

OSO CAFÉ WALL EXHIBITIONS

(updated April 2019)

General Information

1. The OSO Arts Centre (OSO) provides a fantastic location for an art exhibition, right in the heart of Barnes in a beautiful location overlooking Barnes Pond. Please note that the OSO is a fully operational community arts centre and, as such, there will always be other events and users running alongside your exhibition. This has the advantage of providing additional exposure of your work.

Length of exhibition and available slots

2. The Artist can exhibit his/her work in the Café area, which will remain on the walls for four weeks. Please note that the OSO is closed on Bank Holidays so if the slot you choose coincides with a Bank Holiday, the Café will be closed on those days.

Total hanging space

3. The hanging space available consists of three walls with a total potential hanging space of approximately 11.8m.

Café hours

4. Café hours are from 8.30-6.00 Mon-Fri and 10.00-4.00 on Saturdays.

Access to hang and remove artwork

5. The Artist may put up the art on the first Monday of the exhibition between 8.00-10.00 am; please note that as the Café is operative during these hours, the Artist must work around the guests.
6. The Artist must take the art down on the last Saturday of the exhibition between 3.00-5.00 pm.

Cost

7. £200 for a one-month slot plus a 20% donation to the OSO development fund on all art sold during or resulting from the exhibition.

Sales

8. During the period of the Café Wall Exhibition, the OSO staff will give out the Artist's details (business cards) to any potential buyer. It is essential that a price list is available for both OSO staff and potential buyers. Please inform the Centre Manager if a piece of art has sold so a 'sold' red sticker can be placed on it.

Fixings for paintings

9. In order to display his/her work, the Artist may use the metal picture hanging rails at the OSO. If any additional fixings are required, this must be agreed in advance in writing with the OSO Manager and a £100 returnable deposit will be payable which will be returned when any damage to the OSO has been made good to the Centre Manager's satisfaction.

Marketing

10. The OSO will promote the Art Exhibition within the Centre Programme, OSO Website, Facebook, e-newsletter, plus supply space for posters and A6-sized leaflets supplied by the Artist. The Artist is responsible for meeting text and images deadlines for the above. In addition, we would also advise the Artist to promote the exhibition as much as possible himself; the exhibitions which have received the most public interest, in our experience, are those where the Artist has done some local marketing – for example putting up a poster in local shops, giving out leaflets at the station at peak times etc.

Opening night (usually Mondays)

11. As an add-on to having a Cafe Wall Exhibition, the OSO also offers the possibility of the Artist hosting a private viewing for family and friends (with the option of public admission as well) between 7-9pm, usually on the first Monday of the Café Wall Exhibition. Again, we would advise that you publicise this evening as much as possible amongst your invitees to ensure maximum numbers and a good atmosphere on the night.

Cost

- Café only - £150
- Café + Studio 3 - £225

Studio 3

If the Artist wishes to extend the exhibition for the Opening Night to Studio 3, the latter provides an additional hanging space of 7.9m. Access to put up any additional art must be agreed with the Centre Manager; the art must be removed from Studio 3 at the end of the Opening Night between 9-10pm.

Bar

The OSO Bar will stay open on Opening Night on one of the following bases to be agreed with the Centre Manager:

- Cash bar
- Pre-ordered drinks paid for in advance by the Artist
- Cash put behind the Bar by the Artist.

Further information and bookings

For further information, please contact Lisa Ross (lisa@osoarts.org.uk) with the following information:

- Preferred dates for your exhibition
- Brief information about the Artist
- Some photos of your work

Terms and Conditions of Hire

These Terms and Conditions form part of your contract for hire with the OSO, run by the Barnes Community Arts Centre Charity (Charity No 1150-658).

Bookings and payment by Hirer

1. All bookings are made in writing as set out in the invoice. By paying the hire fee, the Hirer (as set out in the invoice) accepts the booking as well as these terms and conditions.
2. Full payment is required within 5 days of the date of the invoice (with the exception of hire agreements in relation to weddings). If payment is not received, then the booking will automatically be cancelled.
3. In relation to Weddings:
 - 3.1 The Hirer shall pay a deposit equating to 50% of the total hire fee, within 5 days of the date of the invoice. If the deposit is not received, then the booking will automatically be cancelled.
 - 3.2 The remaining 50% of the booking fee is payable six months before the wedding. If this is not received, then the booking will automatically be cancelled and the 50% deposit referred to at 3.1 will be retained by the OSO.

OSO's obligations during the period of hire

4. OSO staff will be present in the building to welcome the Hirer on arrival. During the term of hire they will also be serving other customers (unless the Hirer has booked the OSO for exclusive use)
5. The OSO will provide the space clean and ready for use together with trestle tables and chairs if required.

Hirer's obligations during the period of hire

6. The Hirer (and, where appropriate, his/her clients/guests) must:
 - 6.1 Be considerate of other users, residents and our local community and, in particular, ensure that any noise is at an acceptable level so as not to disturb others. In relation to any music this must be played via the OSO's surround system. Live amplified music and DJs may only be used by prior written agreement with the OSO Centre Manager at date of booking the OSO and, in any event, must cease by 11pm.
 - 6.2 Only use the existing metal railings on the walls, or the plastic moveable doors, to attach/exhibit anything relevant to the event. If additional, temporary fixings are necessary for the Hirer's event, then special arrangements will need to be agreed in writing with the OSO Manager at the time of booking.

- 6.3 Bring his/her event to a prompt close at the end of the hire period otherwise the OSO may impose an additional charge.
- 6.4 Only consume alcohol purchased at the OSO, unless there is a prior, written arrangement with the OSO Manager to the contrary.
- 6.5 Notify the OSO immediately upon becoming aware of any accident/injury at the OSO.
- 6.6 Familiarise himself/herself with OSO fire procedures in the event of a fire.
- 6.7 Clear the studio at the end of the hire period; in particular, the floor must be swept and all rubbish placed in a black bag for OSO staff to dispose of. Failure to do this may result in an additional charge.
- 6.8 Take out and maintain public liability insurance during the hire period, as stated on the invoice and shall, if requested by the OSO Manager, produce a copy of the certificate of such insurance. This provision does not apply in relation to the hire of the OSO for private parties.
- 6.9 Ensure appropriate safeguarding of those children, young people and the vulnerable who are the Hirer's clients. This includes carrying out appropriate DBS checks.

7. The Hirer must not:

- 7.1 Stick or nail anything to any of the OSO walls.
- 7.2 Move any of the grand and upright pianos or the retractable theatre seating nor place items on them.
- 7.3 Bring any vehicles onto Barnes Green.
- 7.4 Smoke any cigarettes, e-cigarettes or vape inside the OSO and must ensure that his/her guests/clients do not do so.
- 7.5 Do anything which will or might vitiate in whole or in part the public liability insurance referred to at 6.8.

OSO limitation of liability

8. Neither the OSO nor its staff are responsible for:

- 8.1 The safety or supervision of any children while on OSO premises for the duration of the hire period.
- 8.2 Any damage to property belonging to clients or guests of the hirer. All property brought to the OSO remains at the owner's risk.
- 8.3 Any artwork or equipment left on the premises by the hirer or his/her guests/clients.

Hirer's liabilities

Death or personal injury

9. The Hirer is liable for the loss, damage, personal injury or death arising out of or in connection with the hire (except to the extent that such loss, damage etc is directly caused by the OSO's negligence) and the Hirer shall therefore indemnify the OSO against any claim brought against it in relation to such matters.

Damage to OSO property

10. The Hirer is liable for any damage to OSO property or equipment, whether caused by the Hirer, its sub-contractors, employees, clients or guests, and will pay to the OSO the amount required to remedy the damage so caused.

Cancellation by the Hirer

11. All cancellations must be made in writing to the OSO Manager.

12. Except in relation to weddings, following written cancellation to the OSO Manager, the OSO will:

12.1 Refund the Hirer in full if he/she cancels up to six clear weeks before the event.

12.2 Refund 50% of the hire fee if the Hirer cancels less than six weeks, but more than three clear weeks, before the event.

12.3 Give no refund if the Hirer cancels three weeks or less before the event.

13. In relation to wedding bookings, following written cancellation to the OSO Manager, the OSO:

13.1 Will refund the Hirer 50% of the total hire fee paid under clause 3 if cancellation is made up to and including six months before the wedding.

13.2 Will refund the Hirer 25% of the total hire fee paid under clause 3 if cancellation is made less than six months but more than three months before the wedding.

13.3 Will give no refund if the Hirer cancels three months or less before the event.

14. For the avoidance of doubt no refund in clauses 12 and 13 shall exceed the monies already paid under the invoice.