

BRUNEI GALLERY
SCHOOL OF ORIENTAL AND AFRICAN STUDIES
University of London
Thornhaugh Street, Russell Square, London WC1H 0XG
Telephone: 020-7898 4915 Fax: 020-7897 4259
Email: gallery@soas.ac.uk Web site: <http://www.soas.ac.uk/gallery>

Brunei Gallery
Exhibition Proposal
Details/Terms & Conditions

2010/2011

The Galleries in the Brunei Gallery are dedicated to showing work of and from Asia and Africa, of both a historical and contemporary nature, through a programme of changing exhibitions. This is as part of the Gallery's aim to present and promote non-western art and culture. The Brunei Gallery is part of the School of Oriental and African Studies (London University), Europe's leading centre for the study of Asia and Africa.

The School of Oriental and African Studies wishes to exhibit work that is both of academic significance as well as of artistic merit and interest. The work of a single artist is not normally exhibited within the two main Galleries*, preference being given to the exhibitions that display a wider selection of work within any given theme.

The Galleries are a non-fee charging venue that is run normally as non-commercial exhibition space. However, should the intent be to sell artworks as part of the exhibition then the Gallery will charge a commission on works sold of up to 15%. Conditions will apply to the presentation/display of works for sale.

Rather than charge a rate for use of the Galleries space this is provided for free to projects selected by the Brunei Gallery Committee with the Lender/Proposer asked to cover the additional costs of any requirements of the exhibition which may apply as those shown on page 5 of this document outlining areas of responsibility. This provides the Lender/Proposer with flexibility as to the final budget of the exhibition.

All exhibition proposals received are reviewed in a two-stage process. Initially assessed by a management group, if considered appropriate the proposal will be passed to the Brunei Gallery Advisory Panel for a final decision. The Brunei Gallery Advisory Panel, which approves all exhibition scheduling, meets up to four times a year to consider new proposals.

The following document outlines the areas of responsibility pertaining to the Brunei Gallery (part of the School of Oriental and African Studies) and that of the main organiser or exhibition proposer.

Please return all completed Terms and Conditions forms, with any additional or supporting information to:

Joy-Marie Onyejiako
Exhibitions
School of Oriental and African Studies
Brunei Gallery
Russell Square
London
WC1H 0XG

E-mail: gallery@soas.ac.uk

* Please note from October 2007 the Rear Gallery on the Ground Floor will not be available for exhibition use as it will house a permanent collection as the Foyle Special Collections Gallery

Definition of 'Lender' / 'Proposer'

Throughout these terms and conditions the term Lender / Proposer refers to the Lender / Proposing body being one and the same, the duties of the Lender / Proposing body being placed on the whole making the proposal not the individual employee or agent.

Exhibitions are accepted on the understanding that the Lender / Proposer, as named on the Proposal Form, accepts these conditions. Any variation to these terms must be agreed in writing with the Brunei Gallery Management Group.

Potential Charges

The School reserves the right to alter any or all charges quoted, but will not do so without consultation with the Lender / Proposer. If the School does alter any charges the Lender / Proposer will be given the opportunity to cancel the event, without penalty.

The cost of any facilities and services shall be in accordance with a published tariff. Charges are normally revised in July of each year. Any changes in the level of VAT will take immediate effect.

Cancellation

Cancellations must be notified verbally as soon as possible, being then confirmed in writing. If written cancellation is received less than 12 weeks before the opening date of an exhibition, the lender / proposer will reimburse the School for any costs that may have been incurred in the preparation.

The School of Oriental and African Studies reserves the right to cancel any arrangement for the use of premises at any time for the following reasons:

- (a) If the School or parts of it are closed due to maintenance; fire; dispute with employees or by order of any public authority.
- (b) If the Lender / Proposer becomes insolvent or enters into liquidation or receivership.
- (c) If the Lender / Proposer is more than 30 days in arrears with payment to the School for previous services.
- (d) If it might, in the opinion of the School, prejudice the reputation of the School.

The School cannot accept liability for any inconvenience caused as a consequence of such cancellation.

Accounts

The named Lender / Proposer, as stated on the proposal form, will be held responsible by the School for settling any outstanding account in relation to the exhibition.

General Regulations

The School reserves the right to charge for any additional security services which it deems necessary for an event.

The proposer / lender is required to comply with any reasonable request from a member of School staff concerning use of premises and facilities.

Hazardous or dangerous items may not be brought on to the premises without prior written permission. Illegal substances or items may not be brought on to the premises under any conditions.

SOAS operates a 'No Smoking' policy in all areas, unless otherwise indicated.

Fire Regulations

The maximum number of people allowed in individual rooms and enclosed areas as decided by the School, in consultation with the Fire Officer, must not be exceeded. Exits are to be kept clear at all times.

Liability

The School does not accept responsibility for the loss of or damage to property brought on to School premises. The Lender / Proposer agrees to indemnify and to keep the School indemnified against all liabilities, loss, damage, expense, costs and claims by any person in respect of injury or loss or damage to property howsoever caused during the use of School premises by the lender / proposer, in respect of the exhibition.

The School is insured against legal liability resulting from use of its facilities.

Reparation

The Lender / Proposer will be responsible to the School for making good, to the satisfaction of the School, any damage done to School premises, furniture, equipment or other property consequent upon the use of School premises by persons attending / involved with such event.

The Gallery provides and is responsible for:

- The use of exhibition space with options on which gallery is to be used within *The Galleries* facility of the building. Additional areas of the building are periodically used to display other material and, as such exhibitions may be run concurrently.
- Making good of exhibition space, walls and surfaces prior to and after any installation, to the standard required for work to be displayed. The only exception to this being when a project/exhibition has made material or structural alterations for the purpose of display. In such instances, the event organiser is required to meet additional costs for return of the space.
- Access to and full use of all existing display equipment, cases; environmental controls and lighting facilities, listed on a separate sheet.
- Practical support and assistance from Gallery staff with design and layout; installation of work; condition reports; printing and mounting of text and labels, if required. Within the limits of existing in-house equipment and staff.
- The Gallery's own installation technicians for up to ten working days during the Gallery's normal working hours, not including weekends.
- Assistance with the unpacking of works, on site storage of packing materials and crates, and packing of works at the end of the exhibition (within the practical constraints of available staff and storage space).
- Establish an agreement with the Lender/proposer on final layout and positioning of work, having final say should any work be considered potentially controversial within the setting of the School.
- Standard levels of security and the daily running of the exhibition for the opening hours of Tuesday to Saturday 10.30 to 17.00, Thursdays 10.30 – 20.00 closed Sunday and Monday. Ensuring public access to the materials exhibited.
- Use of both The School and Brunei Gallery names for publicity and association with our profile as a central London venue. Retaining total control and final say over any and all use and association of the names.
- Providing use and controlled access to the Gallery's existing mailing, press and associated institution lists for publicity purposes.
- If required, the Gallery can assist with the choice of possible printing, graphic and design firms to use, advising on alternative formats and mediums available.
- The School and Gallery cannot support financially, but can be consulted and advise on, various aspects of the proposed exhibition including: Government Indemnity and commercial insurance; transport; design and layout; signage and labeling; aspects of preventative conservation; environmental and display conditions; security; publicity and marketing; student/school/outreach and educational activities including groups and related associations.

The Lender/Proposer is to cover and be responsible for:

- The cost of transport and packing of all exhibits and additional or supporting equipment to and from the Gallery. A comprehensive list and schedule of which must be supplied to/agreed with the Gallery prior to delivery.
- Securing and taking responsibility for any Loan Agreements required, which the School and Gallery in turn will support as the displaying venue.
- Any and all costs incurred as part of a Loan Agreement. Providing the Gallery with a full list of all public and private lenders involved prior to the exhibition.
- Reaching an agreement with the Gallery on any final layout/design for the exhibition installation.
- Any costs for additional materials for display required in mounting, framing and installation of all works, which the Gallery cannot already supply. This includes any specialist equipment or mounts required by the exhibits, which the Gallery does not already have.
- The cost of any additional outside technicians or specialists required for installation, fabrication, conservation and display requirements of exhibits, outside of existing Gallery staff.
- Any and all costs incurred by works and supporting material, for the exhibition, arriving at an unreasonable time, thus making full installation within normal working hours impossible.
- The cost for the production of any and all printed material relating to the exhibition, including leaflets, guides, posters, handouts, catalogues and associated publications. The Gallery requires advanced sight of all proofs of printed material produced specifically for this exhibition. This is not requesting or exerting an editorial control, it is to purely to ensure correct and appropriate usage of the SOAS and Brunei Gallery names.
- All material produced for marketing, press publicity and advertising costs. The Gallery can assist in a purely advisory capacity in this area.
- Full cost of insurance for the exhibition, both in transit and whilst at the Gallery. If the Lender/Proposer does not have their own insurance it is possible to obtain this through SOAS, using their Broker. The Lender/proposer should establish whether National Indemnity can be sought or whether commercial insurance is sufficient. Please bear in mind that three months and one week's notice is required for an Indemnity application, taking into account the minimum liability clause for National Indemnity. The Gallery can advise on aspects of this.
- Any costs required by having additional opening days and times, outside of the Gallery's standard opening hours of Tuesday to Saturday 10.30 - 17.00.
- All costs of any receptions or private views for the exhibition, including room hire and catering. The Gallery can advise and assist in the physical administration of such events, with the School providing the use of a suitable space for a reception on the opening night or first private view only. As part of SOAS, all catering arrangements for receptions and events must be booked through the School Conference Office - using the designated catering firm SODHEXO.
- The exhibitor/lender/proposer is required to give a minimum of 3 months notice of cancellation of the exhibition. Where due notice is not provided, a fee may be charged to cover any costs that have been incurred.

MEMORANDUM OF AGREEMENT

Made this.....day of.....twenty hundred and.....between the Brunei Gallery as a department of the **SCHOOL OF ORIENTAL AND AFRICAN STUDIES** (University of London), Thornhaugh Street, Russell Square, London WC1H 0XG (hereinafter called The Gallery) on the one part andas exhibition proposer (hereinafter referred to as the lender/exhibitor), agree to the terms and conditions with areas of responsibility as stated above. In relation to and for the purpose of the organization and presentation of the exhibition.....

On behalf of:

SOAS/BRUNEI GALLERY

LENDER/PROPOSER

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Signed by: John Hollingworth

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Signed by: