The Dundas Street Gallery

6 Dundas Street Edinburgh EH3 6HZ | www.dundas-street-gallery.co.uk
FOR BOOKINGS: +44 (0) 131 557 4050 | Edinburgh@thefineartsociety.com

The Dundas Street Gallery is an exhibition space available for rent in a prime location in the heart of Edinburgh's Georgian New Town. Well positioned in the commercial art centre, the gallery is self-contained with its own entrance, office, kitchen and lavatory. The space is designed for exhibiting works of art (pictures, sculpture, decorative arts).

WEEKLY BOOKING RATES

OCTOBER – APRIL	£1,000 p/w
MAY, JUNE, JULY, SEPTEMBER	£1,500 p/w
AUGUST	£2,000 p/w

Bookings are accepted up to 18 months in advance.

The minimum let is 5 days.

4-day hires, where available, will be released in January and will only be offered for the year ahead. These hires will be charged at the same rate as 5 days.

Priority bookings for July/August are offered to repeat bookers in the first instance, after which they are available to all on a first come first served basis.

TERMS AND CONDITIONS

1. The gallery is designed for exhibiting works of art (pictures, sculptures, decorative arts). Any other use must be agreed with The Dundas Street Gallery in advance of booking. Failing to do so will incur in the booking being cancelled.
2. Hire of the gallery is for the space only. Clients are responsible for their exhibition including installation, supervision, marketing. Exhibitions held in the Dundas Street Gallery are not affiliated with The Fine Art Society, and the contact details or branding of The Fine Art Society cannot be used in the promotion or operation of client exhibitions.
3. The hanging system are nylon cords and metal hooks. Drilling, nails, blue/white tack are not permitted.
4. The Gallery reserves the right to charge for an additional refundable deposit of £250.00 to cover any damage to the space during the duration of the hire. The deposit will be refunded at the end of the hire if no damage occurred and the space is left in a suitable condition.
5. We do not provide a press mailing list. Clients are responsible for the marketing of their own exhibition.
6. The gallery is available to enter from 8am on the first day of your booking. If you require more time for the delivery of your exhibit or the set-up, please include an extra day in your booking. Keys can be collected from The Fine Art Society from 10am on the first day of your booking or the day before. However, due to changeover cleaning taking place the evening before your rental, we do not allow early access to the gallery.
7. The gallery must be vacated by 6pm on the final day to allow for cleaning and maintenance. The cleaning team are scheduled to arrive immediately after your departure. A delay to your departure will incur a £250.00 charge.
8. We are unable to store pictures on behalf of clients.
9. The gallery and the gate must be securely locked and the alarm set at all time when you leave the premises. Banners, A-boards, advertising materials are not to be placed on the railings or on the street.
10. Noise and music must be kept at an appropriate volume and is not permitted under any circumstance beyond 10.00pm.
11. Clients must dispose of their waste including any window lettering, labels or promotion material before leaving the premises.
12. Clients must report any loss, theft, damages, or breakages to the Gallery managers immediately and costs of repairs, where applicable, will be deducted against the refundable deposit.
13. Candles are strictly prohibited. The fire alarm is highly sensitive. Please avoid the use of aerosols, or activities which create steam/smoke, especially in proximity of the fire detectors.
14. The gallery's insurance does not cover the activities and content of any third party renting out the Dundas Street Gallery. We recommend that clients have their own content and Public Liability cover for any injury or damage they may be legally liable for.
15. The Dundas Street Gallery reserves the right to end any bookings/events that fail to comply with the above terms and conditions.
16. The Dundas Street Gallery reserves the right to refuse entry or evict guests who are identified as acting unsafely or unlawfully.

HOW TO BOOK

Bookings are accepted up to 18 months in advance. The minimum let is 5 days.

4-day hires, where available, will be released in January and will only be offered for the year ahead. These hires will be subject to a 30% surcharge on the pro-rata rate.

Priority bookings for July/August are offered to repeat bookers in the first instance, after which they are available to all on a first come first served basis.

The hire fee includes use of the whole gallery with office and kitchen/lavatory area, electricity and gas utilities, cleaning at the end of the exhibition, hanging material, general rubbish collection.

Deposit

50% deposit of the total hire fee is required to confirm a booking. This deposit is non-refundable.

The deposit is due within 14 days of the date of issue of the invoice. Payment of the deposit is deemed to be acceptance of our terms and conditions. Should the deposit not be received within the scheduled time the space will immediately be released for general sale.

The Gallery reserves the right to charge for an additional £250.00 damage deposit, made payable with the final balance 6 weeks ahead of rental. This damage deposit is fully refundable at the end of the hire if the space is returned in reasonable condition.

Final Balance

The outstanding balance is required 6 weeks in advance of the start of the hire. Should the balance not be received within the scheduled time the gallery reserves the right to release the space for general sale and the deposit already paid will be retained.

Hires booked less than six weeks in advance

For bookings made less than six weeks before the start of the hire the full rental fee is required at the time of booking. The full fee is non-refundable.

Transfers

Requests for a transfer to different dates of hire will be considered depending on availability.

<u>6+ months before the start of the hire</u>: the Gallery will retain 50% of the deposit received and apply the other 50% towards the deposit for the new hire. Only one transfer may be made in this way.

<u>0-6 months before the start of the hire</u>: the booking will be treated as a cancellation; the gallery will retain the full value of the deposit and a further deposit will be required to confirm a new booking.

Cancellations

The Hirer may cancel the booking prior to the date of hire upon written confirmation to the Gallery. The following fees are due:

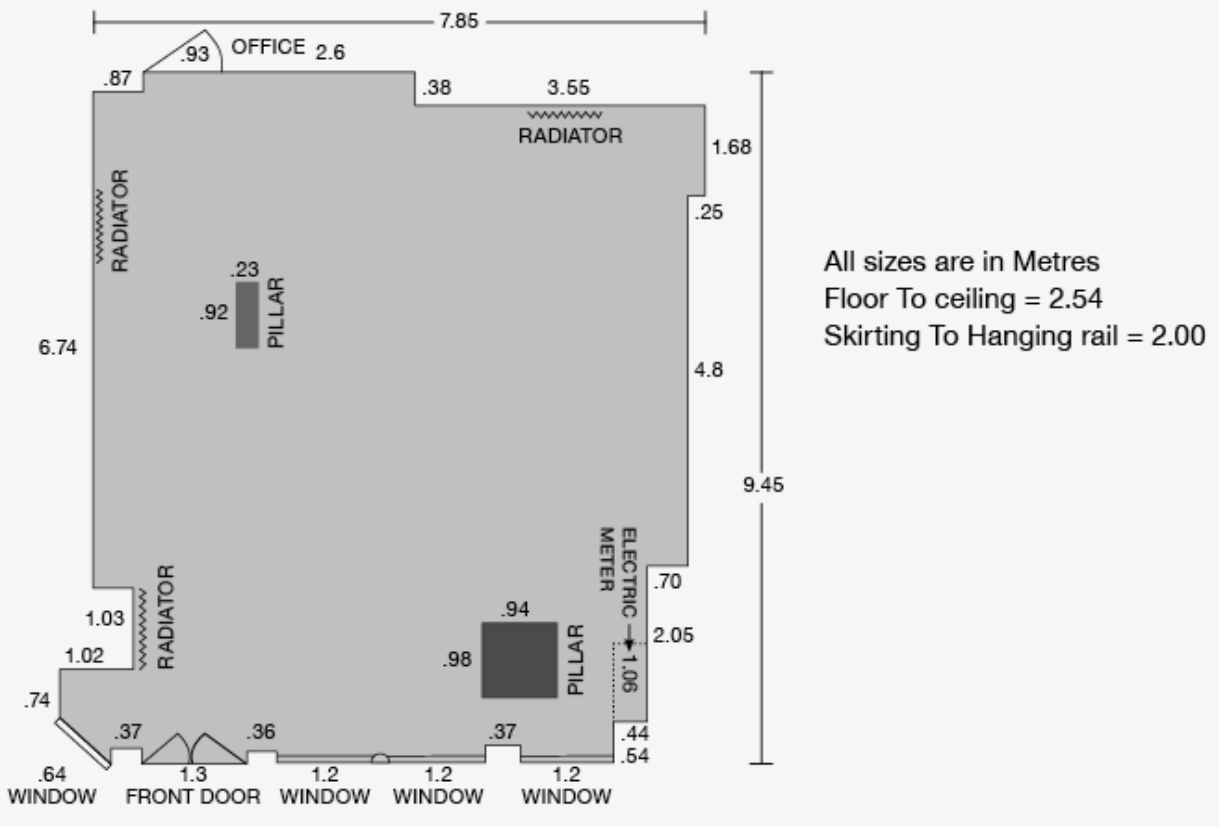
<u>Cancellation request received 6+ weeks before the start of the hire</u>: the gallery will retain the full deposit received and no further sums will become due.

<u>Cancellation request received 0-6 weeks before the start of the hire</u>: 100% of the total invoiced rental booking is due (deposit + balance).

The Dundas Street Gallery reserves the right to cancel bookings before the commencement of the hire. Where possible, a six-week written notice will be given to the hirer. The Dundas Street Gallery reserves the right to cancel or end any bookings that fail to comply with the above terms and conditions.

SPECIFICATIONS

Nylon line hanging system, cables provided
Floor space: 65 sqm (700 square feet)
Ceiling height: 2.5 m (8.3 feet)
Each window: 120 cm (47 in) wide x 208 cm (82 in) high
Single line hanging space: 100 m (330 feet)
The space can accommodate approximately 40 medium sized paintings on one line. Paintings can be double hung.
Wi-Fi access included
Alarm security System
access to the kitchen with coffee/tea facilities
Room capacity: 50 people standing



Gallery Capacity

The gallery can accommodate approximately 50 people standing.
The space can accommodate approximately 40 medium sized paintings on one line. Paintings can be double hung.

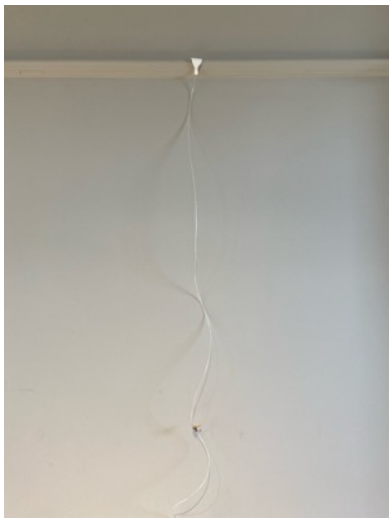
Hanging/Installing

Hire of the gallery is for the space only. Clients are responsible for their exhibition including installation, supervision, marketing. If you require assistance, we have a list of local suppliers which will be given to you with the invoice for the deposit.

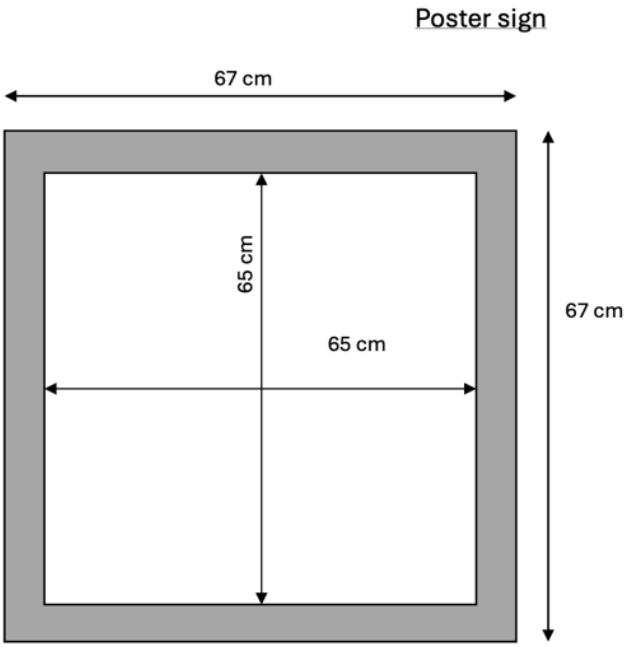
The hanging system consists of nylon cords and metal hooks hanging from picture rails. See images below. Nylon cords and hooks are provided. If you have heavy pictures, we can supply stronger chains or rods. Please do ask us upstairs.

Hanging with screws or nails it is not permitted. Blue and white tack is not permitted. If you need to attach your labels onto the wall, you can use a low sticky tape (upstairs we use a loop of normal masking tape). The gallery reserves the right to charge the client for any loss or damage during their occupancy.

NO banners, A-boards, advertising materials are allowed on the railings or on the street.



Poster Sign specifications



overall paper size (H x W):
67 x 67 cm

Inside silver frame (H x W):
65 x 65 cm

Window Display

The gallery has three easels that allow you to display your artwork in the window. There is a separate window light track that can be left on at night to lit up the works in the window.

You can have vinyl lettering on the windows. Please ensure it is removed before the end of your rental.

Publicity and promotion

We do not offer a press mailing list or a client mailing list. You are entirely responsible for the marketing and promotion of your own exhibition. The branding and contact details of The Fine Art Society Ltd. cannot be used in the promotion or operation of your exhibition.

We can provide a limited promotion through our Facebook platform (@DundasStGallery). You will need to provide us with details of your show (image jpeg, title, social media handles if any and website). If we don't receive these details, we won't post your show on social media.

If your show falls within August Fringe Festival dates, the gallery is registered as a venue. However, it is your responsibility to register your exhibition via the Fringe website by the designated deadline.

Plinths

There are 6 plinths in the gallery. We are not able to supply more. Plinth sizes are:

36 x 55 cm, h. 94 cm
30 x 60 cm, h. 80 cm
30 x 60 cm, h. 80 cm
23 x 80 cm, h. 80 cm
44 x 22 cm, h. 80 cm
36 x 36 cm, h. 90 cm

A pdf with images is available on request.

Equipment

The gallery has an office, kitchen and lavatory. Furniture provided: 3 easels, 1 desk ((155 x 75 cm, h. 70 cm), 4 chairs, plinths. Additional folding table is available on request.

The kitchen is provided with: small fridge/freezer, kettle, microwave, plates, mugs, cutlery, glasses for internal use (not suitable for private views), tea and coffee, cleaning products, toilet paper, kitchen towels.

Storage

There is some storage space in the office for small sized pictures. We are unable to store pictures in the gallery upstairs on your behalf.

Insurance

The gallery's insurance does not cover the activities and content of any third party renting out the Dundas Street Gallery. You should have your own Public Liability cover for any injury or damage you may be legally liable for. You must also provide your own insurance for artwork, equipment or possessions. We are happy to advise companies you can contact.

Private Views

The list of local suppliers has contact details for glass hire, wine and canape suppliers. We use the same suppliers for events in the upstairs gallery.

Please note that you cannot sell alcohol. The gallery doesn't have an alcohol license. You can offer alcohol, but you cannot sell it. Offering alcohol with a paid ticket is also considered selling alcohol and therefore it is not permitted.

Parking

We do not have dedicated parking. The gallery's entrance is in front of a bus stop. Loading and unloading may be possible for brief period of time if you park on the single yellow just before or after the bus stop. There is meter parking on Heriot Row, Abercromby Place, Queen St Gardens E, Great King Street, Cumberland Street. As of April 2024, the highest cost of meter parking in Edinburgh New Town is £6 per hour. This applies Monday to Saturday from 8:30 AM to 6:30 PM and Sunday from 12:30 PM to 6:30 PM.

DURING YOUR EXHIBITION

The gallery and the gate must be securely locked and the alarm set at all time when you leave the premises**.** Noise and music must be kept at an appropriate volume and is not permitted under any circumstance beyond 10.00pm.

Check in and Check out

Keys can be collected from The Fine Art Society from 10am on the first day of your booking or the day before. We do not allow early access to the gallery. We will give you instructions on how to operate the alarm when you collect the keys. You can access the gallery from 8am on the first day of your booking.

The gallery must be vacated by 6pm on the final day to allow for cleaning and maintenance. The cleaning team are scheduled to arrive immediately after your departure. A delay to your departure will incur a £250.00 charge.

Opening Times

You can decide your own opening times. Please bear in mind that noise and music must be kept at an appropriate volume and is not permitted under any circumstance beyond 10.00pm.

Rubbish collection

Please use the red bags provided for your general rubbish. Our supplier, Change Waste Recycling, collects the General Trade Waste on Tuesdays and Fridays. An operator will come in to collect.

We do not have the capacity to collect recycling and glass. Please dispose of any plastic, paper and glass bottles before you leave the premises.

AT THE END OF YOUR RENTAL

Take Down Time

Please ensure that you have cleared your show from the gallery by 6pm on the final day to allow for cleaning and maintenance. The cleaning team are scheduled to arrive immediately after your departure. A delay to your departure will incur a £250.00 charge.

Tiding Up

We expect the space to be returned to us in a clean and tidy fashion. The furniture, fittings, kitchen and other equipment must remain as per the inventory on entry. You must report any loss, theft, damages, or breakages to the Gallery managers. The gallery reserves the right to charge the client for any loss or damage during their occupancy and cost for repairs will be deducted against the refundable deposit.

Please dispose of any remaining waste including window lettering, poster, labels, promotion material, packaging.

F.A.Q.
frequently asked questions

What kind of work can I show in the gallery?
The gallery is designed for exhibiting works of art (pictures, sculptures, decorative arts). Any other use must be agreed with The Dundas Street Gallery in advance of booking. Failing to do so will incur in the booking being cancelled.

How long can I book the gallery for/can it be less than a week?
You can rent the gallery for more or less than a week. We have a minimum rental of 5 days.
4-day hires, where available, will be released in January and will only be offered for the year ahead. These hires will be subject to a 30% surcharge on the pro-rata rate.

When does my hire start and finish?
The hire starts from 8am on the first day of your booking. The gallery must be vacated by 6pm on the last day of your booking. A delay to your departure will incur a £250.00 charge.
If you require more time for the delivery of your exhibit or the set-up, please include an extra day in your booking. We do not allow early access.

How do I check the gallery's availability?
The booking calendar on our website shows availability (days in black and yellow are unavailable – days in white are available). https://www.dundas-street-gallery.co.uk/availability/

What does the hire fee include?
The hire fee includes: use of the whole gallery with office and kitchen/lavatory area, electricity and gas utilities, cleaning at the end of the exhibition, hanging material, general rubbish collection.

What deposit do I have to pay? Is it refundable?
50% deposit of the total hire fee is required to confirm a booking. This deposit is non-refundable. The deposit is due within 14 days of the date of issue of the invoice. Payment of the deposit is deemed to be acceptance of our terms and conditions. Should the deposit not be received within the scheduled time the space will immediately be released for general sale.
For bookings made less than six weeks before the start of the hire the full rental fee is required at the time of booking. The full fee is non-refundable.

Do you offer any assistance with my show?
We don't. You are entirely responsible for your exhibition including installation and supervision. When we send you the invoice for the deposit we will also give you a list of local businesses to contact should you require assistance with the set-up, promotion and private view.

When do I have to pay the balance?
We will send you an invoice 10 weeks ahead of your booking and this invoice is due 6 weeks before the start of your hire (all payment deadlines will be stated on the invoices).

Can you promote my exhibition?
We do not offer a press mailing list or a client mailing list. You are entirely responsible for the marketing and promotion of your own exhibition. We can provide a limited promotion through our Facebook platform (@DundasStGallery). You will need to provide us with details of your show (image jpeg, title, social media handles if any and website). If we don't receive these details, we won't post your show on social media.

Can I use The Fine Art Society name associated with my exhibition?
Exhibitions held in the Dundas Street Gallery are not affiliated with The Fine Art Society, and the contact details or branding of The Fine Art Society cannot be used in the promotion or operation of your exhibitions.

Do you charge any commission on the sales?
We don't take any commission on the sales of your works. Our only charge is the rental fee.

Do you offer a payment system?
We don't. However, the gallery has Wi-Fi that you can use to set up your own payment methods.

What are my opening times?
You can decide your own opening times. Please bear in mind that noise and music must be kept at an appropriate volume and is not permitted under any circumstance beyond 10.00pm.

Is there an insurance cover in place?
The gallery's insurance does not cover the activities and content of any third party renting out the Dundas Street Gallery. You should have your own Public Liability cover for any injury or damage you may be legally liable for. You must also provide your own insurance for artwork, equipment or possessions. We are happy to advise companies you can contact.

Is the gallery protected by an alarm system?
Yes, there is an Intruder Alarm which must be set at all times when you are not in the gallery. We will give you instructions on how to operate the alarm when you collect the keys.

When can I collect the keys?
Keys can be collected from The Fine Art Society from 10am on the first day of your booking or the day before. We do not allow early access to the gallery.

Can I serve alcohol?
The gallery doesn't have an alcohol license. You can offer alcohol, but you cannot sell it. Offering alcohol with a paid ticket is also considered selling alcohol and therefore it is not permitted.

Is there parking on site?
We do not have dedicated parking. The gallery's entrance is in front of a bus stop. Loading and unloading may be possible for brief period of time if you park on the single yellow just before or after the bus stop. There is meter parking on Heriot Row, Abercromby Place, Queen St Gardens E, Great King Street, Cumberland Street. As of April 2024, the highest cost of meter parking in Edinburgh New Town is £6 per hour. This applies Monday to Saturday from 8:30 AM to 6:30 PM and Sunday from 12:30 PM to 6:30 PM.

How do I hang my pictures? I have heavy pictures…
The hanging system are nylon cords and metal hooks hanging from picture rails. Nylon cords and hooks are provided. If you have heavy pictures, we can supply stronger chains or rods. Please do ask us upstairs. Drilling, nails, blue/white tack are not permitted. If you need to attach your labels onto the wall, you can use a low sticky tape (upstairs we use a loop of normal masking tape).

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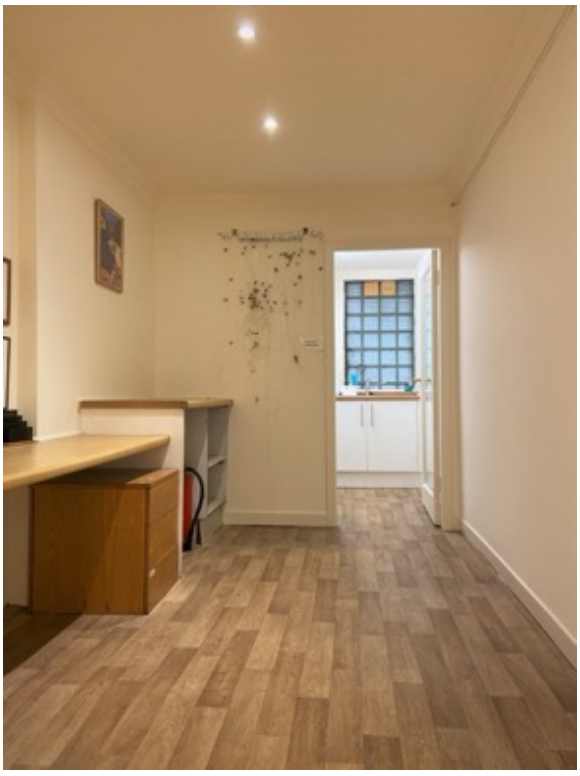
Can I hang posters on the railings/have an A Board?
No Banners, A-boards, advertising materials are allowed on the railings or on the street (as per Edinburgh Council's notice). You can have an A-Board or a poster at the top of the stairs going down to the gallery.