



Making a proposal.

ESPS has no agenda, prejudice, house style, or party line, rather it seeks to promote a range of diverse artistic and curatorial voices. ESPS most welcomes proposals that extend your own ways of working, test ideas, and embrace artistic practice as a creative and questioning discipline. ESPS believes that exhibitions can provide a vital space for experimentation, and can extend studio-based thinking.

ESPS is interested principally in curated group exhibitions, though we are happy to consider proposals for solo exhibitions so long as they are curated by a third party. Artists may propose group exhibitions which include their own work.

The Steering Committee accepts proposals for exhibitions and events by email to info@electrostudiosprojectspace.co.uk or by post to Electro Studios, Seaside Road, St. Leonards-on-Sea, East Sussex TN38 0AL. The Steering Committee meet periodically and will endeavor to reply to you within 1 calendar month, though from time-to-time this may not be possible, and we will reply as soon as we can.

About ESPS.

Electro Studios Project Space (ESPS) is a host organisation welcoming proposals for group exhibitions or events to take place in its gallery space located at the heart of a building of artists' studios in St. Leonards-on-Sea. ESPS does not generate exhibitions of its own.

ESPS is housed on the ground floor of a Victorian industrial building overlooking the site of the former bathing pool in West St. Leonards. Beyond the bathing pool site is a cycle path which joins the Jerwood Gallery in Hastings with the De La Warr Pavilion in Bexhill. Beyond the cycle path is the beach. ESPS consists of two spaces, the front space is approx. 52 sq m and the rear space approx. 33 sq m. The gallery walls are white and constructed in board, with the exception of the rear gallery which are block walls and walls in plasterboard. The wall at the front of the building (with entrance door, double-doors and windows) is unprepared and unpainted. At the front of the gallery is a large double-door allowing access for large works. This door is constructed in wood and is not air tight, meaning that curators should consider the nature of work being shown and duration of the exhibition at inclement times of year. The floors throughout are rough and uneven consisting in places of cement, tile and wood. The galleries are lit throughout by strip lights and there is good daylight in the front space. There are a good number of power points in both galleries located at ceiling height. There is no heating in the building. Beyond the back gallery is a toilet and a sink. ESPS consider the building's industrial past a virtue and have no aspirations to sanitize the character of the gallery or make its appearance pristine.

Opening times

ESPS is usually open during exhibitions on Saturdays and Sundays 12noon - 4pm. These hours can be extended in any way you wish so long as there is appropriate invigilation arranged.

The content and nature of your work.

We will not edit or censor your work, so long as it does not contravene any local or national law or ruling, but if your work is of an explicit or sensitive nature it is your responsibility to provide appropriate warnings to the public.

If your proposal involves sound or live performance this should respect the fact that ESPS is located in a residential area.

Any sound within your exhibition should consider that the gallery is surrounded by working artists' studios.

Costs.

ESPS operates a sliding scale of charges depending on the time of year and duration of your project. All fees outlined below relate to days / weeks your exhibition is open, there is no additional charge for install / set-up time, provided that this time does not exceed 5 days (for exhibitions of 2 weeks or more, or 2 days for exhibitions or events of less than 2 weeks)*. The below charges include electricity use within reason#. If you / your artists are not local to the gallery and would like the gallery opening hours to be invigilated by a reliable person local to St. Leonards this can be arranged with 4 weeks notice at a charge of £50 per day°. All charges are non-refundable and should be paid at least two calendar months before the start of your exhibition / event. An additional deposit of £100 must also be paid to ESPS to cover the making good (repair / filling / painting) of the gallery space. This deposit will be returned once the gallery has been reinstated. If however you would like the ESPS team to reinstate the gallery on your behalf, this can be arranged and the deposit will be retained to cover this work.

Days gallery is open to the public.	1 day or 1 weekend	2 weeks or 2 weekends	4 weeks or 4 weekends
March 1 st - October 31st	£200	£350	£700
August 28 th - September 12 th	£250	£500	Not available
November - February	Please contact ESPS	Please contact ESPS	Please contact ESPS

* Charges remain at the discretion of ESPS. Longer exhibitions can be arranged by negotiation. Evolving or changing exhibitions are considered as one exhibition so long as the rationale for the change within your proposal is legitimate.

The only foreseeable occasion when electricity is not included in your charge is when the installation involves light or heat sources which are extra-ordinarily high consumption units and when these units are to remain on for extended periods. Additional charges will be negotiated in advance of your exhibition and no additional charges for power will be levied after the event that were not agreed with you beforehand.

° £50 relates to the set-up, invigilation and close-down of an exhibition open for not more than 5 hours per day. For longer opening hours an additional charge of £7 per hour or part-hour will be levied. Hired invigilators will not be expected to take part in your performance(s) but can be called upon to provide verbal or printed information related to the works in your exhibition, or about you and your (broader) work. All information to be communicated should be presented in note form in advance of your exhibition to ensure that the invigilators are confident to communicate your content and to allow them to discuss this content if they feel your notes are unclear. ESPS works with a network of reliable

invigilators, familiar with diverse artistic practice. ESPS does not take any income from monies identified as fees relating to invigilation.

Fundraising.

If you will be undertaking fundraising to support your project at ESPS, we will happily provide you with information and monetary values relating to **in kind** support that ESPS offer in support of projects.

Marketing and documentation.

ESPS will host information on www.electrostudiosprojectspace.co.uk relating to your exhibition or event. We will also email this information to our database, currently numbering 500 and will use university email networks with a potential to reach more than 1000 students of art, design, et cetera. It will remain your responsibility to market the exhibition or event further through your own website, social media networks, magazine advertisements, et cetera.

ESPS will provide a book at the gallery for visitors who wish to leave email addresses to be contacted regarding future projects. ESPS will add these details to its mailing list and will make available to you details gathered through the duration of your exhibition or event. ESPS will not share its database of contacts with any outside person or organization.

ESPS retains the right to leave information about itself and its work at the entrance to your exhibition or event.

ESPS will not document your project for you, though we retain the right to gather photographic (or similar) materials through the running of your exhibition or event which we may use on our website or in our marketing or reporting in perpetuity. Any gathering of documentation we undertake will not disturb or interrupt your and your artists' work.

The small print.

ESPS will deal with the proposing curator alone who must act as Project Manager. The proposing curator should manage all elements relating to other artists involved in the exhibition or event including, but not exclusive to, fees and expenses, travel and accommodation, production, and access to the building.

The ESPS logo should be used by you on all marketing and advertising materials, including gallery maps / handouts (as appropriate). This logo can be requested by emailing info@electrostudiosprojectspace.co.uk

The proposing curator must fully and fairly represent the purpose for which the gallery is required. Any misrepresentation may result in cancellation of the function at any time. Under no circumstances may the proposing curator sublet or further offer for hire any part of the gallery unless this is integral to the concept of the project in which case this must be clearly communicated in your proposal.

The proposing curator will be responsible for keeping proper order and shall also ensure that all persons attending the event shall behave in a seemly manner and comply with any instructions they may receive from ESPS Steering Committee members.

ESPS does not accept any responsibility for claims arising from the proposing curator's own personnel, guests and suppliers. The proposing curator will be responsible for arranging any insurance to cover such risks. ESPS will not accept responsibility for loss or damage to any articles brought in by organisers or guests.

If the venue or its contents are wilfully or negligently damaged or stolen during an exhibition or event, a replacement cost is payable by the proposing curator.

All charges relating to the use of the gallery as well as any charges relating to arranged invigilator cover must be paid in advance of the installation of work.

The contents of this document form the terms and conditions of the use of ESPS by the proposing curator. By signing below, this document will constitute an agreement between ESPS and the proposing curator. This document must be signed and returned to Electro Studios, Seaside Road, St. Leonards-on-Sea, East Sussex TN38 0AL before your installation commences.

I understand and agree to the terms and conditions contained in this document.

Signed:

Print Name:

Alternative Name / Name of your organisation:

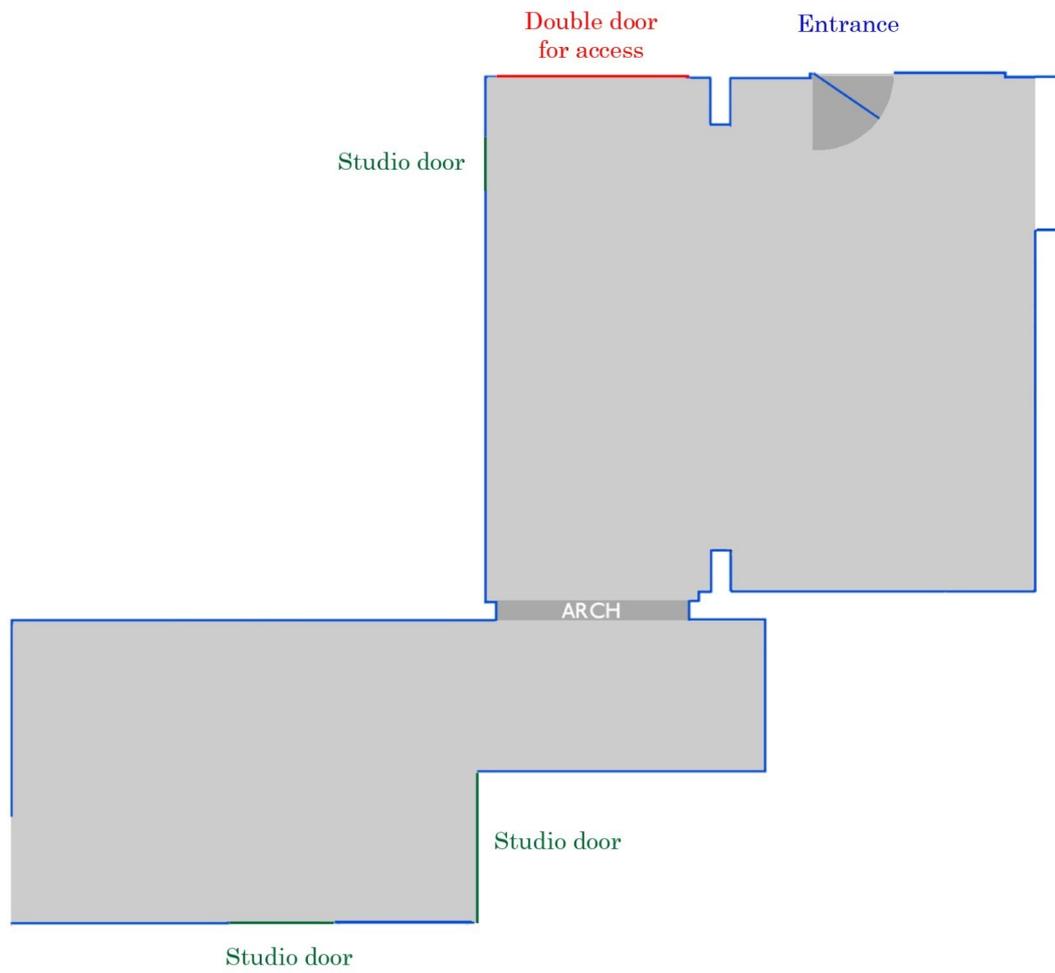
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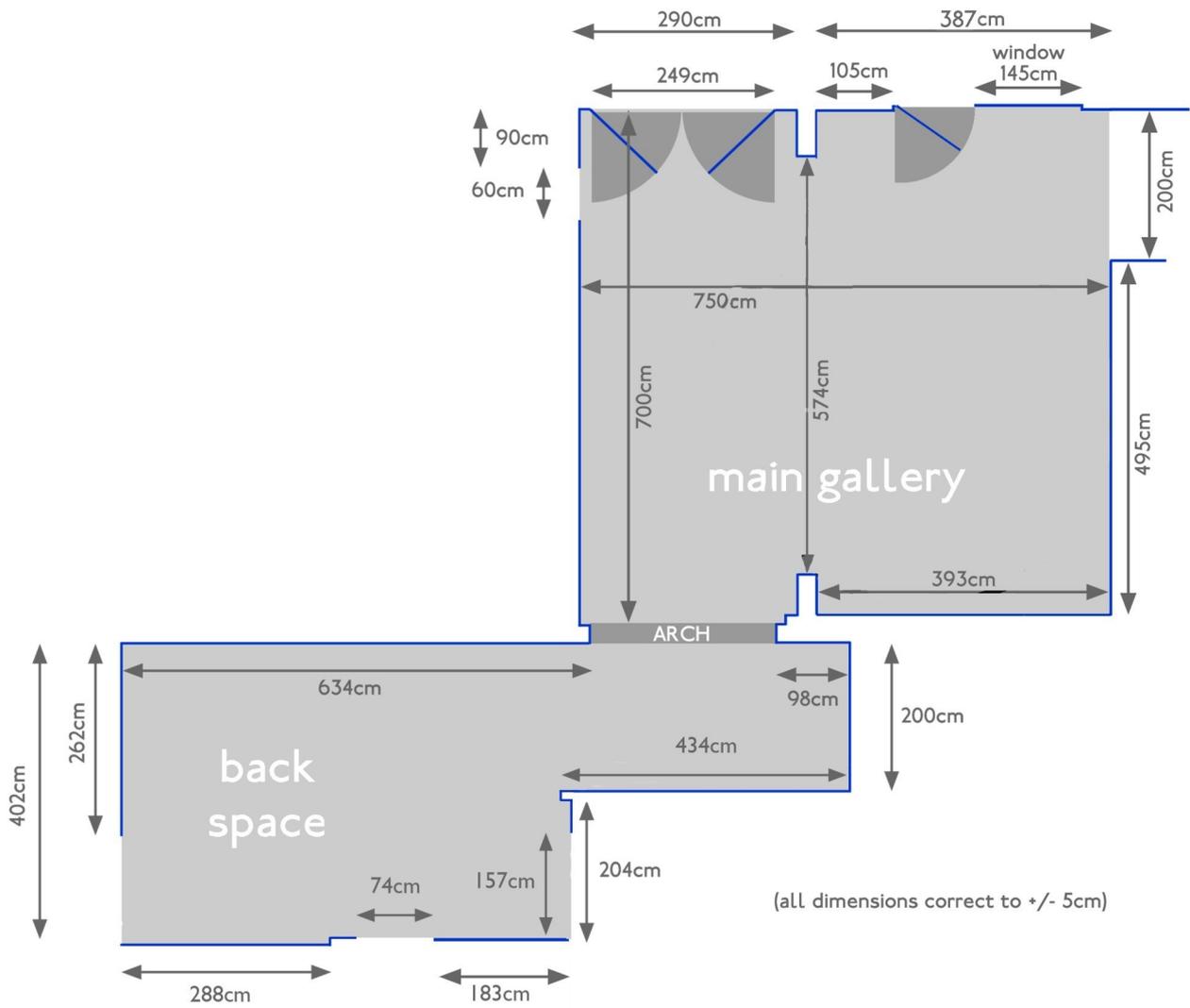
(street)

(town)

(postcode)

Gallery Plans.





(all dimensions correct to +/- 5cm)