



EXHIBITION

HIRE

HANDBOOK

THE EVERYBODY GALLERY

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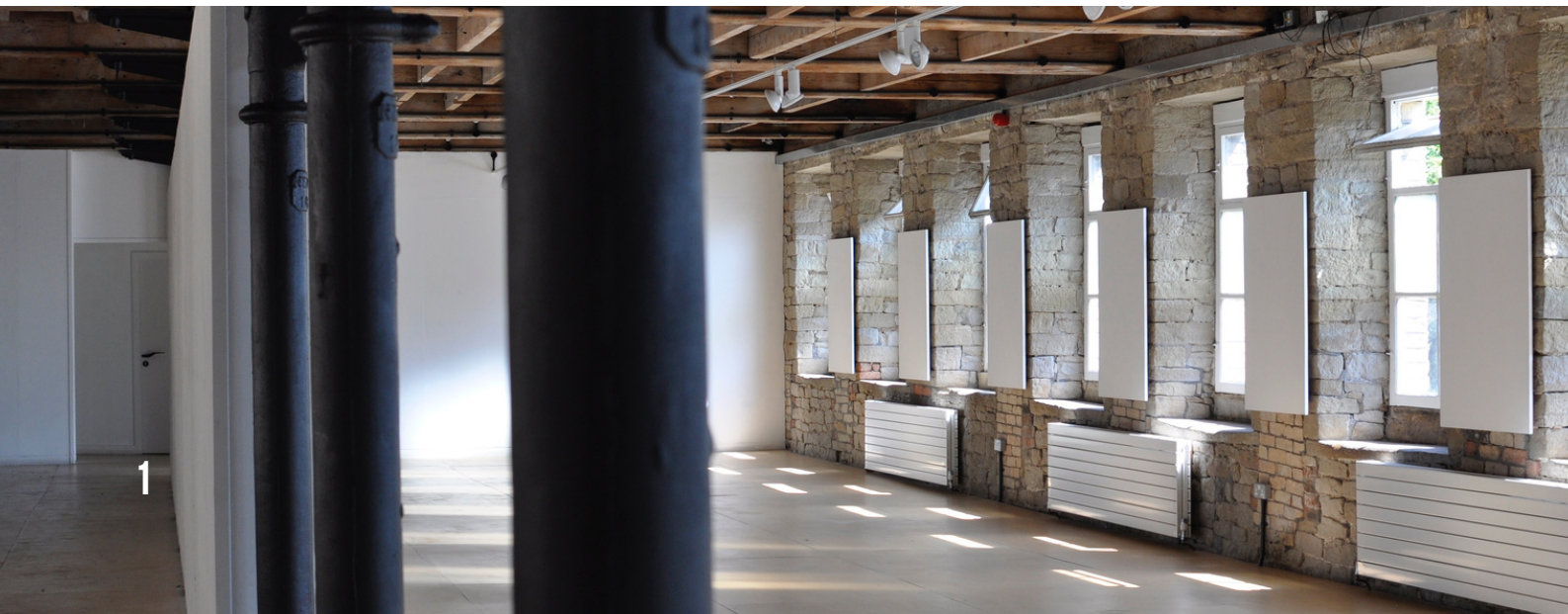
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HELLO!

Hello, and thank you for your interest in holding your exhibition in The Everybody Gallery. We take up the first floor of a grade II listed former textile mill on the outskirts of Halifax. Fully accessible and spanning across 2500 square metres with kitchen and audio visual facilities, our gallery provides ample space to deliver ambitious and engaging exhibitions, as well as a range of events, talks and workshops.

The Everybody Gallery is part of Everybody Arts: a non profit organisation with thriving learning, wellbeing and studio programmes. This allows us to work within a local community of artists and art lovers as well as providing a platform for national and international artists. We believe that art is for everyone, and should be accessible to all through an open programme of high quality exhibitions and events.

The Everybody Gallery aims to showcase the work of a diverse range of artists. We're at the start of our mission to develop an inspiring and enjoyable programme of exhibitions that are representative of and engage our varied communities.



EXHIBITION TIMELINE

STAGE 1

Get in touch

We're happy to receive enquiries from anyone who is interested in exhibiting with us. Get in touch and we will share our exhibition criteria.

Apply

After you have had a look through the information we share, fill in an application form. This will be reviewed by our exhibitions committee.

Meet us

Once the application has been reviewed and the proposal assessed to be suitable for our space, its time for us to meet to iron out some details.

Confirmation

When we've worked out the details you will receive an exhibition agreement: upon signing your exhibition will be booked in and become part of our programme.

3 months to go

We'll confirm details with you for any events taking place during the exhibition and design promotional material.

2 months to go

We'll meet to confirm all arrangements including events, artwork delivery and collection, invigilation and curation.

EXHIBITION TIMELINE

STAGE 2

1 month to go

We'll send out a press release and disseminate marketing materials.

Install

Your exhibition will be installed 2 weeks before the opening, with technical and curational support agreed taking place.

During your exhibition

We'll support you to welcome guests and the public to your show. Any events agreed will take place.

Take down

Your exhibition will be taken down the week after the show ends following arrangements outlined in your agreement.

2 weeks after

You will receive any monies due to you from the sale of artwork and your deposit. We will ask you to share feedback about your experience.

Celebrate!

You did it! We want everyone to feel proud of their achievements through working with the Everybody Gallery.

HIRE FOR EXHIBITIONS

Our gallery programme is focused on visual art but explores a wide range within this. Our versatile gallery space includes plenty of room for hanging even the largest artworks on a wall, as well as ample space for sculptures and installations.

We welcome applications for exhibitions from all artists, groups and curators; regardless of their background or stage in their career.

You can find the exhibition proposal form on our website or by enquiring. If you would prefer an informal conversation before filling out an application form then please get in touch.

All applications for exhibitions will be equally considered by our curatorial team and will be programmed inline with our other events and activities..



FEES

As The Everybody Gallery does not receive any funding to support exhibitions, we have to cover all associated costs incurred when staging a show. For the most up-to-date costs, please visit our website or contact us for a full quote.

As part of your hire, we can provide curation, technical support, invigilation and design and marketing.

If you choose to invigilate the gallery yourself then we will supply you with training for this.

On a case by case basis we can support artists to write funding applications to support their exhibitions, and welcome enquiries for this part of our service.



FACILITIES AND ACCESS

Our multi-purpose gallery, events and exhibitions space is designed for use as an exhibitions gallery, suitable for hosting meetings, conferences and events for up to 100 people.

Facilities include:

Audio/visual facilities for multimedia presentations

Heating

Multi-purpose general lighting

Internet access via wi-fi

Private kitchen, toilets and storage

Selection of tables and chairs

Portable hearing loop

Disabled access

Access to all exhibitions in The Everybody Gallery are free, but some events may be ticketed with a paid fee. The gallery's usual opening times are 1-4pm Wednesday-Saturday or view by appointment, but this may vary with each exhibition.



CATERING

We have a small private kitchen which may be used to store freshly made food and to prepare hot and cold drinks.

Glasses, cutlery and serveware are all available to use from our gallery kitchen for your events during the exhibition.

While we do not have catering facilities onsite, we can also arrange this through an external catering company.

Approximate costs are:

Biscuits and hot drinks: £2 per person

Drinks (including alcohol): £6 per person

Sandwiches: £7 per person

Hot buffet: £12 per person

Alternatively, there are two venues on-site at Shaw Lodge Mills offering food and both neighbour the gallery: the Shears Inn Pub and the Mill Cafe.



EVENTS

As part of your exhibition hire, we will work with you to make possible any events that you wish to hold.

Whether you're looking to hold a talk, performance, conference or creative workshop, our flexible space allows us to facilitate a large variety of events.

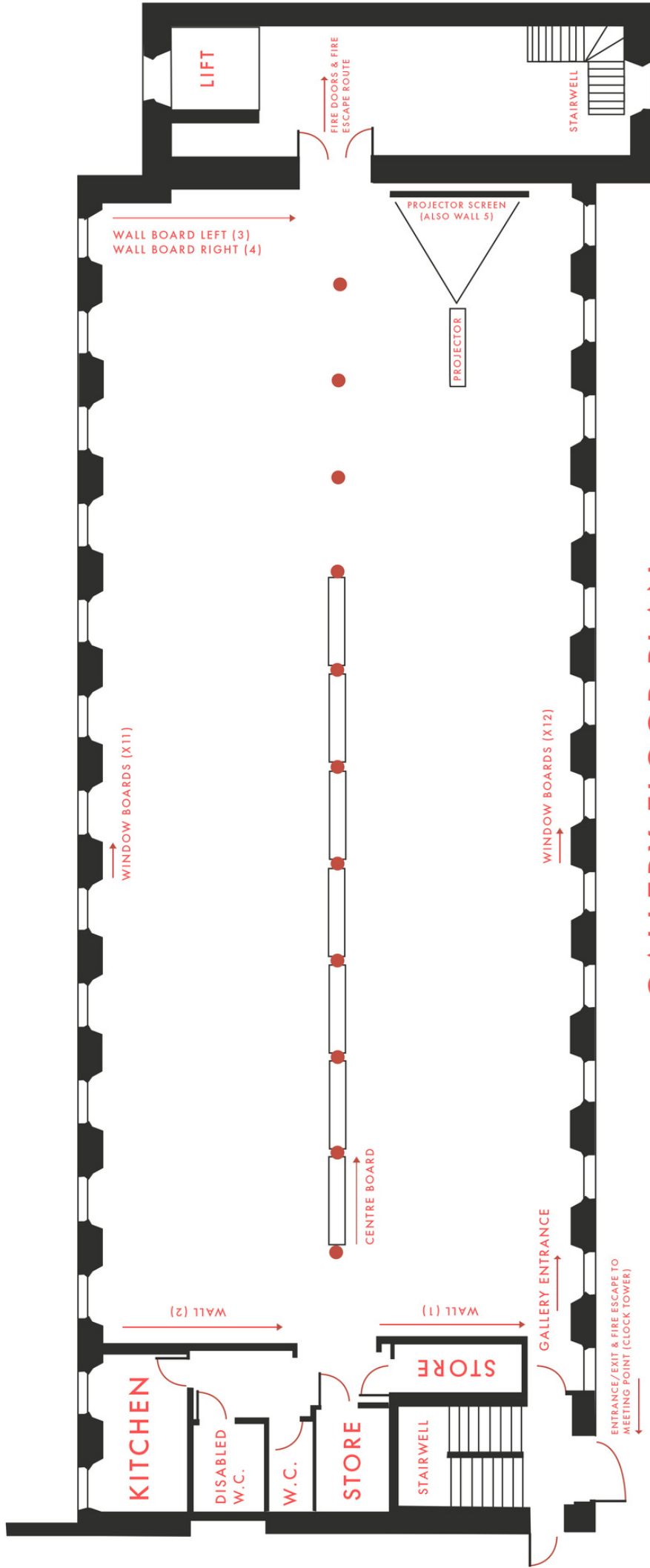
Our base hire rate is £35 per hour (excluding VAT), and includes use of all gallery facilities.

We always do what we can to facilitate community and not-for-profit groups with limited budgets so please get in touch.

The gallery is closed to the general public outside of exhibition opening times and hirers will have private use of the space during their bookings.

Art materials are available onsite with prior arrangement.





GALLERY FLOOR PLAN

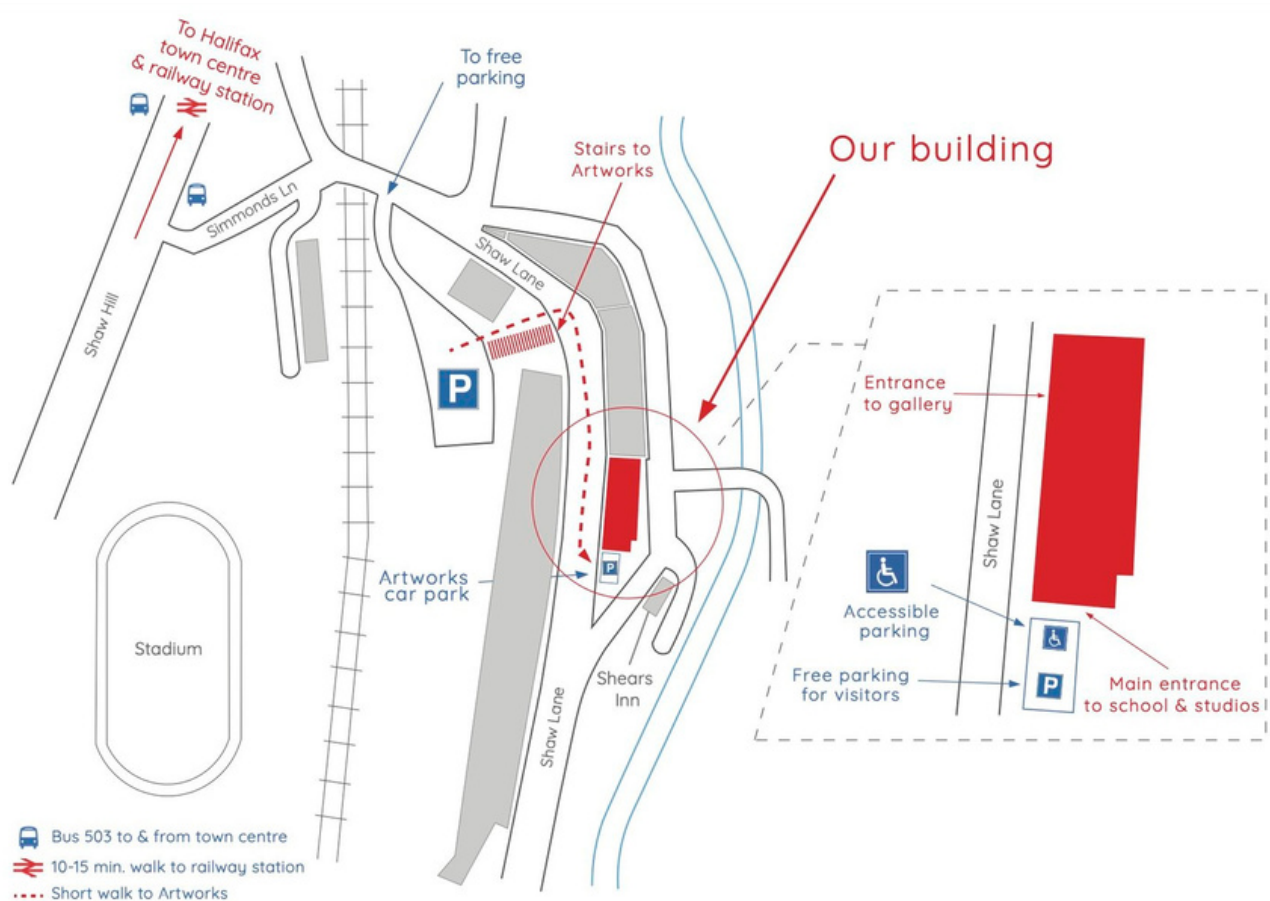
WINDOW BOARD MEASUREMENTS 122CM HEIGHT 86.5CM WIDE	WALL (1) MEASUREMENTS 3M < HEIGHT 373CM WIDE	WALL BOARD (3) L MEASUREMENTS 122CM HEIGHT 132CM WIDE
CENTRE BOARD MEASUREMENTS 244CM HEIGHT 1679CM WIDE	WALL (2) MEASUREMENTS 3M < HEIGHT 479CM WIDE	WALL BOARD (4) R MEASUREMENTS 122CM HEIGHT 244CM WIDE
ENTRANCE/EXIT & FIRE ESCAPE TO MEETING POINT (CLOCK TOWER)	WALL BOARD (5) MEASUREMENTS 122CM HEIGHT 402CM WIDE	

FIND US

Everybody Arts is a 10 minute walk from Halifax Railway Station, with direct links to Leeds, Huddersfield, Bradford and Manchester stations. Halifax Bus Station is a 20 minute walk away, with regular services from across West Yorkshire.

If you wish to drive, please note that there is a free car park towards the right hand side of Shaw Lane. Outside our entrance there is disabled and visitor parking. These disabled spaces are limited but we will always reserve these for you with prior notice.

The gallery can be accessed by the main Everybody Arts entrance or the side gallery door during opening hours.



GET IN TOUCH

If you have any questions, large or small, then please get in touch - we'd love to hear from you and start the conversation about how you can hold your exhibition at The Everybody Gallery.

The Everybody Gallery, Everybody Arts, Shaw Lane, Halifax HX3 9ET

www.everybodyarts.org.uk

info@everybodyarts.org.uk

01422 346900

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

X: [@everybodyarts_](https://www.x.com/everybodyarts_)

Facebook: [@everybodyartscalderdale](https://www.facebook.com/everybodyartscalderdale)



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*Please let us know if you would benefit from receiving this information
in another format.*

EVERYBODY
ARTS

THE
EVERYBODY
GALLERY