



Trowbridge Town Hall
Market Street
Trowbridge
BA14 8EQ

Email:
info@tothtrowbridge.com
Phone:
01225 774306

Gallery Hire – Terms and Conditions

These Gallery Hire Terms and Conditions should be read in conjunction with our general Room Hire Terms and Conditions, which can be found on our website.

The general terms apply to all bookings across the venue, while the following document outlines additional conditions and requirements specific to the hire and use of the Gallery space. By proceeding with a Gallery booking, hirers agree to both the general terms and the Gallery-specific terms set out below.

1. Delivery & Collection

- Transport and delivery costs are the responsibility of the Hirer.
- TTHT cannot accept responsibility for taking delivery or overseeing collection.
- The venue has no storage facilities for artworks. TTHT cannot be held liable for any damage to works not delivered or collected on the agreed dates.
- Storage of artworks left beyond the agreed collection date will incur a charge of £50 per week.
- Delivery and collection must take place within the venue's opening hours.

2. Installation & Dismantling

- Installation and dismantling are the responsibility of the Hirer and must take place within venue opening hours.
- The Hirer must provide all mounts, frames, and display materials.



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- Framed works must be fitted with D-rings to be compatible with the existing hanging system.
- TTHT will provide instructions for use of the hanging system.
- No alterations may be made to the gallery or its fixtures and fittings. This includes (but is not limited to) drilling, screwing, nailing, painting, or fixing anything to walls, ceilings, floors, or plinths.
- Any damage caused to the building, fixtures, fittings, or equipment will be repaired by TTHT, with costs charged to the Hirer.
- Any electrical equipment must be PAT tested and approved by TTHT prior to use.
- The Hirer is responsible for supervising and securing the gallery during installation and dismantling, ensuring no damage or obstruction occurs, and that fire exits and corridors remain clear.
- TTHT reserves the right not to display any work deemed unsafe, unsuitable, or in breach of these terms.
- All packaging materials must be removed from the premises for the duration of the exhibition.

3. Publicity & Promotion

- The Hirer must supply suitable images and text for TTHT to publicise the exhibition.
- TTHT will promote the exhibition through its regular channels (website, social media, and mailing list).
- Hirers are strongly encouraged to promote the exhibition through their own networks.



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4. Hire Fee

- A non-refundable deposit of 50% of the total hire fee is due 30 calendar days prior to the start date.
- The remaining 50% is payable at the end of the exhibition.
- For group exhibitions, all payments must be made by a nominated representative.
- The hire fee for the gallery is £200 + VAT per calendar week.

5. Cancellation Policy

- Cancellations made more than 30 days before the start date will incur no charge beyond the non-refundable deposit.
- Cancellations made within 30 days of the start date will be liable for the full hire fee.

6. Artwork Sales

- If the Hirer requests TTHT to administer sales, TTHT will retain 30% commission on all works sold.
- The remaining balance will be paid to the artist within 28 days of the exhibition's end, upon receipt of an invoice.
- TTHT will provide a sales summary and coordinate collection of sold artworks by buyers.



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7. Insurance

- The Hirer must insure all artworks and personal equipment while on TTHT premises.
- TTHT accepts no responsibility for loss or damage to artworks during or after the exhibition.
- The Hirer must hold valid Public Liability Insurance and is liable for any costs arising from damage to the premises or injury caused during the hire period.

8. Launch Event

- TTHT will provide staffing for a launch event of up to 2 hours, at a mutually agreed date and time.
- The Hirer is responsible for providing and serving their own refreshments, including glassware and crockery if required.
- TTHT reserves the right to open the bar if deemed appropriate.
- The Hirer must not sell alcohol. Any alcohol served must comply with licensing laws (e.g. no service to under-18s or intoxicated persons).

9. General Conditions

- Any works requiring daily setup or maintenance by TTHT staff must be agreed in advance.
- Gallery opening hours are Monday–Saturday, 9:00am–4:00pm (excluding bank holidays).
- The Hirer must complete a Health & Safety Risk Assessment prior to installation.



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- The Hirer must ensure appropriate PRS and PPL licences are in place where applicable.
- TTHT will not be liable for any loss, damage, or costs arising from cancellation or interruption due to events beyond its control (including but not limited to fire, flood, power failure, or government restrictions).
- The Hirer must ensure that all persons associated with the exhibition behave appropriately and comply with TTHT staff instructions. TTHT reserves the right to terminate the exhibition if behaviour is unsafe, unlawful, or disruptive.
- TTHT may photograph the exhibition and venue for marketing and archival purposes.