

The Green Man Gallery – Workshop Room Information and Hire Charges 2021

The Green Man is an independent gallery and arts centre housed in a large Victorian building behind Buxton Museum, easy to find thanks to its central location. It is managed and run on a voluntary basis by local artists and community volunteers and is popular with locals and visitors alike. There is limited off-road parking space behind the gallery and pay and display car parks and roadside parking nearby.

The Workshop Room

A large, light, bay-windowed room up one flight of stairs on the mezzanine floor. (Unfortunately there is no lift.) The room is a flexible 'empty space' which is regularly used for art and craft workshops, dance classes, youth theatre, music workshops, theatre and music rehearsals, small-scale performances, meetings, talks and presentations. There is a small closet with a sink (cold water only). Floor plan on page 3.

Work tables (6' x 2.5' and 4' x 2'), chairs and easels can be provided as required.



Workshop capacity: 6 to 15 depending on the activity

Seating capacity: Up to 25 set out theatre-style

Availability: The room can currently be booked between 10.30am and 4.30pm every day except Thursday and occasionally during the evening, depending on availability.

Guideline hire charges

Per hour: **Commercial rate £15** per hour for up to 3 hours with discounts for longer & block bookings

Per hour: **Community rate £10** per hour for up to 3 hours

Full day (10:30am to 4.30pm): **£55**

Per week (i.e. 5 days): **£250**

For all enquiries and a hire quotation, please email the Events Manager, Caroline Small, on hello@thegreenmangallery.com

The Green Man Gallery, Hardwick Studios, Hardwick Square South, Buxton SK17 6PY
www.thegreenmangallery.com

What will the Green Man Gallery do for you?

We will:

- Handle your workshop bookings and keep you informed of numbers.
- 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.
You are welcome to set the room out in the way that best suits your activity. We will ensure enough tables, chairs, easels etc are available.
- Ensure that the room is heated in cold weather.
- Publicise your workshop/course in the following ways:
 - On our website
 - In email bulletins to our mailing list (currently 1,300+)
 - In the What's On leaflet available in the gallery
 - To gallery visitors and at gallery events
 - On our Facebook page (currently well over 2,000 Likes) and other appropriate FB pages and groups e.g. What's On in Buxton, What's On in the High Peak,
 - On listings websites e.g. Explore Buxton, Visit Buxton, Visit Peak District
 - In publications such as Pure Peak 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 workshop provider. 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. All other printing is your responsibility.

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 ; we do not have a large marketing budget or the capacity to distribute publicity other than in the ways described above.

Payment

Detailed payment information will be included in your Booking Confirmation/Agreement should you decide to go ahead with hiring the Workshop Room.

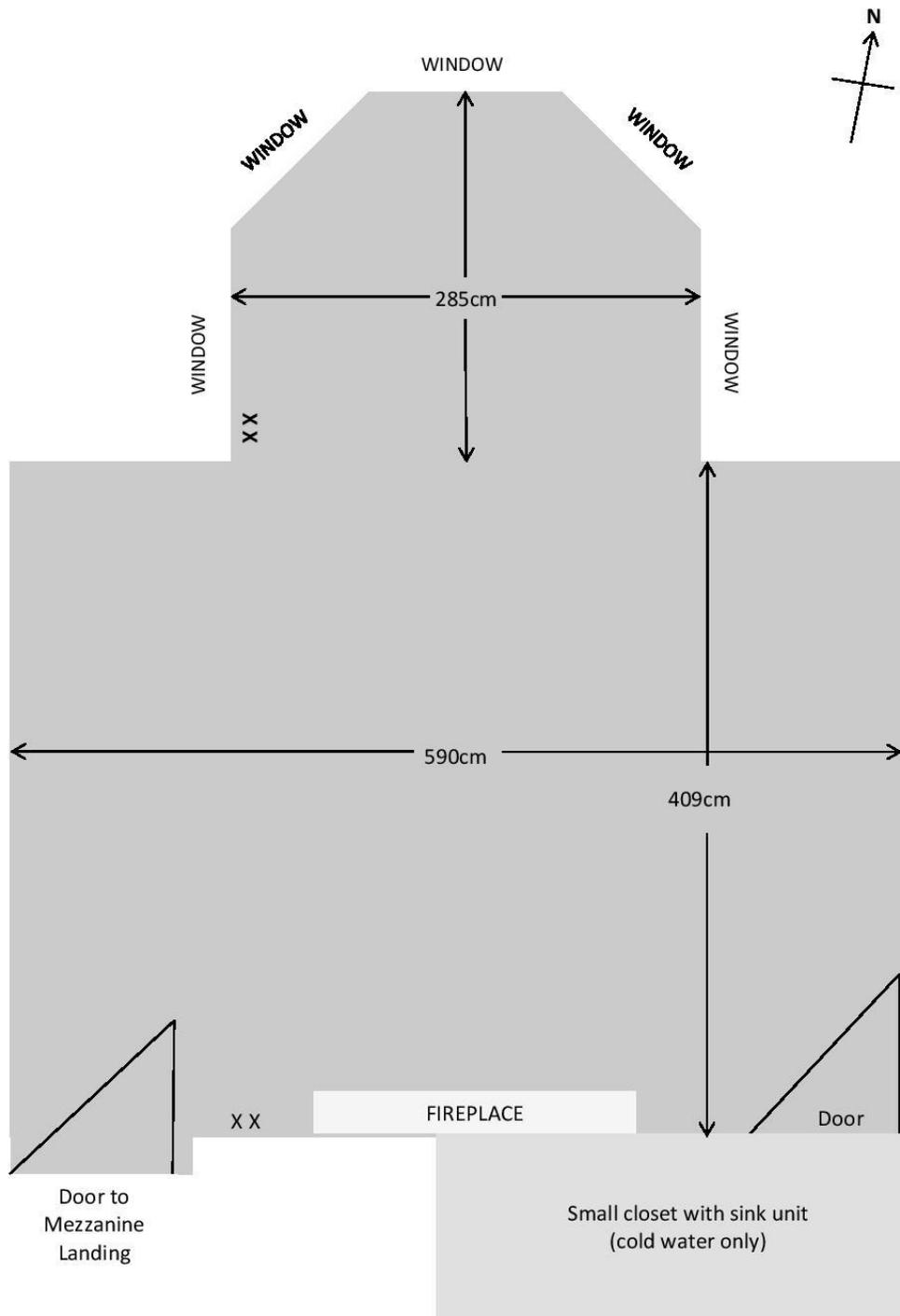
Paying the gallery: You can pay your hire fees by cash, cheque or bank transfer. Timing of payment(s) will depend on whether your workshop is a one-off or you are running a longer course. In both cases a reasonable deposit will be required.

Provided the hire costs have been covered as agreed, you receive 100% of the fees paid by participants, including payments made by card. (The gallery currently absorbs the card charges.)

Payments to you: We operate a monthly accounting system for all sales made at the gallery. Payments to artists are usually made in the first few days of the month following your event. (If your hire is very early in the month, it may be possible for us to settle your account earlier than this.) We prefer to make payments by bank transfer.

The Green Man Gallery Workshop Room (mezzanine floor)

Not to scale



X X = double electrical socket