

Toolkit

Guidelines for the use of empty shops in Devonshire Arcade, Penrith for the arts and creative enterprise. For artists, students and property agents.

The Process + Toolkit Contents

So you want to put on an exhibition in an empty shop in Devonshire Arcade? This toolkit offers guidelines for things to consider alongside installing your artwork, especially if you want to invite audiences to see your work, and it also provides templates and forms to simplify this process.

Eden Arts have good links with the property agents for the Devonshire Arcade and can negotiate short-term access to unused units on your behalf. Eden Arts can help you develop your plans, and help promote it through arts media and networks.

To make sure we can support you properly, artists need to consider the following things:

- 1. Your Proposal**
- 2. Finding a space for your project**
- 3. Keys to the property**
- 4. Exhibition guidelines**
- 5. Guidelines for sale of work**
- 6. Insurance and risk**
- 7. Fire Safety**
- 8. Marketing**
- 9. Documentation, evaluation and monitoring**

Before your project starts you need to send us the following information, which we will discuss with you when we meet you:

- 1. Your Proposal**
- 2. Risk Assessment form**
- 3. Fire Safety form**
- 4. Public Liability Insurance certificate (£5m indemnity)**

At the end of your project you need to send us

- 5. Your monitoring form**
- 6. Project evaluation**

See the back of this Toolkit for templates.

1. Your Proposal

Write a proposal for what you want to do in the property. This must be sent to us at least one month before you wish to use the space and must include:

- Dates and times you wish to use the space
- Description of the activity / installation you plan to carry out
- Full contact details of you and your team
- Full contact details of your studio / course leader
- Whether the property will be open to the public and the dates and times of this
- How you intend to promote your exhibition

2. Finding a space for your project

- Meet Eden Arts
- We will take you to see some units to find one that best suits your project
- Meet with the property agent who manages the property and agree terms

3. Keys to the property

- You are responsible for the keys to the property, and must arrange collecting them directly from the agent, Eden Arts, or from the Town Centre Manager.
- Once you have the keys to the property, you are responsible for everything that happens there. We recommend you cover your activity with Public Liability Insurance to a minimum of £5m per claim; risk assess your activity thoroughly, check the building is secure when not in use, as you are responsible for any damage to the property whilst you are the key holder.

4. Exhibition guidelines

- Agree terms of use with the property agent before you use the building
- Talk to Eden Arts about how you want to use the space
- Allow for enough time to get in to the space and set up, and set down the work
- There must be no offensive work displayed and consideration given to children and families who will be walking past the property.
- You must endeavour to curate your work well – make sure the work is installed well and the space is tidy and accessible. Contact Eden Arts for assistance curating your space if you need it.

5. Guidelines for sale of work

- You must NOT sell work from the property. This will require licences and will undercut commercial galleries in the area.

- Commissions are acceptable, but you must arrange this somewhere else, away from the property, with this being a separate arrangement from your Empty Shops project.

6. Insurance and risk

- You are responsible for all the people who enter the building when you have the keys. If you want the public to enter the building, you must get Public Liability Insurance for a minimum of £5m per claim. Phone around different insurers to get the best quote for your activity.
- You **MUST** assess the risks involved with your activity – what harm your activity might pose to yourself, the building, and the people around you. This includes any offense that may be caused as well as physical harm.
- You must complete a risk assessment and attach it to your project plan, with your public liability insurance. You must complete this on the morning of your activity and check throughout for any changes in the situation. See template at the back.

7. Fire Safety

- Emphasis must be placed on preventing fires and reducing risk
- It is your responsibility to ensure the safety of everyone who uses your premises and in the immediate vicinity. A set of guides has been developed to tell you what you have to do to comply with fire safety law, help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place. For more guidelines go to:<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

8. Marketing

- You may want to promote your art activity in the building. Contact Eden Arts to help you write your Press release, and to proof any posters / flyers before you go to print, as well as your online marketing.
- You must include the Eden Arts Logo on your publicity, and send final proofs of the PR design to the EA team.
- You must include the agents logo and the property address itself in all press releases and print marketing, to help promote the agent and their property

9. Documentation, evaluation and monitoring

- Please make sure you send us some photos of the finished work in the building. This is for our records, and to help promote your work and the Empty Shops project.
- Please send us any comments from the public about your work – you could set up a comments book, or record statements when they are made.
- **Evaluation** is really important as it helps you assess the successes and weaknesses of your project, and helps us to understand how to support you better. Please share your evaluation with us – taking into consideration what you did; what could be done



differently to make it better; key successes and weaknesses; how you found us to work with etc.

- **Monitoring** – Please complete the Monitoring checklist attached and send it back to us at the end of your project.

Templates...

1. Monitoring Checklist
2. Risk Assessment Template



Eden Arts Empty Shops Project Monitoring Checklist

Your name:

Name of your project:

Property used:

Dates / times of use:

How many visitors saw the exhibition?

How many days was the exhibition open to the public?

How many artists were involved?

Number and amount of sales/ commissions made off site

Key comments: feedback from audiences and artists

Please send us 5 good images of how you used the space.

**Please complete and return this form to Eden Arts, 1 Sandgate, Penrith, Cumbria
CA11 7TP**

enquiries@edenarts.co.uk

Risk Assessment

Risk Assessment Record

Establishment:	Date of Activity
Activity assessed:	
Activity location:	
After controls are in place assess risk:	
Assessment to cover: Venue, Activity, Environmental Conditions, First Aid, Emergency Procedures	
Who May be harmed Artists [] Assistants [] Volunteers [] Children [] Contractors [] Public []	

Significant Risks	Control Measures

Equipment required (include personal protective items)

Name:	
Signature:	
Date:	