

Application Form continued

Please give brief details of any previous exhibitions you have had (if any).

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Why do you wish to exhibit at the Museum?

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Who is your exhibition aimed at?

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Could you provide any related merchandise?

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Could you provide any talks, workshops, activities or other events to support and link in with your exhibition?

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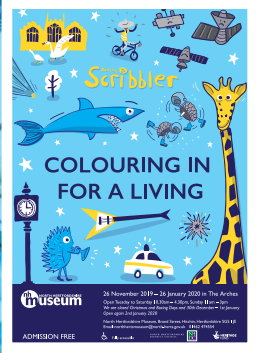
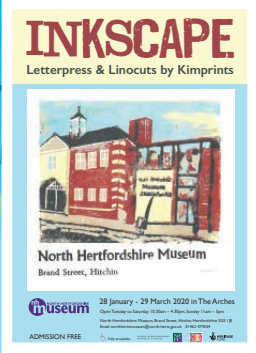
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Please cut this form on the dotted line and return it to the museum when completed.

We will also need the titles of works for exhibition, and any other descriptions that you may wish to give, at least one week before the opening of the show. This gives us time to prepare the labels, which will be formatted to fit in with the graphics styles used throughout the museum.

We can arrange sale of your works and related merchandise by arrangement. Private views are welcomed but you will need to bear all costs, including room hire.

The museum team is happy to discuss events linked to exhibitions, such as talks and family activities etc.



**Exhibiting
your work in
The Arches**



Introduction

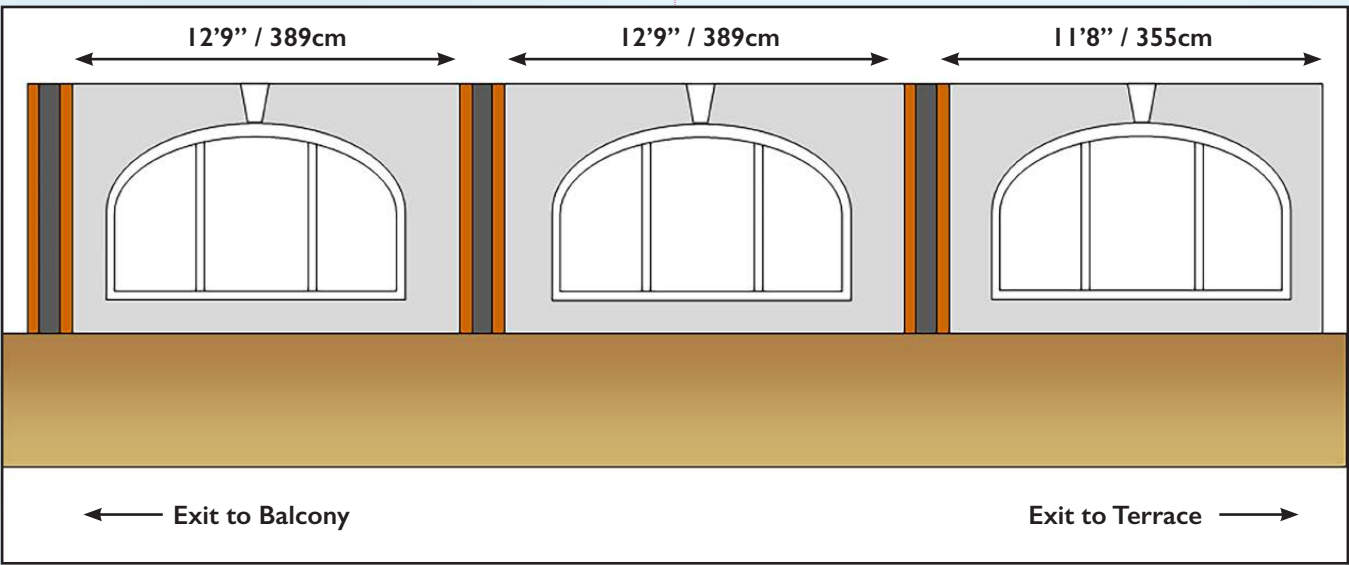
The Arches is a display space in North Hertfordshire Museum. Located within the Terrace Gallery, it is available for hire by local North Hertfordshire based artists or groups. During museum opening times your work will be seen by museum visitors. In addition, owing to its location within the Terrace Gallery, your work will also gain exposure to businesses and private parties who rent the Terrace Gallery for their meetings or engagements.

North Hertfordshire Museum



North Hertfordshire Museum opened fully in 2019. Situated in Brand Street in Hitchin, the museum tells the story of North Hertfordshire District. It was formed from the merger of the former Hitchin and Letchworth Museums and displays collections of archaeology, art, natural history, social history and more. The museum is open six days a week: Tuesday to Saturday 10.30am – 4.30pm, and Sundays 11am – 3pm.

The museum provides a changing programme of exhibitions in addition to its permanent displays. These include major touring exhibitions, some borrowed from national museums, as well as items from our own collections. The Arches is a space designed to be hired by artists living or working in North Hertfordshire, although we may occasionally accept requests from those living in neighbouring Districts.



Details of hire fees and arrangements

We welcome applications from local artists; please return the completed form to the museum, and also send examples of your work, ideally in digital form, to northhertsmuseum@north-herts.gov.uk

Demand for exhibition space is high and will be competitive. Not all applicants will be successful, and it may not be possible to offer alternative dates where desired. Applications will be judged on the quality of the proposal and how this fits with the museum’s aims and exhibition programming.

As the Terrace Gallery is also used as a private hire space for functions, the initial choice of candidates for exhibition will be made by both the North Hertfordshire Museum and the Hitchin Town Hall teams. Final exhibitors will be decided by ballot to ensure fairness.

You can make an appointment to see The Arches display area with a member of staff. Please contact northhertsmuseum.@north-herts.gov.uk to arrange a viewing.

The Arches space is priced at £20 per week, with minimum duration of 4 weeks and maximum of 8 weeks. This hire fee helps contribute to the cost of administration and hanging.

We ask for a refundable deposit of £100 which you will get back after the exhibition has finished. You will lose it if you withdraw your exhibition within a month of the projected opening. This protects the museum against cancellations.

We ask that you supply at least one high-quality digital image to use on publicity material at least four weeks before the intended opening date. You may supply more than one.

The Arches Application Form



Name

Address

Home telephone

Mobile telephone

Email address

Title of exhibition

Brief description of exhibition, including information on the media used, size of works, the theme/s of the works and any special needs e.g. display cases, plinths etc.

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