

# The Gallery

@ COALVILLE CAN HQ



## The Gallery - Enquiry Info Pack

### Welcome - Thanks for showing an interest in our community Gallery Space!

The Gallery is for celebrating creativity and can be used for private hire, collaborations/collections, product launches, special events and open exhibitions involving the public and community groups!

This pack will share a few more details about the space, what you can expect and how to hire!

### The Space

The Gallery is open to the public every day of the week Mon-Sat 10am-4pm & Sun 11am-2pm

The Gallery is approximately 6.5m by 4m and is an open space off our main walkway through the ground floor, just beyond Makers and our Workshop Space.

With white walls and a neutral wooden floor, the Gallery Space is a perfect “blank canvas”, well lit by a large window (with blinds) at one end. We have a selection of racks securely fixed to the walls in portrait and landscape position, with hooks for mounting works (weight limit 35kg). We have a shelf that extends along 2x walls and a variety of free standing plinths for floor displays. For mixed media works we also have an inbuilt projector and screen and also have a PRS License for music. You will also find a plenty of plug/sockets around the gallery!

Please come in and visit to check out the space! A warm welcome and cuppa awaits...



CAN HQ,  
Memorial Square,  
Coalville, LE67 3TU



01530  
659789



hello@coalvillecan.coop

## Photos

If you aren't able to come in person in advance, here are a few photos of the space.



### We have;

- 12x White Racks (6x portrait & 5x landscape);
  - 5x Single Portrait
  - 1x Large Portrait (2x racks)
  - 4x Single Landscape
  - 1x Large Landscape (3x racks)
- 3x Free standing Racks (as seen in Makers)
- Small and large S hooks for hanging (please ensure your pieces have appropriate hooks/hangers attached for hanging / please note we avoid use of blu-tack on the walls to avoid marks)
- Label templates for each piece on display, can be provided

For more specific details (dimensions) please ask for an Application Form.



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## WHAT CAN YOU EXPECT?

### Exhibition Length

Ideally a minimum of 2x weeks (up to 4x weeks – always open for discussion!)

- Tues/Wed “Get In” Day – with a “Launch Event” on Wed evening (6-8pm)
- Mon “Take Down” Day – making the space good, in advance of a new set up the next day

### Launch Event

We open exhibitions on a Wednesday evening with an event - if you choose to host a Launch Event for the first evening after set up, we will support you with free teas and coffees. We are a licensed premises and alcohol can be served, with advance notice. We ask for a donation towards drinks provided.

We recommend that a free event is set up via our website to help track interest & attendance in the event and will manage this on behalf of our exhibitors.

Your launch event can be as big or small as you like – it could include a short talk, presentation or just some general networking and socialising! Let's chat to discuss capacity.

### Promotion

We can promote via our social media (FB, Instagram, Eventbrite) and at CAN via posters, flyers and word of mouth. We can also set up a Facebook event with you as host if required. We also welcome promotion via your own branded posters, flyers etc and can put these at CAN reception and in Peters Place, as well as through your own social media!

### During the exhibition

You don't need to be on site all the time, but you are welcome to host throughout. We have someone in Makers at Reception to welcome all visitors, direct to the gallery and manage any sales.

### What else?

We'd love to support any connected projects and collaborations that work with your exhibition for example;

- Wednesday evening Talks around the topic/theme of your work
- Workshops to explore your methods, have a go, learn more etc.
- Can we signpost to another event, more of your work, a club?
- Would you like to see your work sold in our Makers retail space?

Other facilities on site include kitchen and accessible toilet.

Don't forget to visit us and check out the rest of the space at Coalville CAN and see what else is going on!



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## HIRE THE GALLERY

### How much does it cost?

- Community / Charitable use - £50\* per week
- Professional Use - £100\* per week
- We kindly ask for a fair commission on sales through The Gallery, for negotiation

\*Costs are inclusive of the set up and take down days.

### What does CAN need to know?

To begin with there are just a few things we need to know to explore your idea with you;

1. What's your exhibition idea – what's the Theme/Title?
2. Why would you like to run this exhibition?
3. When would you like to share your exhibition?
4. Who are you, what group or artists might you be collaborating with?
5. How can Coalville CAN help you bring your exhibition to life?

### How do I hire The Gallery?

***If you'd like to hire The Gallery please contact us via the website [coalvillecan.coop/products/the-gallery](http://coalvillecan.coop/products/the-gallery) with your Contact Details and covering the points above as much as possible.***

After we've received your initial enquiry we'll share an Application Form to firm up just a few formalities and work through more details together, covering things like;

- Gallery availability – start and end dates
- The Exhibition layout
- Your Exhibition Inventory
- Exhibition Cards (labels) – descriptions per piece
- Promotion & Launch event (and any associated activities)
- What's for sale / what's not
- Terms & Conditions
- Post Exhibition follow up

We look forward to hearing from you!



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