## **Fulham Palace**



# exhibition hire guide

#### **Available spaces**

Display your artwork in the historic Bishop Terrick's rooms. Fulham Palace is a Grade I listed building surrounded by 13 acres of a beautiful Grade II listed garden creating the perfect backdrop to showcase unique and breathtaking works of art.

The Bishop Terrick's rooms are open daily 9.30 – 17.30 in the summer and 9.30 – 16.30 in the winter. Occassionally, the rooms will close for private hires.



Bishop Terrick's dining room

5.80 metres x 6.55 metres £850 + VAT for four weeks (28 days)



Bishop Terrick's drawing room

5.80 metres x 8.10 metres £700 + VAT for four weeks (28 days)

#### **Both Bishop Terrick rooms**

£1,300 + VAT for four weeks (28 days)

#### Installation

To ensure a smooth installation process, you will need to follow these guidelines:

Preparing your artwork: Before installation, D-rings must be attached to the back of your frames.

**On site support**: You or your events coordinator should be present during the installation and removal of the exhibition to assist our collections team. We will schedule this at a time that works for both parties.

Health & safety: Only our FPT trained staff are allowed to use ladders.

**Storage**: You can store small packaging items in our museum store during the exhibition. You will need to confirm the number and size of items with our collections and conservation officer before installation.

**Frame specifications**: Avoid using glass glazing on frames. Frame weights must be under 5kg. If a frame exceeds this weight, let us know when you submit your work. Drilling, Bluetac, or adhesive tapes to attach frames to the wall are prohibited.

**Insurance**: Please note that displayed items are not covered under Fulham Palace's insurance policy against theft or damage. All hirers must provide evidence of personal liability insurance (PLI) cover of up to £5 million pounds

Lighting: Our rooms do not have UV filters on the windows.

**Marketing**: The exhibition title, confirmed dates, short summary and at least three high-quality images must be supplied to the Palace's marketing team. After installation, a completed map with the title and location of specific pieces must also be supplied to the Palace's marketing team.

### Booking

To book your exhibition space at Fulham Palace, complete the online exhibition hire enquiry form. Once your booking dates have been confirmed, we will send you an invoice. Please ensure the invoice is paid within two weeks of receipt.

#### Cancellation

If you cancel your booking more than two weeks before your confirmed date, a full refund will be provided. If you cancel your booking seven – 14 days before your confirmed date you are eligible for a 50% refund. If you cancel less than six days before your confirmed date no refund will be provided. Fulham Palace reserves the right to cancel a booking due to unforeseen circumstances and in this instance a full refund would be provided.

#### **Reproductions & publicity**

Fulham Palace is a heritage site open to the public. Please be aware that artwork on display may be photographed, filmed, or videoed by visitors without prior written agreement.

We look forward to working with you to create an amazing exhibition! If you have any questions, please don't hesitate to reach out to a member of our team.