

**The Green Man** is an independent gallery and arts venue in Buxton, managed and run on a voluntary basis by its artist members with the help of a team of community volunteers. The gallery is open to the public every day except Thursday and every day at the same times during July. Opening times vary according to the time of year with slightly reduced times from January to March.

The gallery has occupied its current premises at Hardwick Hall (behind Buxton Museum and Art gallery) since September 2014. The building was once part of a Victorian spa hotel. It is quite 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. Various spaces on both the ground and first floors can be hired by artists working in most media and the gallery hosts a new guest exhibition every month except December. In July our guest slot is taken up by The Buxton Spa Prize exhibition which occupies the whole of the ground floor so there are no other guest exhibition spaces available at that time.

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, and during the day on Thursdays (except during July and August).

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 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 several open-plan 'rooms' created using fixed, free-standing white screens, 8ft high by 4ft wide. **See floor plan on page 6.** Some areas also have wall space and window ledges for display. We recommend that you visit the gallery to look at the spaces available as some will suit your work better than others.

Guest artists usually hire space for one month but occasionally the period 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. Any sales are managed by the gallery at 30% commission. Exhibition hanging days are always Thursdays when we are closed to the public however we can usually make other arrangements if this is impossible for the guest artist.

### Ground Floor Exhibition Spaces (all open plan)

- **Room 1: Shop and social area, used for performances and other evening events**  
The 6 screens in the social area can be hired. There is a coffee table and armchairs in this space.
- **Room 2:** Exhibition space created by 12 screens on the former dance floor. Space for 3D work on the floor. Artists may also hire a bay of 6 screens in this room for a small display.
- **Room 3:** Exhibition space created by 10 screens on the former dance floor. Space for 3D work on the floor. Artists may also hire a bay of 5 screens in this room for a small display.

- **Room 4:** Exhibition space created by 5 screens and wall space. This room contains a large snooker table (covered) which makes an excellent display space for 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.
- **Bar Wall:** This partition wall was built in the early 1960s to create a bar when the ballroom was the Club Room for the Buxton branch of the Royal British Legion. The bar opening is now closed off with screens which are 'framed' by the old bar counter and a pelmet above. This quirky area also has wall space and has been used very imaginatively by a number of guest artists.

## 2. First Floor Exhibition spaces

- Five light, high-ceilinged rooms providing excellent, self-contained exhibition space. There are two large rooms, equivalent to Room 2 on the ground floor; two smaller ones, equivalent to Room 3 on the ground floor, and a further large bay-windowed room with excellent views over Buxton.

## 3. 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. There are work tables, folding chairs and easels available as required and the room is suitable for all types of visual art and craft workshops, talks, meetings and many other uses. 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.

## Other Facilities

**Refreshments:** Hot drinks can be purchased from our Kenco machine (tea, coffee (including decaffeinated) and hot chocolate. 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. Wine, beer and soft drinks are served at exhibition launches in return for donations.

**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. 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.

## How much does it cost?

**Exhibition Space:** We charge a hire/event management fee which depends on the size of space requested plus 30% commission on sales from the exhibition.

Ground floor spaces cost £20 per screen per month

For guidance:

**Room 2 (12 screens):** £240      **Room 2 (6 screen bay):** £120      **Room 3 (10 screens):** £200  
**Room 3 (5 screen bay):** £100      **'Bar' wall:** £100      **Long Gallery (7 screens):** £140

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

### Workshop Room

There is a special arrangement for guest artists during their exhibition (see previous page). 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; workshops which are free to participants): £10 per hour with the same discounts available.

## Booking a Guest Exhibition

Please contact our Events Manager, Caroline Small, with your proposal and at least five images. We are very flexible and welcome new ideas for using our spaces. Caroline will arrange to meet you at the gallery to discuss which space you would like to hire and discuss the details.

See below for details of the event management service we provide.

Email: [hello@thegreenmangallery.com](mailto:hello@thegreenmangallery.com)  
 Gallery phone: 01298 937375 during opening hours (NB Caroline is not on duty every day.)  
 Caroline's direct phone: 07940 333352 or 01298 72068 (not available in the afternoon)

## 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 following your hanging date from 7pm to 9pm but timing is flexible).
- Publicise your activity or event in the following ways:
  - On our website
  - In regular email bulletins to our mailing list (currently 950+)
  - In the What's On leaflet 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 Buxton, What's On in the High Peak, Derbyshire Open Arts
  - 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 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.

**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.**

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

Please read our Terms and Conditions on page 4. Once the details of your exhibition have been discussed by email and in person, Caroline will send you a Booking Confirmation/Agreement. We require a deposit (25%) no less than one month before your hanging date.

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

**Caroline Small  
Events Manager**

Terms and Conditions on the next page...

## Guest Exhibitions at The Green Man Gallery

### Terms and Conditions

1) The artist/s will be responsible for hanging their work, for taking it down and removing it from the gallery on the dates agreed. Frames must be secure and art works 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. (We prefer not to use mirror plates unless your work is very heavy. Please discuss at the time of booking.)

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** 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) The artist/s must complete 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: e.g. **Ground floor Room 2: Twelve 8' x 4' screens**
- Hire charge: **£240 for the period *Date to Date* inclusive**
  - Deposit: £60 (25%) payable at time of booking
  - Balance: £180 payable by *hanging day*
- Gallery commission: **30% on all sales**
- The artists retain right of ownership until work is sold.

**6) Insurance:** All work in the exhibition must be insured by the artists. A copy of the artists' 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. Work will be marked as 'sold' by the placing of a red dot on the label. **If instructed, the gallery will also reserve art works on receipt of a deposit set by the artists. (We suggest 25%.)**

**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.

**\*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 Caroline Small 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

