



GALLERY HIRE

Leicester Print Workshop's gallery provides a unique industrial venue to hold an exhibition or event in the centre of an active creative community in the heart of Leicester's Cultural Quarter.

We are looking for exhibition proposals that expand an understanding of printmaking, for a variety of solo and group exhibitions from both emerging and established artists, and community and cultural organisations.

Exhibition Space



LPW's gallery is on the ground floor of our large RIBA award-winning building and consists of one main exhibition space which is approximately 5.08 metres x 15.03 metres. This space also contains a modular and moveable pop up shop and a large table where our members enjoy their lunch, neither of which impede on wall hanging space. The gallery is well lit and has capacity for 70 people standing. We have 2 unisex toilets on the ground floor, 1 of which is wheelchair accessible and a small kitchen.

LPW is currently open for exhibitions four days per week Wednesday - Saturday 10AM - 5PM, and we have late night openings on Thursdays until 8PM and until 10PM on the last Friday of every other month during our bustling night market.

LPW provides an experienced workshop operations manager at reception for the duration of the exhibition period to answer visitor enquiries.

Location

LPW is situated in the heart of Leicester's cultural quarter, rich in industrial history and home to the city's artist studios, theatres, independent cinema and contemporary art galleries. We are a seven minute walk from Leicester Railway Station and an eleven minute walk from Haymarket and St Margaret's Bus Stations and we're well serviced with public transport.

Proposals

LPW welcome ambitious and creative proposals for exhibitions and events which respond to our vibrant printmaking workshop as both a concept as part of Leicester's cultural ecology and as a printmaking production site. We are particularly interested in exhibitions and events which engage, surprise and provoke visitors and represent Leicester's diverse communities and untold histories.

The proposal is to include the following information:

- Lead contact details including name, email address and phone number
- Title of exhibition or event
- Proposed date(s) and time(s)
- Summary of the exhibition (max 500 words)
- List of exhibiting artists and artwork including proposed installation guidance
- Maximum of 10 images
- For exhibitions, any additional events to be held including a summary and proposed date(s) and time(s)

Although hires are not considered part of LPW's programme, we value high quality work which aligns with our ethos and principles. LPW's gallery committee will select exhibitions and events from the applications.

Proposals to be sent to info@leicesterprintworkshop.com with the subject headline 'Gallery Hire Proposal'.

Hire Rates

The gallery is available to hire for exhibitions on a fortnightly or monthly basis. The hire fee for two weeks is £780 and the hire fee for one month is £1200. The gallery is available for event hire at a rate of £200 per day, and £120 for a half day (up to 4 hours).

The public opening hire rate includes:

- Six hours of expert technician support to install the exhibition and six hours to deinstall and return the gallery to its original condition
- 10% discount on LPW's framing services
- Listing on www.leicesterprintworkshop.com
- Listing in e-newsletter with over 3000 active members
- Promotion through LPW's social media channels
- No commission on sales
- LPW signature marketing material including an exhibition poster and opening invitation
- Gallery reception staffing during opening hours
- 10% discount for LPW members

Payment

A non-refundable deposit of 40% of the hire fee is payable on acceptance of the booking, and signature of the contract. The remaining payment is due two weeks before the start of the exhibition.

Access, Installation Guidelines and Licenses

Access included in the hire fee is during our public opening hours. At an additional cost and dependent on LPW's capacity, we can arrange for out of hours access. Technical staff are paid at £150 per day and £100 for a half day (up to 4 hours) outside of public opening hours.

Events and exhibitions cannot restrict access to LPW's members, studio holders and staff team. Where we feel that an event is likely to reach capacity, we may stipulate that licenced door staff be on site to control numbers/enforce security. The cost of these staff are to be covered by the hirer.

LPW must approve temporary modifications to the gallery space (temporary walls, exhibition structures etc) and be overseen by an LPW technician. LPW will provide a risk assessment template to be completed by the hirers.

Hirers are advised to have their own public liability insurance in place to cover claims arising

from any accidents caused by their activities, actions and property.

Controlled sale of alcohol may take place by means of a Temporary Event Notice to be applied for and held by Leicester Print Workshop staff with due notice.

Music or Film screening events may require additional licences including PRS/PPL licences which are the responsibility of the hirer. Performance of live or recorded music may require a Temporary Event Notice. Hirers must not apply for a licence relating to our premises without prior agreement.

Code of Conduct

LPW is committed to creating a culture in which diversity, inclusion and equality of opportunity are promoted pro-actively, and in which discrimination is not tolerated. LPW believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenging all forms of inequality with an intersectional approach. We expect the same commitment from people and organisations we work with and reserve the right to cancel hires if these principles are violated or ignored.

2024 Availability

22nd May - 22nd June; 7th August - 18th October

You're welcome to visit and see the gallery during our opening hours which can be arranged through info@leicesterprintworkshop.com or 01162514174

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