Temporary Exhibition Gallery Application Form

This document is aimed at making the process of applying to exhibit or host activities at Folkestone Museum as smooth as possible. Once your application has been approved and your booking confirmed, you will be issued with a letter of approval for your exhibition that will need to be signed by both the exhibitor and your officer contact.

The application contains:

* Information and contacts
* Application to exhibit form
* Useful guidelines
* Exhibition Procedures

**It is recommended that you read the guidelines and procedures to ensure your exhibition is in keeping with Folkestone Museum’s aims and objectives.**

Further supplementary guidance material is available from the Heritage Support Officers, if required. This includes:

* Exhibition checklist
* Clear print guidelines
* Press contacts
* Temporary Exhibition Gallery Floorplan

Please consider your application carefully as decisions are based on your completed form. Successful applicants may be asked for further information.

# Application to exhibit

Before completing the application to exhibit, please ensure to read the terms and conditions document.

Please clearly print in block capitals.

## Applicant information

|  |  |  |  |
| --- | --- | --- | --- |
| Name / Organisation  |  | Address  |  |
| Telephone  |  | Email  |  |

## In the space provided please give an overview of your proposed exhibition, keeping in mind the core values of Folkestone Museum (maximum 300 words)

## In the space provided please give an overview of the types of items you are intending to display (maximum 200 words)

## Exhibition Details

|  |  |
| --- | --- |
| How many items will be part of the display? (Can be approximate) For insurance purposes, please give details of the highest valued item to be displayed, total value of all items, transit and security arrangements (if applicable): |  |
| How much space does your exhibition require? (Consider wall and floor space) |  |
| Preferred dates? (Please allow for and specify installation and take down dates)  |  |
| What is your expected target audience? |  |
| Do you have any related activities or events planned? (E.g. private view, talks or workshops)  |  |
| Has this exhibition previously been displayed? If so, please provide details.  |  |

## Examples for Exhibition

Please attach a maximum of five images of items that will be going on display / provide website information below / send images by email (maximum 5MB). If you are sending your proposal by post, be advised that no original art works or images should be posted as we cannot be held responsible for receipt.

www.

## Signature and Agreement

By signing below, you acknowledge you have read the terms and conditions for exhibiting at Folkestone Museum, and all information provided is accurate.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature  |  |  |  |  |  |  | Date  |  |

## Additional comments (maximum 200 words)

Please complete this form and return it to the Heritage Officers. Your application will then be assessed.

### **Contact:**

Folkestone Museum Tel: 01303 257946

Town Hall Email: museum@folkestone-tc.gov.uk

1-2 Guildhall Street

Folkestone

CT20 1DY

### **EXHIBITING WITH FOLKESTONE MUSEUM**

### **Introduction**

As an innovative local history museum, we aim to be a vibrant location that attracts wide audiences, allowing them to participate in local heritage and culture. We hope to:

1. Encourage education and learning

2. Promote research and exploration into local history

3. Empower visitors and locals of all walks of life and backgrounds to participate in Folkestone’s heritage and story.

4. Inspire conversation, debate, and critical thinking

5. Nurture relationships and foster connections within the wider community

6. Protect and value the art, artefacts, and archives in our collection

Folkestone Museum exists to ensure local heritage is at the HEART of the community. Through education and engagement, we hope to encourage the appreciation of shared heritage and history. We are committed to preserving and telling Folkestone’s story through our collections and exhibitions, with an aim to be accessible and welcoming to all.

When you are looking to exhibit in the temporary gallery at Folkestone Museum, it is important to keep in mind our core values and statement of purpose. They help guide our decisions when potential exhibitors make applications and help us to develop educational resources that link with the museum and our wider educational programming.

We will aim to make the gallery available to community groups and individuals to demonstrate the rich history of Folkestone and the Shepway area.

We will also curate exhibitions from our own collections to allow access to Folkestone’s heritage, much of which has not been viewed by the public in decades.

Folkestone Museum will form partnerships with other museums, heritage institutions and local organisations to build relationships, bolster community involvement and ensure our program of events and activity is diverse and robust.

These exhibition guidelines will provide an overview of how the temporary exhibition programme is built for Folkestone Museum as well as practical guidelines on exhibiting with us.

### **Selection Criteria**

We will consider the strengths, weaknesses and opportunities of proposals, taking into account some of the following criteria:

* Meets the objectives and principles of FM’s community exhibition policy and the forward plan
* Fits with FM’s values and strategic aims and objectives
* Attractiveness and appeal of the subject and content
* Potential for attracting and developing new audiences
* Timing in annual programme
* Local Relevance
* Possible costs and risks
* Staff resource needed (in-house and/or external)
* Support for core learning programme and opportunities for new events and initiatives
* Sources of funding
* Opportunities for sharing costs, skills and expertise with other partners

### **Process**

* Proposals are to be submitted on our application form as per guidance instructions. There is no closing date for proposals, submissions are welcome throughout the year. It is recommended that people submit applications at least a year in advance.
* The museum team meets periodically to review applications and plan for the following year.
* If more information is needed about your proposal, the museum will contact you with questions or requests for clarification.
* An exhibition summary is submitted to Community Services.
* If your proposal is accepted museum staff will contact you with details on how to proceed.

### **USEFUL GUIDELINES**

The following guidelines will help you plan your exhibition. If you require further information, please contact the Heritage Support Officer.

### **Available Exhibition Space**

Temporary Gallery on Lower Ground Floor

 The Gallery is our main temporary exhibition space. It is approximately 4.5m2 with a Ryman hanging system along three of the four walls.

Lobby Area Exhibition Space on Ground Floor

 The lobby area is our secondary exhibition space. It is approximately a 3m section of wall installed with the Ryman hanging system. Environmental conditions cannot be controlled in this space due to its proximity to the front doors.

### **Public opening times**

Folkestone Museum is open from Monday to Saturday from 10am – 4pm. These hours are subject to seasonal changes, please enquire with the heritage officers for any alterations that may occur during your preferred exhibition dates.

Should you wish to run an event or open the exhibition outside of public opening hours this will need to be discussed with the Heritage Officer. Special arrangements can be made for private views and weekend openings, however this is subject to the availability of a member of staff and will incur a charge for the officer’s time. Please ask the Heritage Support Officer details of the additional costs.

### **Installing and taking down your exhibition**

Training will be provided in how to use the Ryman hanging system found in the exhibition spaces. Installations will need to meet the museum’s standards and failure to follow guidance and training could incur a charge.

**Before you install** your exhibition please ensure you have checked the following:

Condition of Temporary Exhibition Gallery – it is important to check this as you will be expected to leave the space in the same condition. The space should meet the following standards:

* Paint work good condition
* Walls free of fixings and holes filled, sanded smooth and repainted
* Plinths or display cabinets in good condition
* Light and electrical fittings in good working order
* Floor area unmarked, clean and tidy

All items for display must be condition checked with the Heritage Officer upon arrival at the Museum and any defects recorded. This will ensure that any subsequent damage can be accounted for.

All items for display are suitable for the space provided and any hanging items can utilise the hanging system in the gallery.

A risk assessment form for the exhibition must be completed by the exhibitor and agreed by the Heritage Officer.

**When you install** your exhibition:

* For insurance purposes work should only be secured to the wall using the hanging system provided. See the Hanging Guide supplied for fixing guidelines.
* All work required for installation is the responsibility of the exhibitors but will be oversee by museum staff and will meet museum standards. It should be restricted to the space as agreed with your officer contact.
* While all work will demand different presentation, the following matters should be considered:
* Spacing: allowing each piece plenty of room
* Generally most work hangs best at eye level – does yours?
* If you are displaying artefacts do they need display mounts to support them, prop them up or to add height?
* Ensure items are displayed in a varied and interesting way and that they are clearly visible
* Label your work clearly if necessary, following clear print guidelines e.g. with details of the artist, the medium and the price (if applicable). Folkestone Museum can provide clear adhesive labels: a label template can be requested from the Heritage Support Officer.
* Descriptions and write ups must be accessible to all e.g. written in clear language in appropriate font and size; guidance is available.
* An introduction to the exhibition, meeting clear print guidelines, must be displayed clearly in the exhibition space

### **Resources**

The Museum can loan exhibitors some resources including cabinets, exhibition mounts and screens. Collection objects may also be loaned on request and subject to availability. Please ask the Heritage Officer for more information. All other equipment required for installation and ‘making good’ should be provided by the exhibitor. Please note resources are limited and are unlikely to be sufficient to cater for your entire exhibition.

**After** your exhibition please ensure you have done the following:

* Condition checked your artwork / items for display
* ‘Made good’ the Temporary Exhibition Gallery or Lobby space by removing fixings and touching up the paint work wherever necessary. There may be a charge if this is not done or not done to an acceptable standard
* Left the floor clean and tidy
* Left all fixtures and fittings in good condition
* Agreed the above with your Heritage Officer contact
* Returned completed visitor comments sheets to your officer contact – you may request a copy of these if you wish.

### **Delivery and Collection**

Artists are responsible for all transportation arrangements and costs of works to and from the Museum. Due to storage space limitations, no packaging can be stored at the gallery during the exhibition. Exhibitors must provide their own insurance for transportation of works as necessary.

### **Insuring your work**

FTC is covered for exhibitions **up to the value of £500,000**. The Town Council will insure your work against theft \*\*\* and damage for the duration of your exhibition.

\*\*\* Please note theft will only be covered where there is evidence of forced entry into the building or forced theft e.g. armed robbery. Items stolen during the opening times of the Town Hall **will not** be covered.

### **Public liability insurance**

In order to exhibit in the town hall you are required to hold public liability insurance.

If you are a professional artist or exhibitor you must provide evidence that you hold public liability insurance for a minimum of five million pounds.

If you are an amateur artist or exhibitor, FTC can provide public liability cover for you through our hirer’s liability insurance. Please note this service is strictly for **amateurs**. (If applicable, the value of the works in the exhibition must reflect this. Work should be priced to cover costs relating to materials, **not** for profit). Please inform your officer contact if you require public liability cover.

### **Pricing and selling your work**

FTC charges a commission of 25% on any sales resulting from any exhibition held in the Town Hall. It is the artist or exhibitor’s responsibility to provide council officers with a price list (if applicable) with commission calculated.

Council officers can take payments – in the form of a cheque made payable to the artist – for the sale of works however it is the responsibility of the exhibitor to process the payments and provide a cheque for commission charges made payable to Folkestone Town Council.

### **Publicity**

It is the artist or exhibitor’s responsibility to produce publicity for his or her exhibition in line with museum standards. The museum may also produce its own publicity, but will ensure to work with the exhibitor for content where necessary.

Any publicity produced **must** acknowledge the support of Folkestone Museum, bear the Folkestone Museum logo and meet clear print guidelines. All publicity material must be checked by your officer contact before it is produced and distributed.

As an exhibitor, you are not representing the museum or by extension the council in any way.

If you require further help with publicity the Heritage Officer contact can provide you with useful press contacts.

### **Private Views and Educational Workshops**

If you wish to hold a private view / opening reception for your exhibition you will need to negotiate this with the Heritage Support Officer. The Education Room is adjacent to the Temporary Exhibition Gallery and may be booked for exhibition related workshops and private views. A separate form is available for download at [www.folkestonemuseum.co.uk/learn/](http://www.folkestonemuseum.co.uk/learn/) or on request from the Heritage Support Officer.

Such events should ideally take place during normal Museum opening hours, so please be aware that, as well as your invited guests, members of the public may be present in the building.

Events outside Museum opening hours would need to be discussed with the Heritage Officer.

It is the artist or exhibitor’s responsibility to organise the private view and to provide all refreshments for the event. Food and drinks must be approved by museum staff prior to event. No food or drink is allowed in the Museum galleries but may be consumed in the Lobby (unless otherwise agreed). The Meeting Area and Education Room may also be used for opening events but need to be booked separately.

**Cancellation**

Folkestone Museum reserves the right at our discretion to alter exhibition bookings including any advertised arrangements for exhibitions, cancel any exhibition time slot and/or close the exhibition without notice; AND in any such event we shall not be liable to the Exhibitor for any loss of business, revenue, profits, anticipated savings or goodwill (whether direct or indirect). Should a cancellation or closure be necessary Folkestone Museum will inform the Exhibitor at the first opportunity.

Should the Exhibitor have need to cancel an exhibition or change the time slot, they must provide at least 2 weeks’ notice. If charges are applicable, Folkestone Museum reserves the right to retain any associated fees should notice be received less than 2 weeks prior to the scheduled opening date.

**We hope you will find these guidelines useful and we look forward to welcoming you. If you have any questions please do not hesitate to contact us.**

**DATA PROTECTION STATEMENT**

**Your details will be kept securely by Folkestone Town Council under the terms of the**

**General Data Protection Regulations and Freedom of Information Act 2000**

Your privacy is important to Folkestone Town Council, but we need to collect and use information included on this form to allow us to carry out our functions.  Data is a valuable asset, and without adequate levels of protection, confidentiality, integrity and availability of information, we will not be able to fulfil these obligations whilst maintaining the confidence of service users.

When you make a request to hire facilities, or hold/attend events within the Town Hall, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored on our database so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to the agreement.   Your personal information will not be shared with any third party without your prior consent.

**The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act)

Processing is with consent of the data subject or Processing is necessary for compliance with a legal obligation or Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

**Information Security**

Folkestone Town Council makes sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.   We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

**Your Rights**

**Access to Information -** You have the right to request access to the information we have on you.

**Information Correction -** If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

**Information Deletion -** If you wish Council to delete the information about you, please contact the DPO.

**Right to Object -** If you believe that your data is not being processed for the purpose it has been collected for, you may object to the DPO.

**Rights Related to Automated Decision Making and Profiling -** Council does not use automated decision making or profiling of personal data.

**To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision.  We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Folkestone Town Council’s Data Information Officer: jennifer.childs@folkestone-tc.gov.uk Tel: 01303 257946 and the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113

The information provided on this form will be held on a database and used to provide information to officers and members of the Town Council.

I agree that I have read and understand Folkestone Town Councils - Privacy Notice. I agree by signing this form that the Council may process my personal information for providing information and corresponding with me.

We would like to communicate with you about other council services and activities, to do so we need your consent.

**Please select as applicable**

Yes    [ ]                  No [ ]