

**The Green Man** is an independent gallery and arts centre in Buxton, managed and run on a voluntary basis by its artist members with the help of a team of community volunteers. It does not receive funding but raises income through commission on sales, venue hire and donations. The gallery is currently open to the public on five days a week and every day during July. Opening times can vary according to staffing levels.

The gallery has occupied its current premises at Hardwick Studios (behind Buxton Museum and Art gallery) since September 2014. The building was once part of a Victorian spa hotel. It is run-down but full of history and character. The areas used by the gallery have been refurbished by the resident artists and gallery volunteers to create excellent multi-purpose spaces while making the most of the many original features. Space on the ground floor can be hired by artists working in most media and the gallery aims to host a guest exhibition every month except December.

There is also a Workshop Room on the mezzanine floor which can be hired during and outside opening hours for workshops, talks, meetings etc and the ground floor gallery in a former ballroom can be hired for evening events and performances.

The ground floor is heated by a series of Edwardian cast iron radiators. There is no central heating on the other floors however convector heaters can be used during the winter

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

## Spaces for Hire

### Exhibition space in the Ground Floor Gallery

The ballroom is separated into several open-plan 'rooms' created using fixed, free-standing white screens, 8ft high by 4ft wide. Guest artists are offered a choice of exhibition spaces of 4, 5, 6, 10 or 12 screens. These are usually in Rooms 2 or 3 on the plan (see page 5).



Guest exhibitions are in place for four weeks. The gallery holds an evening launch event (or daytime if preferred) for each new guest exhibition and supports the guest artist in the promotion of the exhibition. Sales are managed by the gallery at 30% commission. Exhibition change-over days are always Thursdays when The Green Man is closed to the public however we can sometimes make other arrangements if this is impossible for the guest artist.

## The Workshop Room

A large, bay-windowed room on the mezzanine floor with excellent natural light and 'daylight' electrical lighting. The walls in this room are used for displays by local charities and community groups. Guest artists can book the room to run workshops during their exhibition. The charge is either 30% commission on participants' fees or £15 per hour, whichever is less. We can supply work tables, folding chairs and easels and the room is suitable for all types of visual art and craft workshops. There is a sink in a small room adjacent to this space.

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

## How much does it cost?

**Exhibition Space:** We charge a hire/event management fee based on £20 per screen for four weeks plus 30% commission on sales from the exhibition, for example:

- **Room 2: 6 screen bay = £120; Whole room (12 screens) = £240**
- **Room 3: 5 screen bay = £100; Whole room (10 screens) = £200**

### Workshop Room:

There is a special arrangement for guest artists during their exhibition (see above). At other times the rates are as follows:

**Commercial Rate** (i.e. participants pay to enter) £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 or workshops which are free to participants): £10 per hour with the same discounts available.

## Other Facilities

**Refreshments:** Hot drinks (tea, coffee, hot chocolate and herb teas) are available at £1 per cup. There are biscuits on sale at 60p per pack of two. Wine, beer and soft drinks are served at evening launches (donations are invited to cover costs), or hot and soft drinks and cake for daytime launches.

**Toilets:** These are on the ground floor. There is wheelchair access into both toilet areas but unfortunately we do not yet have an accessible cubicle.

**Kitchen:** The kitchen is the former bar area from the days when the ballroom housed the British Legion Club. There is a kettle, a sink and a fridge which hirers are welcome to use. There are no cooking facilities and the kitchen is not accessible by wheelchair.

## Parking

There is a limited amount of free 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 there are parking spaces on Terrace Road (in front of Buxton Museum) and on Hardwick Square South. Roadside parking is time-limited before 6pm.

## Applying for a Guest Exhibition

Please email our Events Manager, Caroline Small, with a brief proposal and at least five images of your work or a link to your website. We are very flexible and welcome new ideas for using our spaces. Your proposal will be discussed by the Resident Artists at their fortnightly meetings. If you are invited to exhibit, Caroline will arrange to meet you at the gallery to discuss your exhibition in more detail.

Once the details of your exhibition have been discussed by email and in person, Caroline will send you a Booking Confirmation Form/Agreement. We require a deposit (25%) on booking and the balance on or before your hanging date.

Email: hello@thegreenmangallery.com  
Phone: 07940 333352 (Caroline's direct line. She is not at the gallery every day.)

## 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.
- Host a launch event for your exhibitions (usually on the Friday evening following your hanging date or during the day on the Saturday).
- Publicise your activity or event in the following ways:
  - On our website
  - In regular email bulletins to our mailing list (currently 1,500+)
  - In the What's On leaflet available in the gallery
  - At gallery events
  - On our Instagram and Facebook pages and other appropriate FB pages and groups e.g. What's on in Buxton, What's On in the High Peak
  - In Pure Peak magazine 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 images as high resolution jpgs and clear, concise information about the event.

OR

\*Posters can be designed by the guest artist/group. We will provide the gallery logo and other details for you to include. All posters must be proof-read by the gallery before going to print.

In both instances we will print copies for display inside and outside the gallery.

**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.**

**Guest artists should send Launch Invitations to their own networks and also print and distribute publicity material. We will discuss this with you at the time of booking**

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

**Caroline Small  
Events Manager**

## Guest Exhibitions at The Green Man Gallery

### Terms and Conditions

1) **Hanging:** The guest artist will be responsible for hanging their work and for taking it down and removing it from the gallery on the dates stated. Frames must be secure and artworks must be properly strung. **Please bring picture hooks appropriate for the size and weight of your work.** Gallery staff on duty will aim to give advice and assistance if required.

2) The artist/s will be responsible for labelling their work with the work's title, medium and price (plus other information at the artist's discretion). Exhibitors are also advised to display an artist statement/exhibition 'blurb'. **Please use masking tape** to fix labels to the screens, not Blu-tak or sticky pads. (We can provide masking tape.)

3) **Print browsers/sale of cards etc** Guest Artists are welcome to bring a print browsers to be placed within their exhibition. The gallery also permits the display and sale of a limited number of cards and postcards directly linked with the exhibition but artists must provide their own display rack. Please discuss this with us well before your hanging date. The minimum card price in the gallery is £2 so please don't charge any less except for very small cards (less than A6).

4) **Catalogue Sheet:** The artist must provide a catalogue sheet giving titles of each piece of work exhibited along with prices and any additional information regarding sale of the work. This will be kept in a folder under the counter and will help gallery staff to deal with enquiries and sales.

#### 5) Exhibition basis - **EXAMPLE**

- Hire of space: **Ground floor Room 3: Ten 8' x 4' screens**
- Hire charge: **£200 for the period *Date to Date* inclusive**
  - Deposit: £50 (25%) payable at time of booking
  - Balance: £150 payable by *hanging day*
- Gallery commission: **30% on all sales**
- The guest artist retains right of ownership until work is sold.

6) **Insurance:** All work in the exhibition must be insured by the artist(s). A copy of the artist's Public and Products Liability Insurance must be provided for the gallery's files. The artist will be informed immediately of any damage/breakages.\*

7) **Payments:** If work is sold, the gallery aims to make payment to the artist no more than two weeks after the end of the exhibition (often this will happen within one week). Work will be marked as 'sold' by the placing of a red dot on the label. The gallery also operates a scheme for purchasers to pay in up to 4 instalments. This is not a credit scheme: the art work remains in the gallery until the final instalment is paid. We will contact you if a customer requests this payment method

8) **Removal of work:** The exhibition should remain in place for the term agreed. Buyers will be advised that work can be collected at the end of the exhibition. In exceptional circumstances, if an artist wishes to remove a piece of work before the end of the exhibition, a suitable replacement should be hung in its place. If work is sold to visitors who live too far away to collect at the end of the exhibition, we will let them take it with them and will contact you to request a replacement. (It is usually possible to store one or two replacement pieces at the gallery in case this happens.)

**\*Insurance:** *If you don't already have PLI, we can advise you on how to obtain this. Artists can insure themselves for exhibitions very cheaply. Please contact [hello@thegreenmangallery.com](mailto:hello@thegreenmangallery.com) for information. If you are a constituted group of artists, your group insurance should cover you.*

# Plan of Ground Floor at The Green Man Gallery, Buxton

