

## Four Corners Gallery Hire Guidelines

### Rates and Payments

#### Weekly Booking Rates

In most cases we offer a student rate, a non-commercial rate for charities or not for profit events and a commercial hire rate. These are weekly rates running Tuesday – Monday. (Please note that Four Corners is closed on Sundays)

- > Student rate **£750 + 20% VAT – £900 total**
- > Not for Profit **£800 + 20% VAT – £960 total**
- > Commercial **Price on request**

#### Daily Booking Rates

- > 10.00 – 18.00 **£200 total**
- > 10.00 – 21.00 **£350 total**
- > Two day hire (Day 1. 10.00 – 21.00 Day 2. 10.00 – 18.00) **£480 total**

#### Deposit

To secure your booking date(s) a 25% deposit is required. This is refundable if the booking is cancelled up to two calendar months before your hire.

**An additional £150 damages deposit will also be taken**, fully refundable if the gallery is returned in reasonable condition.

#### Final Balance

The outstanding balance is required two calendar months in advance of the booking.

#### Hires booked less than two calendar months in advance

The full balance is required at the time of booking for hires less than two calendar months away.

#### Transport Links

##### Tube

Bethnal Green tube station is a short walk from Four Corners at the bottom of Roman Road.

##### Buses

Bus routes 8, D6 and N8 run directly outside the gallery from bus stops HD and HE.

You can find further information at [www.fourcornersfilm.co.uk/how-to-get-here](http://www.fourcornersfilm.co.uk/how-to-get-here).

## Things to consider before you hang your show

### Parking

We do not have dedicated parking but there is metered parking available on Roman Road and surrounding area, or free parking towards Victoria Park.

### Gallery Capacity

The gallery can facilitate up to 200 people standing and 40 seated. However as visitors usually come and go during the course of an evening you may invite more than this number of people to your event. Please see the floor plan at the end of this document.

### Hanging/Installing

We ask that you use small pins or screws, rather than nails, to hang work on our gallery walls. Please see the hanging guidelines at the end of this document.

It is possible to suspend lightweight objects from the ceiling, but please consult us first.

Please avoid drilling or nailing objects into the floor.

### Window Display

An eye-catching window display attracts more visitors to the exhibition. There are some examples at the end of this document.

For vinyl lettering that can be easily transferred to the gallery's front wall or windows we recommend Sedgemore Signs. For cheap, very large poster printing try Instantprint.

We also have an A-board on the street outside the gallery, which can hold two A2 posters.

### Painting the Walls

You may change the colour of the gallery walls, however we must be able to repaint the gallery white at the end of your hire.

### Plinths

We have four plinths available for use during your exhibition. Please contact us for more information.

### Gallery Storeroom

We have a very limited amount of storage space available, please be mindful of what you wish to leave here during your show. Four Corners are not liable for any belongings left in the building.

## Equipment

We have display and audio equipment available to hire as well as a range of film equipment. Please contact us to discuss your specific needs.

## Technical Support

AV support can be arranged at an additional cost by prior arrangement.

## Promotion

We can only promote external hires in a limited capacity, as they aren't part of our main programme. We are happy to share your event on our website and social media if you can provide relevant links and images in good time. Please email us a lead image, website link, and short paragraph about your exhibition.

## Drinks and Refreshments

Majestic Wines do reasonable deals on alcohol and other refreshments. You can choose delivery time to coincide with the day of the private view. Four Corners has large buckets which can be filled with ice and used to chill drinks. The reception desk doubles nicely as a bar.

## Things to consider during your show

### Gallery Opening Times

Four Corners Gallery opening hours are Tuesday – Saturday 11am – 6pm.

The gallery is closed on Sunday - Monday.

### Private View

If you hire the gallery for a week or more then a private view (6-9pm) is included in the price. We encourage you to arrange a midweek (Tuesday – Thursday) private view.

Four Corners is unlicensed but you can give your guests refreshments and our reception desk doubles very nicely as a bar. Please contact us to discuss your needs and we can suggest some local suppliers.

### Invigilation

The reception at Four Corners is manned during our opening times so visitors to your exhibition/event will be able to gain access. If you require anything above this then we recommend that you provide your own invigilators/support staff. Please contact us if you would like us to arrange this for you.

## Things to consider when you take down your show

### Take Down Time

Please ensure that you have cleared your show from the gallery by 1pm on the final Monday of your hire. This allows for the repair of the gallery before the next exhibition.

### Tidying Up

Four Corners will make good and paint the gallery after your exhibition ends. However we generally expect the spaces to be returned to us in a clean and tidy fashion, with screws removed from walls. Any damage considered excessive will be deducted from your deposit. We will detail specific requirements after discussion with you in your hire agreement.

## Hanging Artwork

### In order to hang artworks safely and securely, you will need:

- > Drill with assortment of drill bits
- > Hammer
- > Screws
- > Small nails
- > Tape measure
- > Masking tape
- > Pencil and rubber
- > Spirit level
- > Split batons / mirror plates (for large, heavy frames and canvases)

### Measuring picture height and positioning hanging hardware

Hanging each artwork at a standard eye-level height creates continuity throughout an exhibition. A general guideline for hanging artworks at eye-level is 58 inches from the floor to the centre of the image. To do this, you can use the formula:

$$\frac{1}{2} h + 58 - d = \text{hang height.}$$

**h** = height of the piece to be hung

**d** = drop (distance between the top of the artwork and the hooks from which it will be hung)

1. Measure the height of the artwork, then divide that number in half.
2. Add 58
3. Subtract the drop. The drop is the distance from the top of the artwork to the hooks from which it will hang. Most frames come fitted with hanging hardware such as D-rings or strap hangers.
4. Once you have determined the hang height, measure the distance between the hanging hardware on your frame to establish where the screws/pins should be placed in the wall. Make sure they are level!

## What to put in the wall

Hammering nails directly into the wall can cause damage and are difficult to remove if you make a mistake. Using a drill to create guide-holes is a good way to avoid these problems.

Lightweight pieces can be hung from pins/ small nails.

1. Drill a guide hole using a drill bit that is slightly smaller than your pin/ small nail
2. Lightly hammer the pin/small nail into place.

Heavier pieces, including plasma screens, can be hung from larger screws.

1. Drill screws directly into chip board / MDF walls.

There is no need to use raw plugs or equivalent on any walls in the gallery.

## Very large and heavy pieces

Artworks that are very large or heavy may require a more sturdy hanging method.

For example:

### Split battens

A split batten is a bespoke length of wood screwed level into the wall. The lip of the batten then fits snugly inside the back of your frame to marry the two together, providing secure hanging and extra support. Split battens can only be used on walls that have a consistently flat surface.

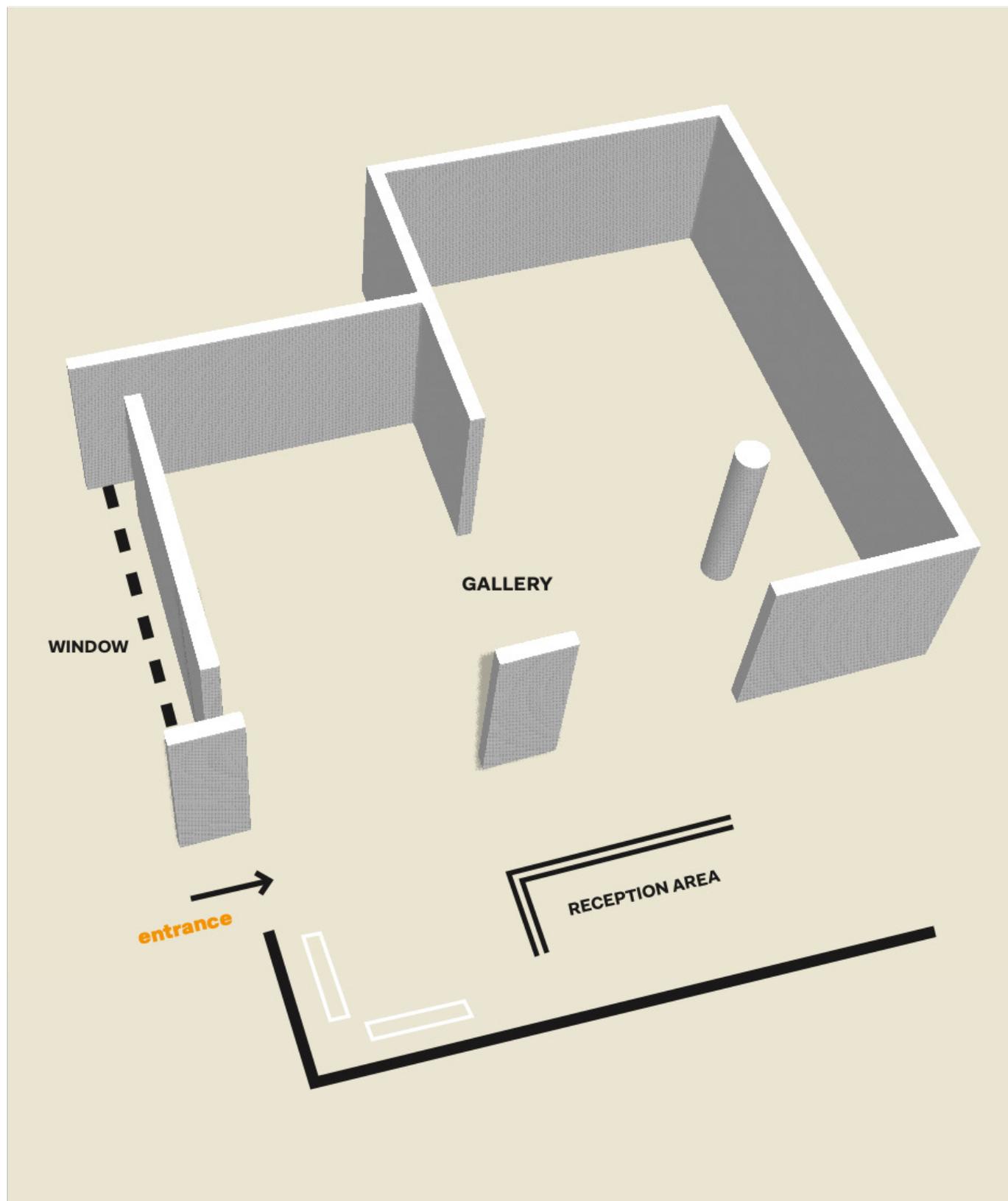
### Mirror plates

Mirror plates are two flat pieces of metal attached with screws to the back of a picture frame (similar to where the D-rings or square hooks would be placed), which are then screwed into the wall. They help to balance the weight of heavy artworks and provide extra support, and are a good way of ensuring that the work hangs flush against the wall. They also make it very difficult to accidentally dislodge (or steal...) an artwork.

## What to avoid

Picture wire should only be used on small and lightweight works as they cannot bear the same load as other hanging methods. Hanging a frame from wire can also cause it to pull away from the wall and lean forward.





## Useful Suppliers

<b>Majestic Wines</b>	Bulk wine and beer orders
<b>Sedgemoor Signs</b>	Printers specialising in exhibition text panel printing and vinyl lettering
<b>ICEMAN Printing</b>	Commercial printers
<b>Labyrinth Photographic</b>	Professional photo lab and printing services, based in Four Corners.
<b>Instantprint</b>	Budget commercial printers with very fast turnaround. Good for posters, flyers and other promotional material.

## Window Displays

