



**Liberation  
Art Gallery**

## **Space Hire Terms and Conditions**

### **Liberation Art Gallery**

These Terms and Conditions apply to all bookings for hiring space at Liberation Art Gallery. By confirming a booking, the Hirer agrees to the following terms.

#### **1. Eligibility**

Space hire is open to individuals, artists, organisations, and facilitators who wish to host events, workshops, exhibitions, talks, or creative activities aligned with the ethos of Liberation Art Gallery, which promotes creativity, community and wellbeing through the arts.

Liberation Art Gallery reserves the right to decline bookings that do not align with the gallery's values or intended use of the space.

#### **2. Booking and Payment**

All space hire bookings must be confirmed in advance through written agreement with Liberation Art Gallery.

Full payment or a deposit (as specified at the time of booking) may be required to secure the booking date. Bookings are only confirmed once payment has been received and written confirmation has been issued by the gallery.

#### **3. Use of the Space**

The Hirer agrees to use the space responsibly and respectfully.

The space must be used only for the purpose agreed at the time of booking. Any changes to the nature of the event must be approved by Liberation Art Gallery in advance.

The Hirer is responsible for ensuring that all participants behave respectfully and that the environment remains safe, inclusive and aligned with the gallery's ethos.

#### **4. Health and Safety**

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## **Liberation Art Gallery**

The Hirer is responsible for ensuring that their event complies with basic health and safety standards.

Any materials, equipment, or installations brought into the gallery must be safe and suitable for indoor use. Activities that could damage the gallery space, artwork, or fixtures are not permitted without prior agreement.

The Hirer must ensure that the space is left in the same condition as it was found.

### **5. Equipment and Setup**

Any setup, installation, or equipment required for the event must be agreed with Liberation Art Gallery in advance.

The Hirer is responsible for the setup and removal of their materials unless otherwise arranged with the gallery team.

### **6. Liability**

Liberation Art Gallery is not responsible for loss, theft, or damage to personal belongings, materials, equipment, or artworks brought into the space by the Hirer or event participants.

The Hirer may be held responsible for any damage caused to the gallery space, fixtures, or equipment during the hire period.

### **7. Cancellation and Refund Policy**

If the Hirer wishes to cancel their booking, written notice must be provided.

Refunds will only be issued if cancellation occurs at least three (3) months prior to the booked event date.

Cancellations made within three months of the event date are non-refundable.

Liberation Art Gallery reserves the right to cancel or reschedule bookings in exceptional circumstances. In such cases, a full refund or alternative date will be offered.

### **8. Promotion and Marketing**



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If the event is public-facing, the Hirer may promote their event independently. However, the use of Liberation Art Gallery's name, branding, or logo must be approved in advance.

Liberation Art Gallery may also choose to promote the event through its website, mailing list, or social media where appropriate.

### **9. Responsibility for Participants**

The Hirer is responsible for the behaviour and safety of all participants attending their event.

The Hirer must ensure that events remain respectful and inclusive and do not cause disruption to the gallery's normal operations.

### **10. Compliance with Gallery Values**

Liberation Art Gallery is a space dedicated to creativity, wellbeing and community engagement. Events held in the space should respect these principles and maintain a welcoming environment for all visitors.

### **11. Agreement**

By confirming a booking for space hire at Liberation Art Gallery, the Hirer acknowledges that they have read, understood and agreed to these Terms and Conditions.

For further information or enquiries regarding space hire, please contact Liberation Art Gallery directly [info@liberationartgallery.com](mailto:info@liberationartgallery.com).