

Exhibition Application & Guide



The Senior Common Room Galleries located at Sadleir House exist to provide a venue for artists to showcase their work. This guide and application form explains how an artist can book a show in the Galleries and explains the nuances of eligibility and the limitations of the space.

Eligibility

In order to be eligible to host an exhibition, artists must be members of the P. R. Community & Student Association (PRCSA), the organisation that owns and operates Sadleir House. All full-time students of Trent University are members by virtue of their payment of student fees; all others can pay the annual membership fee and become members. Membership fees do not need to be paid at the time of application but must be paid before the exhibition opening.

The Space

The Senior Common Room is a suite of three rooms located on the second floor of Sadleir House. Using the picture rails installed in the suite (see the inventory of gallery hardware), the space is suitable for displaying many types of work. The Senior Common Room doubles as a study space and common room for the community and as such at least one room in the suite must be kept available for such activities during exhibitions. We encourage the design of exhibitions to allow for the co-mingling of art and study. More information on exhibit design can be found later in this guide. Because of the location of the Galleries on the second floor of the building, we regret that they are not presently accessible for persons with mobility concerns.

Security

Sadleir House is not responsible for the security of works while they are being exhibited. Sadleir House staff will undertake all due diligence in securing rooms and protecting artwork however, in the unlikely event of theft, damage, or other unforeseen circumstances, Sadleir House and the P. R. Community & Student Association shall not be held liable and our insurance shall not apply to your work. More information regarding security and liability will be discussed throughout this guide and if you have any particular questions or concerns please be in touch to discuss them.

Types of Exhibitions

Sadleir House offers two types of Exhibitions: Open or Closed. An open exhibition is open whenever the building is open; rooms are checked on semi-regularly by Sadleir House staff, however there is no on-going supervision of the rooms or the works therein. A Closed show is only open at specific times as indicated on the application form; the artist is responsible for supervising the room (either by doing it themselves or arranging for volunteers). During a closed show, all work must be contained within one of the three available rooms when the show is not open in order for the rest of the suite to be available for use. Closed shows are recommended for artists concerned about the security of their work.

Profit and Financial Matters

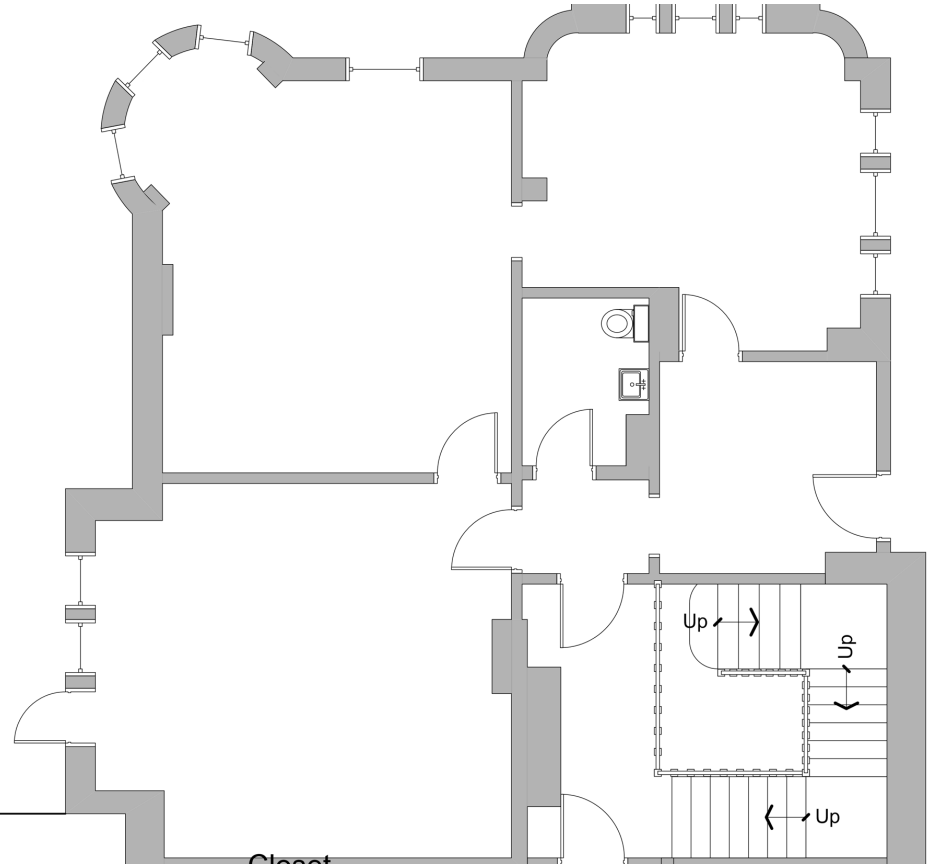
All exhibits must be free for the public to attend and as such, fees cannot be charged to view shows. Artists may feel free to sell their work through their shows or to sell products related to their work at their discretion.

Gallery Hardware & Setup

The Senior Common Rooms have picture rails installed in the two large rooms of the suite along the walls that do not have windows. Unfortunately there are no plinths or freestanding partitions available for works. In addition, all work must be hung from the picture rails as nails or pins may not be used on the walls. Tape or adhesives that are safe for use on painted walls may be permitted but artists should confirm beforehand that their proposed methods will be allowed.

Open Shows may use the entirety of the space provided that each room is still usable for the purposes of small meetings and group or solitary study. Closed Shows may use the entire suite under these same conditions while open, however when closed all work must be contained to only one of the two large rooms so as to allow access to other parts of the suite.

Sadleir House has a small collection of gallery hardware available for use with our picture rails. If artists require more hardware than we have available, you may bring your own string/fishing line/chain and S-Hooks (available from most hardware stores). Potential exhibits are always welcome to discuss hardware availability and concerns ahead of time in order to better plan their exhibits.



Available hardware:



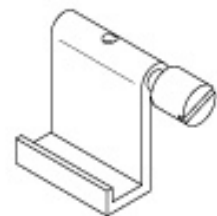
20 "J" Cables



20 Security Hooks



5 Mini-Hooks



2 Utility Hooks



1 Multi-Purpose Hook



1 Self-Grip Hook



1 Self-Grip Hook
(Secure)

Application Form



Name: _____

Phone: _____

Email: _____

- Membership: PRCSA/Sadleir House Member (includes full-time Trent students)
 Non-Member (\$25 Membership fee required before show start date)

Show Title: _____

Preferred Date & Duration of Show: _____

- I am flexible with my date
 I am not flexible with my date
Please list any scheduling restrictions (i.e. week-ends only, only in July, etc)

Type of Show: Open Show (*Unsupervised*)

Closed Show (*Supervised by Artist*)

For Closed Shows please provide the hours you are willing to provide supervision for.

By signing below, I acknowledge that I am aware of the public nature of Sadleir House and the Senior Common Room Galleries and I agree that the P. R. Community & Student Association (Sadleir House Facility) shall be indemnified and held harmless for any theft or damage of my work while it is on the premises. I am fully aware that the P. R. Community & Student Association (Sadleir House Facility) does not maintain insurance covering the property or liability of Artists such as myself and that I am personally responsible for securing such insurance if I desire it. I have read and am fully aware of the guidelines surrounding the use of the Senior Common Room Galleries and have taken advantage of the opportunity to clarify my concerns with Sadleir House staff. I am also aware that I shall be responsible for the transportation of my work to and from Sadleir House, the installation and subsequent removal of my work in a timely fashion.

Signature: _____

Date: _____

*Please return this form to:
Room 103; Sadleir House
751 George St. N., Peterborough, Ontario*