

Courtyard Gallery



Hire Information

The Courtyard Gallery and Art Space is an exhibition space as well as an area for creative activities situated at the centre of The Core in Solihull. During the opening hours of exhibitions there will be regular classes and activities taking place in the Courtyard which will make it a vibrant space throughout the week with a diverse audience and user base.

If you are interested in holding an event or activity as part of your exhibition, for example an artist talk, demonstration or workshop we would look to accommodate such an activity as part of the programme. Please discuss any plans either at time of booking or at least a month prior to your exhibition opening.

Exhibiting in the Courtyard

The space will predominantly be used for wall based work, with a limited number of display cabinets. Any plinths or display stands are to be provided by the artist and the positioning and security of floor based work will need to be agreed with the venue's staff on the day of installation.

Gallery Wall Dimensions

The Gallery walls take up the rear half of the Courtyard with the rear wall being 12 metres long and the two side walls being 6 metres long. Height of walls for exhibiting on is approximately 4 metres.

Venue Hire

The minimum hire period will be two weeks hire and the maximum hire will be four weeks unless agreed separately with the Venue Management.

Two week hire – 2020/21	£264.00 inclusive of VAT
Four week hire – 2020/21	£396.00 inclusive of VAT

Gallery hire charges are subject to price increase on 1st April each year

The hire fee is payable in advance or on day of installation, no deposit required. Cheques to be made payable to Solihull MBC.

The hire period commences and finishes on a **Tuesday**.

Installation and take down times.

Installation 1pm – 5pm

Take down 9am – 12pm

www.thecoreheatresolihull.co.uk for full hire information and downloadable forms.

Opening Times

The Courtyard Gallery opening hours are as follows:

Monday	9am – 8pm
Tuesday	9am – 6pm
Wednesday	10am – 6pm
Thursday	9am – 8pm
Friday	9am – 6pm
Saturday	9am – 5pm
Sunday	Closed

The Courtyard Gallery can also be open when there is an evening or Sunday performance in the Theatre or Studio if the exhibitors request this facility

Sales of work

Artists and hirers will be responsible for the sales process of their own work on a no commission basis.

The venue cannot handle any sales, sales instruction leaflets can be left with Box Office staff to pass on to visitors to the exhibition. Or you can leave your details in the Gallery.

Publicity

Full listings of Courtyard exhibitions will be available on the venue's website

www.thecoreheatresolihull.co.uk

If hirers wish to display a poster, a frame for this purpose is located on the wall to the right of the entrance to the Courtyard gallery. An A – frame display board may be situated in Theatre Square subject to agreement in advance

Hire Enquiries

To hire the Courtyard Gallery and Art Space for an exhibition please contact the venue:

E-mail: hirethevenue@solihull.gov.uk

Tel: 0121 704 6961/6754



www.thecoreheatresolihull.co.uk for full hire information and downloadable forms.

Publicity Display Arrangements

Exhibitions

- 1 x A3 size poster in large frame to right of Courtyard gallery entrance door
- Stand up display and leaflet dispenser 1 x A4 poster plus A5 or smaller leaflets
- 1 x 6ft black fabric board for display, requires Velcro for fixing (please do not use blu-tac). Or own display pull up banner if have one.
- A-frame display for external use in Theatre Square – can fix one poster to one side of A-frame (which has exhibition header) the other side is used by Encore café.
- Exhibitors providing own A-frame are responsible for bringing it in at night



Gallery Info board



Foyer info pillar



External A-board



Black velcro board



Foyer wall noticeboard

Exhibition Openings

Exhibition openings can take place in the evening when there is a performance or on Mondays and Thursdays until 7.45pm. Please contact the venue if you wish to hold an evening opening to confirm availability.

Encore, our in house eatery and catering service, is able to provide a full drinks and refreshments package for your exhibition opening if required

Catering Options

If when you are opening your exhibition you would like to serve drinks for attendees there are three options as follows:

Drinks package provided through Encore Café Bar

- Wine £10 per bottle
- Choice of Buffet menu from £5 per head
- Fruit juice £3.50 per jug
- Bottles of sparkling or still water £1.40 each
- Bowls of nibbles,crisps etc. £2.50 per bowl
- Includes glasses set up and clear up and staff to serve

Corkage - £60

- Bring own drinks
- Includes glasses set up and clear up and staff to serve

Use of Encore Bar

For gallery openings the Encore Bar will be open. Exhibition opening attendees can purchase food and drinks from the Encore bar and tables will be provided in the Courtyard to put down drinks and for used glasses.

If additional catering is required please contact the Hospitality and Catering Manager

Tel 0121 704 6813 E-mail – hirethevenue@solihull.gov.uk

