



St. Paul's, built in 1812 as a Chapel, is a Grade II* Listed building in the centre of Worthing and is Worthing's premier community hub. Now a registered Charity (no.1097454), it supports wellbeing and lifelong learning in the community with weekly classes, social groups and a community arts programme. The Gallery space within its walls is available as a platform for local artists to showcase their work.

There are two dedicated exhibition spaces available, five on the south wall and four on the north wall. Five dedicated display boards are available if necessary and measure 175cm wide by 130cm high and we provide a professional hanging system. The two spaces are for hire on a monthly basis, with hire costs as follows:

South wall	£60 per month, payable at time of booking
North wall	£40 per month, payable at time of booking
Both walls	£90 per month, payable at time of booking

Students get 50% off

Commission on each sale is chargeable at 15%, 10% for students*.

*Commission may differ depending on arrangements for hire.

A Private View is an option if required. Details and cost on application.

St. Paul's hosts a number of annual exhibitions so certain months will not be available for hire. Installation will be the first Monday of the month with takedown on the last Friday of each month, between the hours of 4-6pm. NB: Dates may vary depending on event timings.

Submissions of work are currently being invited from November 2018. Please send us a few small images and some 'blurb' via email to curator@stpaulsworthing.co.uk. St. Paul's reserves the right to refuse applications for hire that do not make a positive contribution to the reputation of St. Paul's for reasons of quality, taste and decency.

The following document aims to assist you in laying out the criteria required. If you have any questions or would like additional information, please call 01903 368967 or email curator@stpaulsworthing.co.uk.

On Confirmation of hire dates:

- you will need to sign the Agreement and pay the full hire fee
- book a Private View if required

Profile Information:

- send us your profile information as soon as possible plus two or three images you want used as part of the publicity
- two weeks before the exhibition finalise the Private View
- installation day is the first Monday of the month 4-6pm and you will curate your own exhibition, overseen by a representative of the Gallery.
- Prompt removal of your work will be expected between 4-6pm on the last Friday of the month. If this is not possible, please let us know as alternative arrangements will be made.

Hire process:

- After we have confirmed the start date of your exhibition and you have been sent your Contract, details of the space and a Risk Assessment, we will then arrange a time for you to go through the Hire Agreement and pay the fee in full.
- We will also require a copy of your Public Liability Insurance for our records. If you do not have any insurance, you may wish to consider a number of schemes available to artists and craftspeople through membership of professional associations, such as <https://www.a-n.co.uk/register-artist>.
- Please note that all work is put up at your own risk. St. Paul's will not be liable for any damage or loss of work.
- Very occasionally exhibition dates and times may be subject to change due to other programmed events. St. Paul's reserves the right to cancel and change exhibition dates/times without prior notification in the unlikely event of unforeseen circumstances.

Planning your Exhibition:

- getting the word out about your exhibition is key. To give us the greatest lead time, send us your info (max 300 words) as soon as possible. It must include the Title of your Show, brief Biography, a Summary of your Exhibition and some images.

Private View:

- If you would like a private view/opening please ensure you book this at the time of hiring the space. Time and costs to be confirmed.
- It's always worth viewing the space you'll be using to get an idea of what you will hang. We will work with you at the time of installation to ensure the work is installed safely and that the exhibition does not pose a risk to visitors. NB: All hirers must follow any safety advice from staff at St. Paul's.

Hanging your work:

- The professional hanging system at St. Paul's should be strong enough to hold several kilos in weight, although we do not recommend including heavy pieces in your exhibition.
- NB: As a listed building, no screws, nails, bluetac or sellotape are allowed on the walls. Please use the dedicated display boards and hanging system only. There will be a charge if this is not adhered to.
- The best way to hang your work is to use D ring fasteners on either side of the frame with either picture wire or hanging string, alternatively, you should be able to use a standard hook or fixed plate.
- We reserve the right to veto pieces of work that we consider to be inappropriate.