

**Exhibition Space Hire Proposal Form**

**for Galleries 1.2 / 1.3 / 1.2 & 1.3**

**at the Herbert Art Gallery & Museum (HAGM)**

**Please let us know if you have any access requirements or need support filling in this form by emailing exhibitions@cvlife.co.uk**

**Please see the website for the next deadline to send in your Proposal Form.**

**This will usually be in January (for bookings April – September) and June (for bookings October – March).**

Please tell us about your proposal for an exhibition.

**Name of Lead Artist/Curator/Group/Organisation:**

Contact email:

Contact telephone:

Social media/weblinks:

Address:

**Please confirm that this person would be the Project Lead and responsible for Health & Safety matters** ❑ Yes ❑ No

**Is this a group exhibition?** ❑ Yes ❑ No If Yes, number of artists/curators in the group:

**Is this a student exhibition?** ❑ Yes ❑ No

If Yes, please tell us your university/college, course and year:

**Project**

Please provide an outline of your exhibition/project detailing themes, aims and outcomes

*(maximum 250 words):*

**Proposed nature, size and number of works** *(indicative estimate)***:**

**Technical**

Please indicate what the install of the exhibition will involve, including hanging, lighting, audio visual, other. *Please note,* *HAGM cannot provide technician support but can usually source this on behalf of exhibitors if required. Payment for the technician’s services will be the responsibility of the exhibitor.*

If you intend to install the work yourself, please tell us what experience you have of doing this:

**Target audience**

Who is your exhibition aimed at:

**Marketing**

*HAGM will support your marketing through our website and social media channels.* Please tell us what marketing you will be doing yourself to bring audiences to the venue:

**Images**

Please supply up to 10 images of the work, or as examples of the proposed work, tosupport your application and for promotional purposes:

Image: 1 Artist/Artwork details:

Etc

**Budget**

*\*The current Licence Fee for our galleries is £120 a week for Gallery 1.2 or Gallery 1.3, or £180 a week for Galleries 1.2 & 1.3. There is a minimum hire period of two weeks.*

Please give us an outline of your budget and sources of funding:

|  |  |
| --- | --- |
| **EXPENDITURE** | **Amount**  **£** |
| Number of weeks x weekly Licence Fee \*£120 / \*£180  (eg 2 weeks in Gallery 1.3 x £120 = £240) |  |
| Artist fees |  |
| Installation - materials |  |
| Installation - technician fees (estimated at £180/day) |  |
| Equipment hire |  |
| Marketing design + print |  |
| Transport and travel |  |
| Volunteer expenses (for installation and invigilation) |  |
| Catering for events (for opening or workshops) |  |
| Other (please specify) |  |
| Other (please specify) |  |
| Other (please specify) |  |
| Total |  |

|  |  |
| --- | --- |
| **SOURCES OF INCOME** | **Amount**  **£** |
|  |  |
|  |  |
|  |  |
| Total |  |

**Dates**

Please include your first and second choice of dates for your exhibition, installation and deinstallation.***Before completing this section, please view the Schedule below for the dates currently available****.*

First Choice Installation Dates:

Exhibition Dates:

Deinstallation Date(s):

Second Choice Exhibition Dates:

Installation Dates:

Deinstallation Date(s):

**Invigilation**

Please tell us how the exhibition will be invigilated.If you are happy for the exhibition to be open without being invigilated, please let us know. Please note this will be reviewed as part of the risk assessment.

*We normally expect the exhibition space to be open to the public during our opening hours:*

*Monday: CLOSED (Open for Bank Holiday Mondays)*

*Tuesday to Saturday: 10am – 4pm*

*Sunday: 12pm – 4pm*

**Events**

Tell us about any events you are planning to support the exhibition such as an opening event/private view and workshops (*please include brief description, dates and times*).

**Payment**

*If your application is successful, Coventry Culture Trust will issue you with an invoice for the Licence Fee, and this will need to be paid in full before the booking can be confirmed.* Please let us know if the invoice should be made out to someone other than the main contact and address given on the first page:

**Cancellation Policy**

The Licence Fee is paid in full on booking. We will issue part or full refunds based on the following:

At least 6 months’ notice of cancellation: 100% refund

3–6 months’ notice: 50% refund

Less than 3 months’ notice: 0% refund

**Accessibility**

Please tell us about any accessibility requirements you may have during your use of the space:

**Queries**

Please send any queries to: exhibitions@cvlife.co.uk

**Signature: Date**:

**PLEASE RETURN THIS FORM IN EITHER A WORD DOCUMENT OR PDF TO:**

[exhibitions@cvlife.co.uk](mailto:exhibitions@cvlife.co.uk)

**Thank you**

**SCHEDULE**

**Gallery 1.2**: Available between 8 June – 27 September 2026

**Gallery 1.3:**Available between 16 March – 27 September 2026

**Gallery 1.2 and 1.3**, between 8 June – 27 September 2026

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Booking Period** | **Dates**  ***Please note: these dates need to include your install and deinstall days.*** | **Gallery 1.2**  Please put 1 for your first choice and 2 for your second choice | **Gallery 1.3**  Please put 1 for your first choice and 2 for your second choice | **Gallery 1.2 & 1.3**  Please put 1 for your first choice and 2 for your second choice |
| **10** | 16 – 29 March 2026 | Not Available |  | Not Available |
| **11** | 30 March – 12 April | Not Available |  | Not Available |
| **12** | 13 – 26 April | Not Available |  | Not Available |
| **13** | 27 April – 10 May | Not Available |  | Not Available |
| **14** | 11 – 24 May | Not Available |  | Not Available |
| **15** | 25 May – 7 June | Not Available |  | Not Available |
| **16** | 8 – 21 June |  |  |  |
| **17** | 22 June – 5 July |  |  |  |
| **18** | 6 – 19 July |  |  |  |
| **19** | 20 July – 2 August |  |  |  |
| **20** | 3 – 16 August |  |  |  |
| **21** | 17 – 30 August |  |  |  |
| **22** | 31 August – 13 September |  |  |  |
| **23** | 14 – 27 September |  |  |  |

***If booking for 4 weeks, please write 1 or 2 in 2 periods.***

GALLERY 1.3 IMAGES

A room with paintings on the wall

AI-generated content may be incorrect.

Showing the rear and right walls / Garry Jones Photography

A room with a table and chairs

AI-generated content may be incorrect.Showing the rear and left walls (the door remains closed off) / Garry Jones Photography

GALLERY 1.2 IMAGES

A room with a bench and art on the wall

AI-generated content may be incorrect.

Showing the entry door and left side wall / Garry Jones Photography

A room with a red wall and pictures on the wall

AI-generated content may be incorrect.

Showing the rear and right hand walls / Garry Jones Photography