

## **ART Hut Gallery**

### **An exhibition space for artists, performers Or event**

#### **CHARGES**

Deposit amount Rs. 5000/- [Refundable]

Rupees 2000/- for one day event ( 6/8 hrs including setup and cleanup time )

+ Rupees 200/- per day minimum as electric charges [ or as per reading, whichever is more ]

+ Rupees 300/- cleaning fee per day

Payments in favour of “ if the art café “

#### **Hours of Operation**

ArtHUT gallery timings are 10 am. to 8 pm.

#### **GUIDELINES FOR ALLOTMENT OF ArthUT Gallery for exhibition and performance**

1, Artists & Applicants must follow the procedure for applying for the booking of the ArtHUT gallery by duly filled prescribed application form. [ as mentioned on last page ] Incomplete application forms are liable to be rejected. The ArthUT gallery authority at its sole discretion reserves the right to accept or reject any application for the booking of the gallery.

2, Art HUT gallery reserves the right to deny use of its gallery to any artist or group of artists, if their works are not found suitable for any reason by the selection committee for displaying or performing in the gallery

3, Only the artists who have applied for the gallery will be allowed to exhibit/perform in the gallery. Art HUT gallery will not transferable to other artist on behalf of applied name.

4, In case of any cancellation made by the artist / exhibitor / organizer of the exhibition within one month or more before the start of the exhibition, 50% of the space fees amount will be refunded. In case of any cancellation made by the artist less than one month before the start of the exhibition no refund will be made to the artist /organizer of the exhibition.  
This amount will be adjusted against deposit amount.

5, Application for changes of date shall be considered as a fresh application and cancellation of the earlier application.

6, The gallery timings shall be from **3 p.m. to 8 pm.**, ArTHUT gallery shall remain open on all days except Government holidays. The ArTHUT gallery will be given normally only at 8:00 am on the first day of the exhibition for the display and the exhibits should be removed by 9:00 pm on the last day. Only on a written request, it may be permitted to display previous night, if the gallery is vacant.

7, In case the gallery is closed on any day due to unforeseen circumstances beyond the control, no refund of gallery rent or any part of it will be repaid.

8, No artist shall be allowed to remain in ArTHUT gallery before or after the specified timings except with prior written permission from authorities of ArTHUT gallery.

9, Installation and dismantling of exhibits are the responsibility of the exhibitor.

10, ArTHUT gallery will take all reasonable care but accepts no responsibility for theft of art works or gadgets. In case of fire, storm, flood or accident. It is the responsibility of the exhibitor / Performer to obtain appropriate insurance cover.

11, Only neatly designed posters upto A0 size shall be allowed for display on display boards outside the Gallery. No banners of large size can be displayed without permission ArTHUT gallery authorities.

12, No publicity material of any kind will be allowed to be fixed/ pasted on the pedestal, glass door or inside or outside walls or partition of the gallery. Also for any reason, **using cello tape or fixing pins or Gum tape or drilling nails on the pedestals or on the doors or on the walls/ceiling or on the partition of the gallery is prohibited.**

Also the exhibitor should not spoil or disfigure the table, chairs or other materials of ArTHUT gallery. Display of banners / hoardings at a sacrifice places within the premises of ART HUT will be shown in person, display here and there is **strictly prohibited**. Violation of these rules will incur penalty or cancellation of the exhibition and the whole caution money deposit shall be forfeited.

13, Sub-letting in respect of the whole or any part of the gallery by the exhibitor is illegal. Cards, advertisements or printed matter by persons from firms who other than the bona-fide Exhibitors should not be exhibited or distributed from any area of ArTHUT gallery premises without prior permission.

14, The demurrage charges are applicable to all those exhibitors who fail to remove their exhibits from the gallery premises after the end of their show.

15, Over loaded voices and any sort of noise pollution which are likely to cause hindrance to viewers and public will not be allowed inside the galleries. In case of show the acoustics has to be managed by exhibitor.

16, Ceremonial inauguration of the exhibition shall be done by lighting the oil lamp. No ostentatious ceremony like performance of puja, or religious rites or conduct of bhajan or political discourses is strictly prohibited inside the ArTHUT gallery.

17, ArtHUT gallery authority and the gallery staff have full rights to enter the gallery or any part of it at any time during the exhibition & performance time.

18, Smoking or consumption of liquor or drugs is strictly prohibited in the ArtHUT gallery complex.

19, Serving refreshments or eatables or coffee / tea inside the gallery space is prohibited. Refreshments are allowed on campus area.

20, In case of any electricity failure, no outsider shall be permitted to interfere with the electrical installations. ArtHUT gallery electrician on duty shall be called to restore electricity if the failure is due to any local defect. For failure of electric supply from the source of supply, the ART HUT shall not entertain claim for any refund.

21, ArtHUT gallery will provide storage space inside the gallery if required.

22, For security reasons, all bags may be subject to search upon entering or leaving the building, if the situation demands.

23, Visitors may take pictures for personal use, with a hand-held camera; and if exhibitor does not permit they should put up a notice more visibly in the notice Board in advance to avoid confrontations.

24, All disputes that have arisen in connection with the execution of the general conditions shall be solved through negotiations. No hoarse argument will be allowed with any member of ArtHUT gallery. In such circumstances, the decision of the ArtHUT gallery authorities will be final.

25, Telephone numbers of ART HUT can not be use in any invitation or publicity materials of the exhibitor, who is renting the gallery, and permission will be given only to collaborative institution / Artist for using Logo and telephone numbers of ArtHUT gallery.

26, All parking should be outside the ArtHUT gallery premises on service road at their own risk.

27, Heavily framed paintings more than eight kg. are not allowed for hanging on display channel. The authority of ArtHUT gallery must be consulted regarding the hanging of heavy works of art, and ArtHUT gallery authorities' decision will be final.

28, Chairs should **not** be kept close to the walls. Minimum distance of six feet should be maintained for placing tables and chairs. No materials (display boards, tables, chairs etc.) should be placed in front of the Exit.

29, The Gallery shall provide pedestals, chairs, tables and display panel to each of the show. All other required furniture are to be acquired by the exhibitor or event organiser.

30, Hand gloves should be used while hanging and removing painting. Shabby marks if found on the wall, the exhibitor will be **penalized** and an amount to repaint the wall will be collected from the user.

31, The gallery rent should be deposited by the applicant within the seven days advance of the date of the booking. If not, the booking will be automatically cancelled.

32, All programmes and procedures conducted by the applicant shall be orderly and lawful. If ArtHUT gallery apprehend unruly or unlawful behaviour it shall immediately take suitable action and shall not be responsible either for the refund of the fees or for any loss or damage arising there from.

33, The ArtHUT gallery also has right to secure help of police authorities to restore order and to maintain peace.

34, The following utilities are available for use during rental times.

- Out door refreshment area [ additional cost / free ]
- Storage unit [ free ]
- Rest room [ additional charges / free ]
- Drinking water [ free ]
- WC [ free ]

35, ArtHUT gallery reserves the right to amend or modify any of these rules or make new rules without any notice or assigning any reasons.

36, One member of the ArtHUT gallery is required to stay on the premises for the event and will take care of sweeping and garbage disposal. Event hosts and planners must clean up all tables, food and any other material that was brought by the event staff.

37, Smoking / alcohol consumption is not permitted inside the gallery.

**Application form for booking/allotment of the ArTHUT Gallery**

Dear Sir,

1. I have gone through the Gallery Rules of ArTHUT gallery and agree to abide by them. I request for allotment of Art Gallery as detailed below. I am enclosing few photographs of recent work/recent work of each of the artists in my group/ performing activity..

2. Application for Show: (i) Solo (ii) Group (iii) performance

3. Name of the artist/ performing group : \_\_\_\_\_

4. Name of the artists for group show / performance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Name of the Artist /Artists /Gallery/ Foreign Mission/ Charitable Trust for Sponsor Show :

6. Address/Telephone No./E-mail of contact person :

7. Details of qualification or experience in the field of art :

8. Details of awards, recognitions received at the State/National level:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Types of exhibits (tick relevant):

(i).Painting (ii). Sculpture (iii). Ceramic (iv).Graphic (v). Photographs (vi). Others

10. Months during which booking is sought:

1st preference \_\_\_\_\_ 2nd preference \_\_\_\_\_ 3rd \_\_\_\_\_

**I have read the gallery rules of the ARTHUT GALLERY and abide by the rules.**

Yours faithfully,

Signature: \_\_\_\_\_

(Name in Block letters) \_\_\_\_\_

Details of enclosures:

Bio Data/Photographs of the recent works (size 5" x 7") not returnable.