

**Solihull Gallery** is situated on the first floor of the Central Library and Arts Complex, Library Square, Homer Road, Solihull B91 3RG

The Gallery is made up of **G1** and **G2**.



## **G1** Programmed Exhibition Space

**G1** gallery space is programmed yearly consisting of solo shows, touring shows and commissions of new work.

This area cannot be hired.



## **G2** Exhibition Space For Hire

**G2** is an exhibition space that can be hired by the arts community in Solihull and its surrounding area. This space is designed to give the local arts community a platform to exhibit their work and further their professional development. It is available for hire by anybody who wishes, there is no selection process, just a booking procedure. This space was previously known as the 'Community Gallery'. From March 2008 it has been called the G2 space. Changes include better service with additional marketing support, better signage around the Arts Complex and an extra exhibition board in the Café Bar.

The main contact for information relating to the Solihull Gallery is -

Aimee Green - Gallery Officer. ☎: 0121 704 8349

Email: [agreen@solihull.gov.uk](mailto:agreen@solihull.gov.uk)

To book the G2 Gallery, please call -

Andrew Sheriff - Operations Manager. ☎: 0121 704 6754

Email: [asheriff@solihull.gov.uk](mailto:asheriff@solihull.gov.uk)

To be added to our **Gallery Mailing List** please email [artsideas@solihull.gov.uk](mailto:artsideas@solihull.gov.uk)

call ☎: 0121 704 8349 or write to: [Solihull Gallery, Solihull Central Library & Arts Complex, Homer Road, Solihull B91 3RG.](#)

## Gallery space available for hire - **G2**

Within the Solihull Gallery there is a space available for hire by local artists and art groups to exhibit their work. The space is **G2** please see attached plan.

The space is available for hire on a weekly basis from 1.00pm Monday to 12.00pm the following Monday.

As well as the **G2** space hirers will be able to exhibit on an exhibition wall in the busy Central Library and Arts Complex Café Bar. This will normally be two pieces, dependant on size, to be agreed with and hung by Gallery staff. This will have signage to show that pictures are part of the exhibition in the first floor Gallery space.

## Cost of hire **£120.00 per week**

No commission charged on sales.

Prices subject to review 1<sup>st</sup> April each year.

## Gallery Opening Hours

The Gallery opening hours are the same as the Solihull Central Library opening hours.

Monday & Thursday	9.00am – 8.00pm
Tuesday & Friday	9.00am – 6.00pm
Wednesday	10.00am - 6.00pm
Saturday	9.00am – 5.00pm
Sunday	Closed

## To book the gallery:

- ◆ Contact the Arts Complex (Operations Manager) to establish available dates.
- ◆ You will then be sent an application pack and form (also available online) which should be completed and returned with a £15.00 deposit.
- ◆ Confirmation of your booking and receipt of your deposit will be forwarded to you and the balance of payment will be by invoice following the exhibition week(s).

## Cancellation Policy

<b>With effect from 1<sup>st</sup> April 2008 the following cancellation policy will be in effect.</b>	
Booking cancelled within one month prior to date of exhibition.	Hirer is liable for <b><u>entire hire fee.</u></b>
Booking cancelled between one month and three months prior to the exhibition.	Hirer is liable for <b><u>50% of hire fee.</u></b>
Booking cancelled between three and six months prior to the exhibition.	Hirer will <b><u>lose deposit paid</u></b> but incur no further costs.
Booking cancelled between six and twelve months prior to the exhibition.	Deposit may be refunded upon request with no penalty, or transferred* to alternative new booking.
*Deposits can be transferred only once, second cancellations incur loss of full deposit.	

## **On your get in/get out day**

You will be assigned a member of staff to assist you.

You can deliver/collect your exhibits to/from the Library Loading Bay at the rear of the building. Your vehicle can only remain in the Loading Bay/Car Park area whilst your deliveries or collections are in progress. Cars should be parked in adjacent public car parks at all other times - there are no exceptions. Exhibits will then be transported to the Gallery via the Service Lift. The member of staff assisting you will escort you through the building.

## **Wall Fixings**

The permanent walls within the gallery areas are finished with 15mm Firmacell boards, the Panelock units are similarly finished. This gives a range of hanging possibilities including hooks and nails and mirror plates and screw fixings. Solihull Arts Complex will provide the necessary equipment and materials for hanging your exhibits. After each exhibition the display panels will have any holes filled and be re-painted where necessary.

## **Security**

The gallery area will not be supervised during opening hours. There will be regular security checks by the Central Library and Arts Complex Portering staff. The staff on the help desks for Information and Local Studies will also monitor the area. We would encourage hirers to arrange for people to monitor the exhibition to give more information and administer sales. This is at the hirer's discretion. Please advise your staff member at point of get-in if you need table/chairs etc.

The Gallery will work with the hirer to ensure every reasonable precaution is taken to avoid any damage or theft of exhibits.

## **Contact details**

For available hire dates, and for the arrangements for hanging and taking down the exhibition.

Andrew Sheriff, Operations Manager

☎ 0121 704 6754

[asheriff@solihull.gov.uk](mailto:asheriff@solihull.gov.uk)

Lawrence Smith, Arts and Tourism Manager

☎ 0121 704 6961

[lawrencsmith@solihull.gov.uk](mailto:lawrencsmith@solihull.gov.uk)

For advice on marketing and promotion of your exhibition and general information about Solihull Gallery, exhibitions and events.

Aimee Green, Gallery Officer

☎ 0121 704 8349

[agreen@solihull.gov.uk](mailto:agreen@solihull.gov.uk)

