

## Exhibition Prospectus

### **QUICK GUIDE FOR ARTISTS SUBMITTING WORK FOR EXHIBITION SEPTEMBER 2024 – JULY 2025**

Thank you for enquiring about exhibiting at Highgate Gallery. Pages 1-2 are intended as a quick guide, 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: images of your work, ideally on a WeTransfer file, along with details of medium and size, a CV, 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:**

**2024:** 10 January, 6 March, 8 May, 3 July, 4 September and 6 November.

N.B. Submissions should reach the Gallery or be delivered online one week before the date of the meeting, and actual examples of work delivered on selection day.

#### **FEES FOR EXHIBITING Sept 2024-July 2025**

Highgate Gallery may be hired by an artist who has made a successful application on a two-weekly basis, Thursday to Thursday, for £900.

#### **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 Coordinator 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 Coordinator 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.

## **HIGHGATE GALLERY OPENING TIMES**

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

### **Highgate Literary & Scientific Institution**

11 South Grove  
London  
N6 6BS  
020 8340 3343

[www.hlsi.net/highgate-gallery](http://www.hlsi.net/highgate-gallery)

[gallery@hlsi.net](mailto:gallery@hlsi.net)

Instagram.com/highgategallery

UPDATED 9 SEPTEMBER 2023

## **INFORMATION FOR ARTISTS SUBMITTING WORK FOR EXHIBITION**

Please note that we are currently programming for 2025.

If you have any queries or would like to arrange a visit to the Gallery, please contact the Gallery Administrator at [gallery@hlsi.net](mailto:gallery@hlsi.net)

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 19<sup>th</sup> 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](http://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 4.30pm (the building closes at 5pm). 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 2024-2025**

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, the fee for the Highgate Gallery is £900.

- A payment of £450 is required to secure the booking.
- No commission is taken on sales.
- Gallery charges are free from VAT.
- There is a £80 charge for the bartender/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:**

**2024:** 10 January, 6 March, 8 May, 3 July, 4 September, 6 November

**2025 dates:** TBC

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.

### **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: highategallery.
- HLSI members receive 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 and for distribution by the Gallery Committee - 50 x A5 flyers as some shops and notice boards prefer this smaller size.

### **SUPPORT FOR EXHIBITORS**

A Coordinator 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. 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.

### **IMPORTANT**

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

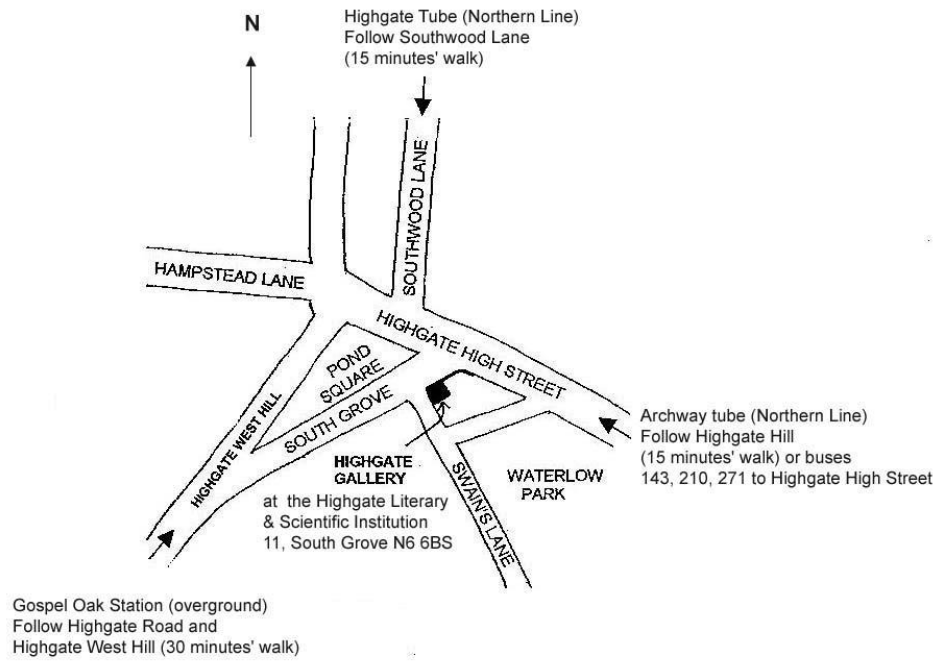
### **THE EXHIBITING SPACE**

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 Uglijan*, June 2017.

Photo: ©Danny Israel.



## Highgate Literary & Scientific Institution

11 South Grove

London

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020 8340 3343

[www.hlsi.net/highgate-gallery](http://www.hlsi.net/highgate-gallery)

[gallery@hlsi.net](mailto:gallery@hlsi.net)

[Instagram.com/highgategallery](https://www.instagram.com/highgategallery)

## HIRING AGREEMENT – INFORMATION, TERMS, CONDITIONS & REGULATIONS 2023 (the “ITCR”)

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

### Booking the Gallery

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

- (i) The Hire Fee which for 2024-2025 is £900;
- (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          | £650                  | -                             | -   | £650   |
| 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) |                       |                               |   | £900   |

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 F



6. Cancellation by the Hirer must be made in writing. If the cancellation is made more than four 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 £900 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 1,100) 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 £80.00.

### **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**
  
- **THE 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](http://www.hlsi.net/highgate-gallery) instagram: highategallery
  
- **THE 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. For more information please contact the HLSI office.

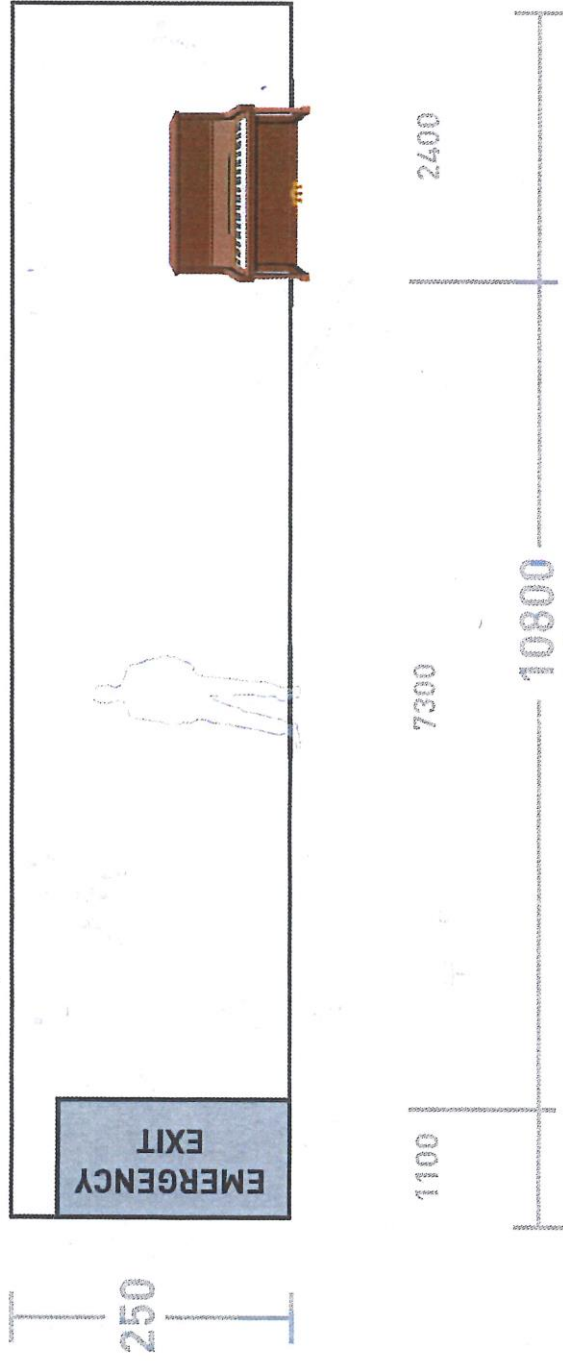
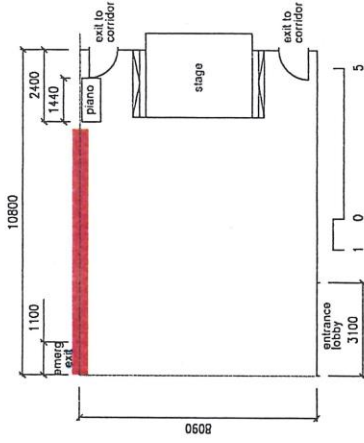
I agree to my personal information below being held by HLSI/Highgate Gallery.

Signed:.....

If at any time you no longer wish to continue receiving information from us, please do not 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.*

# HIGHGATE INSTITUTE WALL 2



# HIGHGATE INSTITUTE WALL 3

