

Information for exhibiting artists

Elizabeth House

Elizabeth House hosts the Gallery in its dining/meeting room. The Gallery allows members and visitors to enjoy our local artistic talent, provides artists with an outlet for their work and produces some income for Elizabeth House from a commission on sales.

Charges

There is no cost for exhibiting. Payments for works are made direct to the artist. Commission of 25% on all sales (including cards etc) is payable to Elizabeth House at the end of the exhibition. Please make cheques payable to Elizabeth House Cookham.

Insurance

All works are hung in the Gallery at the artist's risk.

Location

The Gallery is in the Elizabeth House building on Station Hill close to Cookham railway station and opposite the Nationwide Building Society.

Art hanging

You hang your own work. Unless agreed otherwise, hanging is after 3pm on the last Friday of the month. Please check that the room is available at this time.

Two-dimensional work is hung on hooks on cords suspended from rails as shown in the attached diagram. The normal arrangement allows c 20 cords with c 35 hooks. The cords can be moved horizontally along the rails and from one rail to another, and hooks can be moved from one cord to another. Download a plan of the exhibition space (link to <http://www.elizabethhousecookham.org/the-gallery/>).

The number of paintings you can hang on one cord depends on both size and (importantly) weight, especially with glazed frames. Your pictures need a cord or wire across the back and should be fully labelled. Make sure the hanging is secure. To avoid stains or other marks, nothing should be attached to the walls e.g. with tape, Blu-Tack etc.

Please leave contact details with the Elizabeth House reception.

Parking

There is limited parking in front of Elizabeth House. There is some limited street parking nearby as well as the car park serving the shops in Station Parade (but note that has a two-hour limit and it is observed).

Opening hours

The Gallery is open during the normal day centre opening hours – from 9am to 3pm on weekdays, but closed each day during the day centre lunch between noon and 1pm.

Artists can open the Gallery at weekend, by prior arrangement, and are encouraged to have at least one preview/private view as experience shows that this is when sales are most likely. Early weekend bookings are advised to avoid the space already being let to another organisation.

Duration of exhibitions

Each exhibition will normally be in place for one calendar month and is for two-dimensional works. Three-dimensional work may be shown at one-off events outside the normal day centre hours.

Publicity

Information about each exhibition is circulated to local media ahead of each show and information is also sent by email to some 200 people, mostly from Cookham/Maidenhead.

A sign outside Elizabeth House during its opening hours promote the Gallery. An A-board is available: this carries an A1-sized generic gallery poster but artists can provide a specific poster (to be fixed with Blu Tak) for the exhibition if they wish. Please contact the Gallery if you wish to do this. The Elizabeth House staff will put the A-board outside the building each day.

You are at liberty to seek any additional publicity – local papers, magazines, posters, cards, tweets etc – but you are advised to contact Mike Copland in the first instance.

Other Elizabeth House facilities

There are toilets, including a disabled toilet, in the building. You may use the kitchen. Usually there is coffee/tea and sugar as well as milk and you are welcome to use this on a limited basis (eg if you are stewarding an exhibition). If you wish to provide refreshments for many visitors you are asked to provide these yourself. Countrystore, a general shop, is just up the road.

Exhibition space

The Gallery comprises the day centre dining room area, **please link this to <http://www.elizabethhousecookham.org/the-gallery/>** which is usually laid out with tables and chairs during the week. These can be removed during weekends or other times outside the normal day centre opening times and must be replaced before departure.

Please be aware that other groups use the room for meetings, workshops etc

Sales

Sales are channelled through the artist. All purchases should be recorded by the purchaser on the duplicate form provided available from the Elizabeth House reception desk. The reception is able to handle cash sales and keep the money for the artist/organiser. Otherwise they will pass on enquiries to the artist.

The artist/organiser can decide whether works sold should remain hanging till the end of the exhibition. Following the exhibition, the Elizabeth House management team (link to 9.1 Contact Elizabeth House) will contact the artists (or exhibition organiser for groups shows) to arrange an invoice for the commission on any sales.

Gallery contact details

If you require further information about the Gallery, please contact Mike Copland:

Tel 01628 630375. Email mikecoplandy@gmail.com