

**The Green Man** is an independent gallery and arts venue in Buxton managed and run on a voluntary basis by its artist members. The gallery is open to the public from 10.30am to 5.30pm every day except Thursday.

Various spaces on both the ground and first floors can be hired by artists working in most media for guest exhibitions which change monthly. There is a workshop room on the mezzanine floor which can be hired during and outside opening hours for workshops, talks, meetings etc by individuals and groups. The ground floor gallery in a former ballroom can be hired for evening events and performances, and during the day on Thursdays (except during July and August when the gallery is open to the public every day).

There are five exhibition rooms on the first floor (up two flights of stairs) which can host guest exhibitions. Some of them can also be hired for other purposes if the Workshop Room is unavailable.

The ground floor is heated by a series of Edwardian cast iron radiators. There is no central heating on the other two floors however convector heaters are in use during the winter.

There is wheelchair access to the main gallery but currently the mezzanine and first floors are only accessible by stairs.

## Spaces for Hire

### 1. The Ground Floor Gallery (Ballroom)

The ballroom is separated into five open-plan areas created using fixed, free-standing white screens, 8ft high by 4ft wide:

Spaces can be hired in the main gallery for solo and group exhibitions and for small-scale performances. The whole area can be hired for other evening events such as meetings, presentations, launches and receptions.

- **Room 1: Performances and presentations**

L-shaped area containing a small corner stage and the gallery's shop. Available for: live music, spoken word and small-scale theatre performances, receptions, parties, book launches and presentations outside opening hours. Seating capacity for performances is usually 50 when arranged in rows; between 30/35 if seated at 'café tables'. We also use this area for occasional drop-in workshops during opening hours.

The ballroom has a high ceiling and very resonant acoustics. It is ideal for acoustic instruments, classical music and jazz. The stage is lit separately by two Par 38 bulbs. Performers may bring their own stage lighting if required. The gallery can sometimes provide a PA system but visiting musicians usually bring their own equipment.

There is a baby grand piano in the gallery (a 1930s Steinberg) which can be used at a small extra charge to help cover the cost of tuning and maintenance.

**NB A local council Temporary Event Licence will be required for some types of performance. This costs £21.**

## Ground Floor Exhibition Spaces

Guest artists usually hire for one month but occasionally the period of may be extended by negotiation. The gallery holds an evening launch event for each new guest exhibition and supports the artist in the promotion of the exhibition. Sales are managed by the gallery.

- **Room 2:** Exhibition space created by 12 screens on the former dance floor. Space for 3D work on the floor.
- **Room 3:** Exhibition space created by 10 screens on the former dance floor. Space for 3D work on the floor. Artists may also hire half of this room (five screens) for small exhibitions.
- **Room 4:** Exhibition space created by 5 screens and wall space. This room currently contains a large snooker table (covered) which can be used to display smaller 3D work, 2D work on table-top easels, sketch books etc
- **Long Gallery:** Exhibition space with seven screens for hanging 2D work. Excellent natural light from the large west facing windows.

## 2. First Floor Exhibition spaces

- Five light, high-ceilinged rooms providing excellent, self-contained exhibition space.

**NB We are unlikely to have guest exhibition space available in July and August 2016 as we will be hosting the large exhibition of entries to the Buxton Spa Prize.**

## 3. The Workshop Space

A large, bay-windowed room on the mezzanine floor with excellent natural light and 'daylight' electrical lighting. The room can be equipped with work tables, folding chairs and easels if required. Suitable for all types of visual arts and craft workshops, talks, writing workshops, meetings, rehearsals and many other uses. There is a sink available in a small room adjacent to this space.

Capacity depends on the activity and can be discussed at the time of booking.

## 4. The Agnew Room

A bay-windowed room on the first floor, directly above the Workshop Space. Good light and a lovely view over Buxton. Currently bare floorboards but suitable for art and craft workshops depending on the current exhibition. May be difficult to heat in the coldest months!

## Other Facilities

**Refreshments:** Hot drinks can be purchased from our Kenco machine (tea, coffee (including decaffeinated), hot chocolate, Earl Grey. We can also supply a small selection of herb teas. Drinks cost £1 and there are biscuits on sale at 40p per pack of two. Other refreshments can be served at evening events. We will discuss this at the time of hire.

**Toilets:** The toilet area on the ground floor is currently unisex with two cubicles for women and one for men. There are two wash basins. Unfortunately we do not yet have a cubicle accessible by wheelchair.

**Kitchen:** The kitchen is the former bar area from the days when the ballroom housed the British Legion Club. It can be used as part of the hire of the main gallery. There is a kettle, a sink and a fridge but no cooking facilities. The kitchen is not accessible by wheelchair.

## Parking

There is a limited amount of private parking for users of the gallery, approached from Hardwick Square South. Capacity approximately 8 cars. The Pay and Display car parks on the Market Place and at the Town Hall are both a few minutes' walk away and parking spaces on Terrace Road (in front of Buxton Museum) and on Hardwick Square South. Roadside parking is time-limited before 6pm.

## Hire Charges

**Workshop Space:** £15 per hour for sessions up to 3 hours. Discounts available for longer periods of hire and block bookings. Community Rate (e.g. local community organisations; workshops which are free to participants): £10 per hour with the same discounts available.

**Performance Space:** Ticketed performances by professional performers and companies are usually on a flat-rate hire basis (currently £45) but at times a Box Office split can be negotiated if this is preferred. Please discuss at the time of booking.

**Exhibition Space:** Hire fee (depending on the size of space hired) plus 30% commission on sales. Ground floor spaces cost £20 per screen per month

For guidance:

<b>Room 2 (12 screens):</b> £240	<b>Room 2 (8 screen bay):</b> £160	<b>Room 3 (10 screens):</b> £200
<b>Room 3 (5 screen bay):</b> £100	<b>'Bar' wall:</b> £100	<b>Long Gallery (7 screens):</b> £140

**First floor rooms:** £240 per large room; £200 per smaller room

## Booking

Please contact our Events Manager, Caroline Small, to discuss your requirements and receive our Terms and Conditions and Booking Form. Contact details below. We are very flexible and welcome new ideas for using our spaces.

Email: [hello@thegreenmangallery.com](mailto:hello@thegreenmangallery.com)  
Gallery phone: 01298 937375 / 07977 956707 during opening hours  
Caroline's direct phone: 07940 333352 or 01298 72068

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## What will the Green Man Gallery do for you?

We will:

- Ensure that you have access to the gallery at the time(s) arranged.
- Ensure the space you have hired is ready for you to use and is heated in colder weather. You are welcome to arrange the space and the furniture to suit your activity as long as fire exits are not blocked.
- Host a launch event for guest exhibitions (usually on the Friday following your hanging date from 7pm to 9pm).
- Publicise your activity or event in the following ways:
  - On our website
  - In regular email bulletins to our mailing list (currently 900+)
  - On the workshop programme available in the gallery
  - At gallery events.
  - On our Facebook page (currently almost 2,000 Likes) and other appropriate FB pages and groups e.g. What's on in the High Peak
  - On listings websites e.g. Made in Derbyshire and Buxton Town Talk
  - In publications such as Pure Buxton and ArtsBeat if we have sufficient notice to meet their copy deadlines
  - By creating a poster\*

\*Posters can be designed by the Green Man Gallery. You will need to provide an image as a jpeg and clear, concise information about the event. (See booking form for more details and where to send your image.)

OR

\*Posters can be designed by the artist/group and must be sent to us for additional information to be added (e.g. Green Man logos).

In both instances we will print copies for the gallery itself and will email you the finished poster for you to print and distribute.

**It is very important for you to publicise your event as widely as possible and to allow sufficient lead-in time to do this. (We suggest a minimum of 6 weeks although longer would be preferable.) The gallery is run by volunteers and does not have a large marketing budget.**

We look forward to welcoming you to The Green Man Gallery and to hosting your event.

**Caroline Small**  
**Events and Bookings Manager**

hello@thegreenmangallery.com

The Green Man Gallery, Hardwick Hall, Hardwick Square South, Buxton SK17 6PY