known locally takes further work by the artist.
- Exhibitors are expected to arrange their own accommodation in London.

- Highgate Gallery offers a superb showcase for artists to display their work in London, however, the possibility of sales cannot be guaranteed. In the past, sales have varied according to the style, size and price of work shown.
- The same exact timings for the delivery and collection of art work apply to overseas artists as well as more local artists. This is because storage space is not available at HLSI. This can be more difficult to arrange for overseas artists when dealing with shipping companies.

IN GENERAL

Members of Highgate Gallery Committee endeavour to help all exhibiting artists to have a successful exhibition. The main contact for the artist will be the Co-ordinator appointed to them from the Committee. Please bear in mind that although we provide as professional a service as possible, supported by the full-time office staff of HLSI, all Gallery Committee members are volunteers.

HIGHGATE GALLERY EXHIBITORS & EXHIBITIONS

Individual Artists

1994

Rhonda Whitehead
Marlene Rolfe

1995

Robert Chambers
Oliver Gollancz
Martin Goold
John Lacey

1996

Marsha &
Amelia Burke
Philip Diggle
Donald Barron &
Charlotte
Stephenson
Sarah Devereau
Sandy Carter
Tom Scase

1997

Richard Robbins
Kathy Dallas
Yasmin Hosein
John Gay
Tessa Beaver

1998

Alan Farrant
Donald Barron,
Charlotte
Stephenson &
Vanessa Whinney
Dorien Levine
Margaret
Martynowicz-
Laird
Richard Robbins

1999

Andrew Pepper
Philip Diggle
Gaia Persico
Olga Vojdaeva
Susanna Richmond
Rhonda
Whitehead
Oliver Gollancz
Bernadette Ash

2000

Donald Barron,
Charlotte
Stephenson
& Vanessa Whinney
Sally Fisher
Jean McNeil &
Maria Pinschoff

Antonella Pacifico
Richard Robbins

2001

Andrew Feltham
Tom Scase
Judy Levi
Michael Jones
Elspeth Hamilton
Shakeel Siddqui
Oliver Gollancz

2002

Bernadette Ash
Annemarie Langhard
& Ben Baker
Richard Kemp
Liz Sutherland
Wilma Johnson

2003
Philip Diggle
Phil Robbins
Tom Scase
David Seaton
Miles Richmond,
Miranda Richmond,
Susanna Richmond,
Rosie Skaife
d'Ingerthorpe &
Paul Trehwela

2004
Alexander
Pemberton
Jeanne Dodd &
John Lacey
Amanda Burton
John Nicoll
Richard Robbins
Rosemary Cooper
& Mary Davis
Charlotte
Stephenson &
Vanessa Whinney
Oliver Gollancz

2005
David Rogers
Antonia Ramis
Miguel
Michaela Cibulkova
Judy Levi-Bernstein
Sophie Levi
Seana Brennan,
Gerry Ewens &
Jacqueline Willcock
Sally Fisher
Jean Buckland

2006
Gordon Scott
Christopher
Pemberton
Tom Scase
Emma Biggs,
Tessa Hunkin &
Jo Thorpe
Mark Osborne &
Judy White
Assheton Gorton
Colin David,

Helen David,
Judith Fairlie,
Stephen
Mumberson,
John Nicoll,
Richard Robbins
& Tom Scase

2007
Brian Knox
Philip Diggle
Richard Keeler &
David Barlow
Richard Robbins
Gohar Goddard
Peter Clossick
Barry Lewis
Annemarie
Langhard
& Ben Baker

2008
Patrick Hourihan
Steve Brooks
Tom Scase &
Richard Kemp
Claudia Bose
Emma Withers &
Phil Robbins
Judith Green
Alastair Campbell-
Binning & Deborah
Batt
Seana Brennan,
Gerry Ewens &
Deirdre Porter-
Evans

2009
Emily Ault
Stephen Bishop
Zoe Kakolyris
David Bartels
Victor Kuell
Brian Palmer
Alessandro Vignali
Soshana
Any Devane
Liz Miranda

2010
Evi Photopoulos
Andy Devane
Liz Miranda
Patrick Cullen
Anne Cloudsley

2011
Garry Kennard
Hilton Miller
Miranda
Richmond,
Rosie Skaife
d'Ingerthorpe,
Colin Taylor,
John Drury &
Paul Trehwela
Cuillin Bantock
Geoffrey Salmon

2012
Gabrielle Lockwood
Estrin
Christopher Cook
Lorna Hadfield &
Alison Bickmore
Clare Shepherd &
Christiane Shepherd
Stephen Bishop
Marilyn Southey
Mari l'Anson

2013
Emily Ault
James Gardner
Tom Scase
Stephen Brooks
Peter Freeth RA
Ben Baker &
Annemarie
Langhard

2014
Cuillin Bantock,
Jessica Poole,
Geoffrey Rigden &
David Webb
John Rosser,
Emma Moir &
Emma Cousin
Ami Spangler
Jonathan Cooke

Philip Diggle

2015
Patrick Hourihan
Liz Miranda
Patrick Cullen
Rhonda Whitehead
Annie Bromham
Elizabeth Hannaford
Monica Petzal

2016
Sophie Levi &
Tess Recordon
Richard Downer
Maggie Jennings
Robert Cunning
Evelyn Korn

2017
Elspeth Hamilton
Karen Loader
Tom Scase
Danny Israel
Cay Schröder

2018
Philip Diggle
Julia Noble
Stephen Brooks
Linda & John Jenkins
Tamara Jovandic
Dee McLean

2019
Simon Williams
Adam Forman
Katy Sayers Green
Liz Sutherland
Susanna Storch
Patrick Hourihan
David Taylor,
Samantha Laub
& Jason Sweidan

2020
Keith Hammond
Jason Sumray
Ariella & Jonathan Green
Susie Breen
Philip Sanderson

2021

Philip Diggle
Tom Scase
Linda Landers
Helen de Sybel
Cuillin Bantock
Penny Elder
Rachael Weitzman

Group shows

Artonomy, 2011
Chocolate Factory Artists, 2010
Contemporary American Indian Art
East Finchley Open, 2013, 2018, 2021
Gallery 10th Anniversary Retrospective, 2004
Greenwich Printmakers, 2003
HLSI art students and tutors, 2012
Highgate Science week, 1998, 1999
Highgate Society Life Drawing Group
Highgate Watercolour Group, 2015
Jamaican Intuitives, 2017
Life Class, 2002, 2014
London Group, 2004, 2008
New Embroidery Group, 2002
Political Cartoonists, 1998
Printmakers' Council, 2011, 2013, 2016, 2020
Printmakers Inc, 2017
Bodenpress Artists, 2021

Memorial Exhibitions

Mary Bryson, 1997
James Edward Moore, 2000
Richard Robbins, 2009
Lee Travis, 2016
Ron Delavigne, 2016
Judith Downie, 2019

Commercial Exhibitors

Walker Books Illustrations
Olympia Fine Art & John Huddy
David Raybould, L'Art Abstrait
Harriet Green Fine Arts
Paintings from Soviet Russia, 1950-80

Exhibition of student work

Local secondary schools, 1997
Camberwell School of Art, 1998
Middlesex University, 1998
Pupils from 7 local secondary schools, 2000
Byam Shaw School of Art, 2002
6th form pupils from 7 local schools, 2002
Pupils from local primary schools, 2005, 2007, 2009

Highgate Literary & Scientific Institution

Members' Art Exhibitions

1996, 1998, 2001, 2003, 2005, 2007, 2009, 2011, 2013, 2016, 2019

Loan Exhibitions

David Hockney, *Grimms' Fairy Tales*, 2000
Francisco Goya, *The Disparates*, 2003
Picasso, *Histoire Naturelle*, 2006
Walker Evans' photographs, 2010
George Grosz – The Big No, 2014
Kyffin Williams: Paper to Palette Knife, 2018

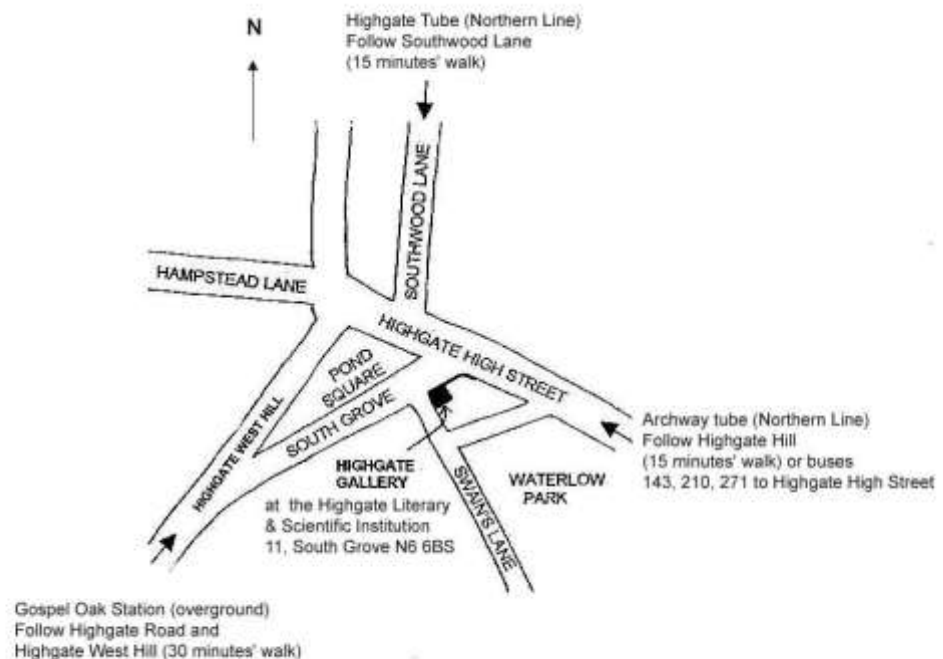
THE EXHIBITING SPACE

The Gallery floor area measures 11m x 8m (see Plans below). Three walls of the Gallery are available for mounting art works. The exhibiting area is made up of continuous white-washed panels from the floor to a height of approximately 2.90m (or 2.35m of clear space from the top of the radiators to the hanging rail). An adjustable hanging system using track, cords and hooks will be demonstrated to artists. The suspended lighting system uses new LED light fittings. Artists are very welcome to visit the Gallery to view the facilities.



Danny Israel's exhibition, *Night Fishing In Ugljan*, June 2017.

Photo: ©Danny Israel.



SPECIMEN HIRING AGREEMENT

Date of Agreement:	
Institution:	The Highgate Literary and Scientific Institution, registered under the Friendly Societies Act 1974 with reg number 51SA, of 11 South Grove Highgate London N6 6BS
Hirer:	
Address:	
Tel:	
eMail:	

1. This Agreement applies to the hire of The Highgate Gallery (display panels only) from _____ until _____.
2. The terms, conditions and regulations set out in the “**HIRING AGREEMENT – INFORMATION, TERMS, CONDITIONS & REGULATIONS 2021 (the “ITCR”)**” initialled by the Hirer and on behalf of the Institution form part of this Agreement, and must be complied with in all respects.
3. Where more than one person is expressed to be the Hirer, they shall each be jointly and severally liable to the Institution for compliance with all of the terms and conditions of this Agreement.
4. (i) The Institution acknowledges receipt of £250 being the initial instalment of the hire fee required in order to secure the booking. The balance of the hire fee shall be paid by the Hirer to the Institution no later than [the date falling three months before the due date for the exhibition/ _____].
 (ii) In addition, a deposit of £100 has been paid by the Hirer to the Institution against the costs that might be incurred if the exhibition has to be re-scheduled for circumstances outside our control. The deposit will be dealt with in accordance with the ITCR.
 (iii) A deposit of £100 against damage or loss falling within clause 5 will also be required no later than the time specified in the ITCR.
5. The Hirer accepts responsibility for any damage or loss which may occur to the Institution, its premises or property or to any other property on the premises of the Institution caused by actions or omissions of either the Hirer or anyone authorised or deemed to be authorised by the Hirer to enter the premises of the Institution, in connection with the hiring which is the subject of this Agreement. Without prejudice to any right of the Institution to recover any further amount in excess of the amount of the deposit, the Institution will be entitled to retain the whole of any part of the deposit to meet any loss which may occur as a result of the Hirer failing to comply with any of the terms or conditions of this Agreement or in respect of any cancellation fee.
6. (i) The Institution does not accept responsibility for any loss or damage or injury to the Hirer or anyone authorised or deemed to be authorised by the Hirer to enter the premises of the Institution or to the property of the Hirer or of anyone so authorised. Subject to the foregoing if the Institution has any liability it shall be limited to the amount of the hiring fee.
 (ii) Notwithstanding paragraph 6(i) the Institution does not limit or exclude any liability for death or bodily harm caused by negligence of the Institution or for any other matter in respect of which it would be unlawful for the Institution to exclude or restrict liability.
7. During the term of this agreement, the Institution may transfer its activities and engagements to a new charitable company limited by guarantee. In such an event, the Hirer irrevocably agrees that the rights, obligations and liabilities of the Institution will be transferred to the successor company in replacement of the Institution without any need for further consent from the Hirer. If this does happen the Institution will ensure that the Hirer is notified.

Signed by the Hirer
 [if the Hirer is more than one individual each must sign] _____

Signed on behalf of the Institution _____

SPECIMEN HIRING AGREEMENT – INFORMATION, TERMS, CONDITIONS & REGULATIONS 2021 (the “ITCR”)

The terms, conditions and regulations set out below will form part of the hiring agreement dated _____ with the Highgate Literary & Scientific Institution (the Institution) entered into by _____ .

Booking the Gallery

1 The total amount payable in order to hire the Gallery comprises two elements:

- (i) The Hire Fee which for [202#] is £700;
- (ii) A deposit of £100 against rescheduling and a deposit of £100 against damages. If the rescheduling deposit is unused by the time the exhibition goes up, it will serve as the damages deposit. If there are no damages, the damages deposit will be refunded after the exhibition.

2 The payment schedule is as follows:

	Time of payment	Hire Fee	Deposit against re-scheduling	Deposit against damages	Total
1	To secure the booking	£250 (non refundable)	£100	-	£350
2	3 months prior to exhibition	£450	-	-	£450
3	Exhibition goes up			£100 (only if re-sched deposit has been used)	[£100]
4	Deposit refund to the extent not used				(£100)
	TOTAL (assuming no deposits are used)				£700

3 Payments should be made directly to the Institution’s bank account and carrying a reference both in accordance with the details provided to the Hirer.

4 In events or circumstances out of the Institution’s reasonable control, including but not limited to, enforced closure of the building due to pandemic, the Gallery will use its reasonable endeavours to reschedule postponed exhibitions:

- (a) If a new date is agreed with the Hirer, the £100 deposit against rescheduling will be taken by the Institution and is no longer a deposit. A further deposit of £100 will be required against a second re-scheduling.
- (b) If it is not possible to agree a re-scheduled date then the Institution will keep (i) the non-refundable £250 of the Hire Fee (originally paid to secure the booking), and (ii) the £100 deposit against rescheduling, but the balance of any Hire Fee above the initial £250 non-refundable payment of the Hire Fee will be refunded to the Hirer.

5 Where the foregoing paragraph does not apply, then notwithstanding that a formal agreement has been entered into, the Institution reserves the right in its absolute discretion to cancel the agreement by notice in writing to the Hirer given not less than three months prior to the start of the exhibition. If the Institution exercises its right of cancellation under this paragraph, it shall repay to the Hirer any deposit or other monies received from the Hirer on account of the Hire Fee.

6 Cancellation by the Hirer must be made in writing. If the cancellation is made more than three months before the start of the exhibition, then the initial payment of £250 and the rescheduling deposit of £100 will be retained by the Institution. If the cancellation is made three months or less before the start of the exhibition, then the rescheduling deposit and the full Hire Fee of £700 will be retained by the Institution (and any unpaid balance must be paid).

7 Bookings may only be made by entering into the formal hiring agreement and no booking will be binding on the Institution until the Institution has sent the Hirer a copy of the hiring agreement signed on behalf of the Institution and received the £250 initial payment on account of the Hire Fee and the £100 rescheduling deposit.

Publicity

The Gallery will send brief details of your show to *Galleries* weekly online magazine, post the show on selected websites and on Instagram, and send a Press Release to local newspapers. There is a bi-annual Newsletter sent to the Institution's membership (over 1100) who are largely local residents with an interest in the arts and culture. Monthly online newsletters are also sent to HLSI members and others. The Gallery has a growing list of members and Friends who are circulated with private view invitations and a press release about the artist's exhibition. Artists may, at their expense, place advertisements in the Newsletter or enclose leaflets. Rates are obtainable from the Office Manager.

Private View

The Hire fee includes the use of the Gallery for a private view on the first Friday evening of an exhibition between 6.00 and 8.00pm or 8.30pm (whichever is mutually agreed to be preferable). The kitchen facilities may be used, but all catering is the responsibility of the Hirer. Glasses, tablecloths and serving dishes are available. The waiter/caretaker who sets up, serves wine and clears up charges £60.00.

Security

The works are exhibited entirely at the risk of the Hirer, and the Institution is not responsible for any loss or damage to the exhibits or to the property of the Hirer, the artist or artists, or anyone authorised or deemed to be authorised by or on behalf of the Hirer to enter the Institution's premises. Insurance of works exhibited or of other property of the Hirer is not provided by the Institution. If insurance is required, it is the responsibility of the Hirer.

Invigilation

The Institution does not provide any supervision or security for works exhibited. It is the responsibility of Hirers to provide invigilators for exhibitions during opening hours. If artists are unable to invigilate themselves, or to provide alternative invigilators, they must be hired through the Institution at an extra hourly charge. Please contact the Institution for current rates.

Access to Exhibition

Any hiring will extend only to the use of the white display areas, together with a right of access to members of the public in order to view any exhibition or display mounted on the display walls during the Gallery opening hours. The Institution, however, reserves the right at its absolute discretion to refuse admission to its premises to any person or persons whom it considers for any reason to be undesirable or likely to be undesirable. Other HLSI activities, such as classes and meetings, may take place in the Victoria Hall during the exhibition period. Occasionally the Hall is let for private events.

Hanging

Hanging takes place on Thursday 10am – 5pm, the day before the exhibition begins. Exhibits, including any sold works, are removed from the premises at 5pm on the last day of the exhibition; the building must be cleared by 6.30pm. The stage items may be moved but the piano may not. All artwork not placed on the panels must be removed each day at the close of the exhibition.

Publicity and PR

When producing posters and invitations for the Highgate Gallery, please include the following information:

- **ARTIST’S NAME & EXHIBITION TITLE (optional), and EXHIBITION DATES**

- **FULL ADDRESS:**
 HIGHGATE GALLERY
 Highgate Literary & Scientific Institution
 11 South Grove, London N6 6BS
 Tel: 020 8340 3343
 email: gallery@hlsi.net website: www.hlsi.net/highgate-gallery instagram: highategallery

- **OPENING TIMES**

Wednesday - Friday	13:00-17:00
Saturday	11:00-16:00
Sunday	11:00-17:00

Initialed by the Hirer

(If the hirer is more than one individual, each must initial):

Initialed on behalf of the Institution:

Friends of Highgate Gallery Privacy Policy

Exhibitors may wish to join the **Friends’ Scheme** (and thereby receive examples of private view invitations and press releases). Are you happy to receive postal and/or email updates on exhibitions, Friends events and other news from Highgate Gallery?

Yes, please

HLSI/Highgate Gallery will handle your data respectfully and responsibly in line with our privacy policy (please see our website for full details: www.hlsi.net/wp-content/uploads/2018/05/HLSI-PRIVATE-POLICY.pdf).

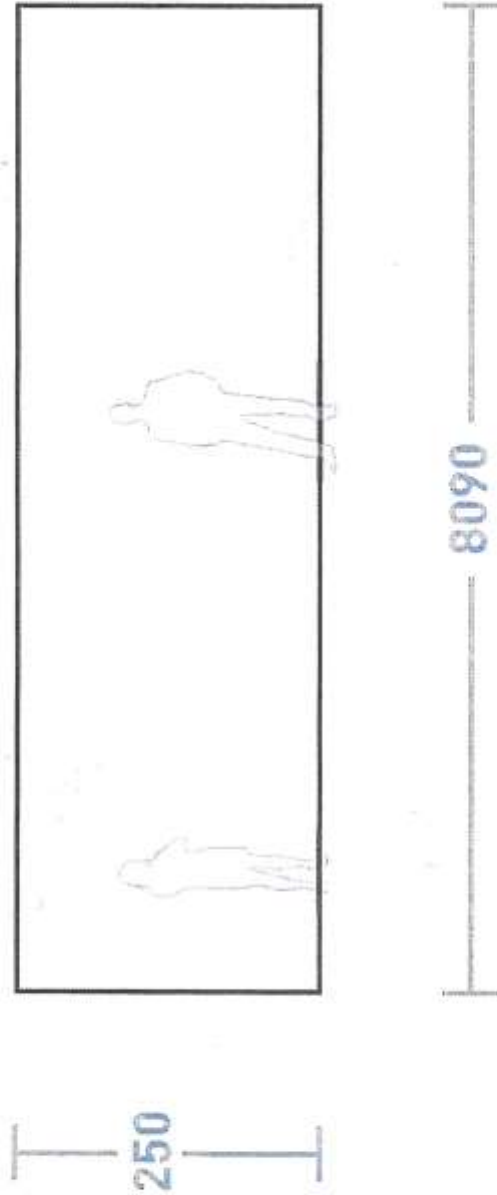
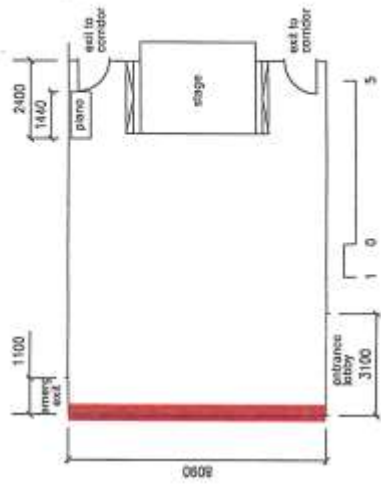
I agree to my personal information below being held by HLSI/Highgate Gallery.

Signed:.....

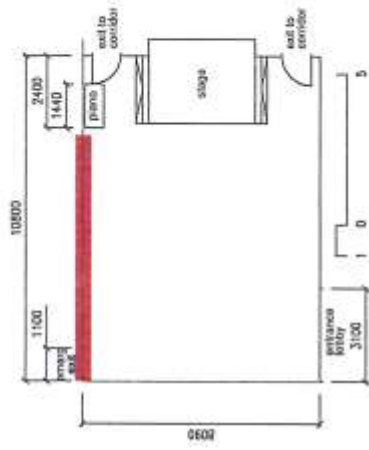
If at any time you no longer wish to continue receiving information from us, please don’t hesitate to contact us. Thank you.

Please return the white copy of this form to the Gallery Administrator at the address at the top of page 1. Thank you.

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