

## **POSK Gallery Agreement**

The Polish Social Cultural Association Ltd (known by its acronym as POSK)

This agreement is made between The Polish Social and Cultural Institute known by its acronym; POSK of 238--246 King Street, Hammersmith W6, known as the hirer.

POSK agrees to hire the POSK Gallery to the hirer at a price of £800 per two weeks including VAT.

The POSK Gallery agrees to advertise the hirer's exhibitions in the Galleries and forward all information to the Polish newspapers and magazines as it sees fit at no charge to the hirer.

The POSK Gallery may also include details of the hirer exhibition on the relevant website.

The hirer must submit all details relating to the exhibition such details to include the title and full description of the exhibition and information relevant to the exhibiting artist (s) by deadline date two months before the exhibition.

The hirer may also include photographs (in small jpg. file) of any exhibited works, website references, and a copy of the exhibition poster (jpg.), by deadline date - two weeks before the exhibition at the latest.

The POSK Gallery may also distribute any details of the forthcoming exhibition to the POSK guest list and extend invitations to the exhibition opening by email.

The hirer may begin preparing the exhibition on date: Saturday -- before the exhibition opens to the public. All exhibits must be removed by the hirer on the closing day of the exhibition before 8pm - Friday.

Except for exceptional circumstances as per previously agreed to in writing by the POSK Gallery, all exhibits may only be brought onto POSK premises on the 1 day of the exhibition (the day the exhibition is assembled) and may not remain on the POSK premises beyond the closing day of the exhibition.

A short period of storage may be arranged in advance of the exhibition at a fee with the house manager. In such circumstances however, POSK will not be liable, for any items stored, for theft, fire, damage or loss.

The hirer is solely responsible for the insurance relating to the exhibited or stored items (the items are stored at the discretion of the manager).

The hirer will prepare the exhibition poster and a catalogue (if needed).

Where the exhibition is sponsored wholly or partly by POSK, all matters relating to the exhibition and prepared by the hirer must bear the POSK logo. This logo will be provided to the hirer; the POSK Gallery upon conditions as set out in the attached document in this agreement.

The POSK Gallery will require a deposit of £400 to be paid immediately at the time of booking the exhibition: no exhibition will be deemed to have been booked as to such time as the full deposit has been paid. Under no circumstances will the paid deposit be refundable.

POSK will not be liable for any breaches of copyright. It is the hirer's sole responsibility to ensure total copyright compliance.

Wherever appropriate, the hirer must produce any relevant licences or acknowledgements. It is the hirer sole responsibility to man any exhibition. The POSK Gallery is let out in the state fit for purpose and should be vacated by the hirer in the same condition.