



FOURTH WALL FOLKESTONE EXHIBITION HIRE INFO

ABOUT FOURTH WALL FOLKESTONE:

Fourth Wall Folkestone CIC is a welcoming, accessible informal gallery and open studio. It is 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 that fit well with the ethos and aims of the space.

PRIVATE VIEWS:

Private views are welcome. We have no licence for drinks to be sold, but you can provide them for your guests. You are responsible for providing drinks and glassware and also for removal of rubbish from the space.

'Last Fridays' happen on the last Friday of the month and many galleries in the area open late. Private views and late night openings should finish no later than 9pm.

PROMOTION / PUBLICITY:

You will be primarily responsible for your own marketing and promotion.

You will be asked to provide FWF with information and images (following guidance), that can be used to publicise the exhibition. If sufficient information is provided, FWF will create a webpage for the exhibition, share content on our Instagram to announce the opening and send an e-newsletter to our subscribers. If the dates coincide we will also share the details with local paper The Folkestone Foghorn.

LABELS / SIGNAGE:

You are responsible for providing all relevant information about the exhibition, including a price list and any supplementary information. Labels / signage should be available in large font and we recommend using an off-white paper for legibility. You may use our a-board by attaching an A4 landscape poster or 30cm square poster. You are responsible for producing this artwork and we suggest laminating for weatherproofing.

INSTALLATION / EQUIPMENT:

You are responsible for the install and take down of your exhibition/event. We recommend two people be present for health and safety reasons. Please respect our lovely neighbours and keep any noisy work to within normal working hours, and only if absolutely necessary to go beyond this, finish no later than 8pm.

Materials, tools and equipment are to be provided by yourself. Paint, mark making and sticky pads are not to be used on the walls, floor or ceiling and no marks or holes are to be made in our 'moving walls'. We have several hanging techniques we can share, please discuss ways of displaying work with us before your install. You must make good any holes or other damage made to the walls and leave the space as you found it.

SECURING YOUR BOOKING:

Once your booking has been confirmed. We ask for a 20% deposit to hold your dates (please get in touch if this will be a barrier to you / your project) this is due within one week following confirmation of your booking. This amount will be deducted from your total to pay which is due no later than one month before your hire starts.

For any sales of work we ask for a pre arranged % commission to be donated to the space and the same with any ticketed events. We would also expect commission on any online sales of the work during the exhibition once advertised by us.

SUBMIT A PROPOSAL:

It is imperative that you read the [Practical Information Document](#).

Then fill out the form below in **writing**, or in an **audio** or **video** file. Name the file: **ExhibitionHire_Proposal_Your Name**. If relevant, include up to 5 low res images.

Return by email to: info@fourthwallfolkestone.co.uk with the subject 'Exhibition Hire'.

EXHIBITION HIRE PROPOSAL FORM

YOUR CONTACT DETAILS:

Name of Artist/s (Organiser if group show)	
Mobile Phone Number	
Email	
Website	
Instagram	

PROPOSAL DETAILS:

We understand that these details may change, they are only to outline your intentions.

Proposed title	
Type of Hire	<input type="checkbox"/> Exhibition <input type="checkbox"/> Open Studio & Exhibition <input type="checkbox"/> Other: _____
Duration of Hire in months <i>(Minimum one including setup and takedown.)</i>	
Preferred Month/s <i>We often programme months ahead or have specific gaps set aside, so we suggest you select more than one option.</i>	<input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December

<p>We consider proposals which speak to one or more of our aims:</p> <p>Which of our aims does your proposal relate to?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> It has play, experimentation, research, learning, development and innovation at the forefront. <input type="checkbox"/> It involves gentle, disruptive activism which aims to create change, particularly within the mental healthcare system. <input type="checkbox"/> It amplifies the voices of those with lived experience in the themes present. <input type="checkbox"/> It involves community co-production. <input type="checkbox"/> It explores the power and privilege we each hold for positive systemic change.
<p>Tell us more about your idea (max 200 words)</p>	

<p>Have you received external funding or are you self funding this project?</p>	
<p>Please select the appropriate rate for you/ your project.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Concession @ £800 p/mo <input type="checkbox"/> Standard @ £1600 p/mo <input type="checkbox"/> Funded / Support Others @ £2000 p/mo <input type="checkbox"/> Low/No Income @ 60 hr p/mo skills swap

Proposed Commission % (If selling work)	
Proposed Ticket Sale % split (If relevant)	
Dates / times invigilation needed if any? (added cost of £15 p/hr)	
Please sign and date to confirm that you have read and understood this and the ‘Practical Information’ document:	

If we feel that your proposal could be a good fit for us both we will be in touch to discuss your ideas further.

Thank you so much for taking the time to reach out to us.