

# FOURTH WALL FOLKESTONE PROPOSAL FORM

## **ABOUT FOURTH WALL FOLKESTONE:**

Fourth Wall Folkestone CIC is a welcoming, accessible informal gallery and studio prominently situated at 10-12 The Old High Street in Folkestone, Kent.

As well as hosting a programme curated by Founding Director Sarah Lloyd, we welcome proposals from the community for talks, workshops, events and exhibitions that would fit well with the ethos and aims of Fourth Wall Folkestone.

## **For Exhibitions, Events, Talks, Workshops, Residencies**

Please complete the below form and return by email to: [info@fourthwallfolkestone.co.uk](mailto:info@fourthwallfolkestone.co.uk)

And include in your email up to 5 low res images to support your proposal.

## **YOUR CONTACT DETAILS:**

|   |  |
|---|--|
| Name of Artist<br>(Organiser if group show) |  |
| Mobile Phone Number                         |  |
| Email                                       |  |
| Website                                     |  |
| Instagram                                   |  |

## PROPOSAL:

|   |  |
|---|--|
| Proposed title of Exhibition or Event   |  |
| Preferred Dates (To include hanging and takedown.)<br><i>Please note that we often programme months ahead, so flexibility / having a range of potential dates is ideal.</i> |  |
| Please tell us what you would like to propose<br>(max 200 words)  |  |
| Please explain how you think your idea fits in with the ethos and aims of the space<br>(max 200 words)  |  |
| Please sign to confirm that you have read the T's & C's on the following pages:   |  |

We encourage you to read the T&C's below and also visit us in the space prior to submitting any proposal. We look forward to welcoming you!

If we feel that your proposal could be a good fit for the Fourth Wall Folkestone programme, we will be in touch to arrange a meeting to discuss your ideas further. Thank you so much for taking the time to reach out to us.

# USING THE SPACE: T'S & C'S

## **COST:**

If your project has a budget to cover space hire, that's great! Otherwise we operate on a pay what you can model. We are happy to have open conversations about costs.

To give you an idea of appropriate donations, these are our monthly running costs:

£530 Rent

£600 Administration

£70 Phone, Internet and Web

£90 Utilities

£90 Consumables and Maintenance

£95 Insurance and Licencing Fees

£125 Accountancy and Software Fees

£1600 MONTHLY TOTAL

These figures are based on a three day week (opening hours 12:00 – 16:00), which is equivalent to £30.77 per hour. However, we encourage longer opening hours if possible. Please note this does not include the cost of any salaries, materials or other expenses.

We ask for a £100 deposit to hold your dates, which is due within two weeks following confirmation of your proposal. This will be returned to you after the exhibition following a check to ensure the space has been left as you found it. Please do get in contact with us if you feel this will be a barrier to you / your project.

For any sales of work we ask for a pre arranged % donation to be made to the space and the same with any ticketed events.

## **OPENING HOURS / INVIGILATION:**

For exhibitions, at a minimum you will need to provide invigilation during our standard opening hours. Currently 12-4pm on Mondays, Fridays and Saturdays. However, we do encourage you to maximise the use of the space by opening outside of these times. We will provide you with a guide to invigilation before your exhibition/project begins.

## **PRIVATE VIEWS:**

Private views are welcome. We have no licence for drinks to be sold, but you are able to provide them for guests. Artists are responsible for providing drinks and glassware etc. In Folkestone 'Last Fridays' happen on the last Friday of the month, and lots of galleries and creative spaces in the area open late. If your exhibition or event falls on these dates we'd recommend opening late to maximise passing footfall.

**PROMOTION / PUBLICITY:**

You will be responsible for your own marketing and promotion.

The artist will provide Fourth Wall Folkestone with information and images (following guidance), that can be used to publicise the exhibition/event. Fourth Wall Folkestone will happily share content on social media and display information on our website. Any events occurring on the evening of the last Friday of the month will also be shared with 'Last Fridays'. Date dependent, we will also share our scheduling with the local newspaper 'Folkestone Foghorn'.

**LABELS / SIGNAGE:**

The artists are responsible for providing all the relevant information about the exhibition / the works (including a price list) and any supplementary information about themselves. We encourage you to use our a-board to advertise your event. You will also be responsible for designing / producing artwork for this. All labels and signage must be available in large font.

**INSURANCE:**

It is your responsibility to have public liability insurance and cover for your work and equipment too.

(A-n offer an affordable annual membership which includes £10m Public and Products Liability (PPL) insurance and £5m Professional Indemnity (PI) insurance and the opportunity to take advantage of specialist insurance packages for artists. Click [here](#) for more information.)

**SAFEGUARDING**

If you are planning to run workshops with children, young people or vulnerable adults then it is your responsibility to have an up to date enhanced DBS check.

**INSTALLATION / EQUIPMENT:**

You will be responsible for the install and take down of your exhibition/ event, which will be scheduled for the day before your project begins, and the day of / after it ends. We recommend two people be present for this. You will need to provide your own tools and equipment. Blue tack, sticky pads and pens are not to be used on the walls, floor or ceiling and no holes are to be made in our 'moving walls'. Please discuss ways of displaying work with us before your install. You must make good any holes made in the walls and deposits will only be returned if the space has been left as you found it.

**FURTHER INFORMATION:**

Before working with Fourth Wall Folkestone, please familiarise yourself with all documents on our [website](#) under "further information" which can be found in the footer.

# PRACTICAL INFORMATION

## BASIC DIMENSIONS AND FLOOR PLAN:

Ceiling Height: 2.9m

Window (Studio Side): 1.85m x 1.67m

Window (Gallery Side): 2.79m x 1.47m



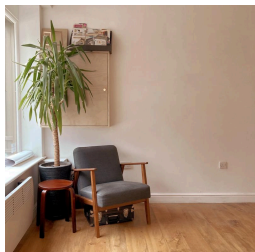
Proposals are for the 'Gallery Space' as can be seen in the floorplan above. If your project needs more space, do include further details in your answers on the form above.

## **AMENITIES (ALL MEASUREMENTS ARE IN CM):**

- + 3x 'Moving Walls' (w100 x d33 x h183) - these are on wheels, and can be configured in various different ways in the space
- + Small white table top (w60 x d100) - neat but not pristine
- + Fold up wooden table legs x2 pairs (w73 x h76)
- + Large Easel (w56 x h161)
- + Small Easel (w16 x h42)
- + White Plinth (w30 x d30 x h90)
- + White Plinth (w40 x d40 x h100)
- + Wooden Plinth (w40 x d28 x h81)
- + Peg Boards x3 (w50 x h125)
- + Plinths for Peg Boards x2 (w40 x d40 x h125)
- + Wooden low step (w39 x d36 x h50)
- + Low dark wood stools x2 (diameter 32 x h35)
- + Tall metal & wood stool (diameter 32 x h70)
- + Wooden screw together benches
- + Fold up blue metal chair
- + Comfy Chair and plant
- + Black out blinds for window and door
- + Wooden browser for prints (w56 x d40 x h76)
- + Variety of shelves
- + A Board (fits artwork size w30 x h60)
- + Wifi
- + Extension cable (4 socket, 10 metre)
- + Kettle, mugs, tea and coffee (please bring your own milk if needed)
- + Fridge (with a small freezer compartment)
- + Drill and basic tools available to borrow

## **THINGS TO NOTE:**

All consumables (eg. nails, screws, masking tape, paint) and any workshop materials are to be provided by yourself.



The comfy chair and plant are located in the gallery space permanently, all the other amenities are optional.