

# The Island Gallery Space

old bridewell police station, Bridewell street, small blue gate, Bristol, BS12QD



## Booking

Thank you for booking our Gallery space for your event. We look forward to working with you. Please see below information on Safety , Technical Information, Ethos and T&Cs of space use.

## Space Brief –

The Island is a self-funded multi use artspace based in the old Bridewell Police Station, conveniently situated in the heart of the Bristol city centre.

The Island Gallery Space is a large white walled exhibition space with a high ceiling glass rooftop creating extensive natural light.

### The Gallery Space main uses:

Exhibition Space  
Theatre & Immersive performance space  
Workshop & seminar space  
Launch Events  
Photo-shoot & filming space

In addition to the main space, there is access to a smaller space, which can be used as an extended part of the Gallery, back of house area or storage space.

We encourage artists to make for use of the space by programming additional events related to your exhibition such as talks, workshops and networking opportunities.

## Information for Artists

### Gallery Space details

The Gallery Space  
Bridewell Street Entrance  
1<sup>st</sup> Floor  
Bristol  
BS1 2LE

### Capacity

125 maximum

### Measurements

approximately 7.1m x 9.4m

### Usage

The Gallery Space can accommodate a range of uses.

In the past been used for exhibitions, immersive performance, talks, and photography shoots and filming.

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## **Fees**

£ 15 p/hr for 4 hrs or less.  
£ 150 p/day  
£ 350 for one-week hire.

Event running past 11pm are charged at a late night fee of £ 300.

## **Marketing**

We advertise on The Island website and social media channels & online listings site such as [www.vasw.org.uk](http://www.vasw.org.uk) and in a monthly The Island activities and events mail-chimp. We require all information on your booking 2 weeks after you received your booking confirmation. We also have a regular monthly column on Bristol 24/7 newspaper and we feature our events in The Gallery space. Facebook page: 5,182 likes  
Twitter: 3,286 followers

## **What we will require to promote your event**

A high-resolution image which reflects what the event is - this can be a poster in jpeg format. The poster must also include the below information

- The title of the event
- Where (location) Please make sure your promotional material clearly states this access address.

The Gallery Space  
The Island, 1st Floor  
**Bridewell Street**  
Bristol  
BS1 2LE  
[www.theislandbristol.com](http://www.theislandbristol.com)

- When (date and time)
- Cost
- Facebook and Twitter links
- Link to where people can buy tickets (if appropriate)
- Contact details for further questions

In return we ask that you include the Island logo on all promotional material (attached) and also link to our pages on social media promotion;

Twitter: @IslandBristol

Facebook: IslandBristol

Instagram: @theislandbristol #theislandbristol

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PLUS in written format

- Brief description of the event (what it is, why people would be interested in going, what they can expect)

## **Setting up of your exhibition**

Set up time is inclusive of the dates you have booked the gallery for; you will be able to access the gallery from 9am on that day. Hanging the work is your responsibility, so please bring any all the tools you may require. You will need to book all setting up time with our office team in advance.

NB: We are able to supply a ladder.  
We do not have a drill or tools on site.

## **Parking**

The car park is managed by our landlords Creative Youth Network.

We are able to book in people to unload and collect their work, but are not able to offer all day parking due to the limited space and use of the yard. Please book in parking at [bookings@theislandbristol.com](mailto:bookings@theislandbristol.com) at minimum of 3 days before to ensure you are allocated a space.

There is [NCP](#) building a few minutes walk from The Island.

Parking in the city centre is free on Sundays.

## **Storage**

The back room of the Gallery, if this is not used as part of your Gallery Space.

## **Equipment**

All electrical equipment being brought into the gallery will need to be PAT tested, unless under one year old. All equipment is brought into the space at your own risk, you may want to consider securing it in some way.

## **Invigilation**

It is the responsibility of the event organiser to invigilate the exhibition or event. We require the Gallery to be accessible to the public a minimum of 5 hrs per day during your exhibition.

## **Risk Assessment**

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It is your responsibility to carry out a risk assessment for your exhibition, which The Island may ask to see. We can provide you with a template for this if you wish. This is to ensure that there will be no risks to staff or the public when the space is open.

## **Installation**

- ❖ The exhibitor is responsible for the installation of the artwork.
- ❖ The exhibition space must be kept clean, safe and presentable at all times.
  
- ❖ It is the responsibility of the exhibitor once the exhibition is over, that the premises are left in good and clean order.
  
- ❖ The exhibitor is responsible for taking down the exhibition, packing, removing and disposing of any equipment and your excess rubbish.
  
- ❖ The exhibitor is responsible and expected to pay for any damage to the space or The Island property that has occurred during the exhibition period.

NB:

- ❖ Please do not drill into the floor.
- ❖ Please do not use foam pads or tape to attach work to the Gallery wall.
- ❖ Please make sure all screws are securely fixed to the wall.
- ❖ Please do not paint directly onto the Gallery wall unless previously agreed by Gallery manager.
- ❖ Please do not paint directly onto the floor.

## **Safety and Security**

- ❖ The Island is not responsible for any damage or loss that may occur to any artwork during the period of the exhibition, the installation or removal of the exhibition.
  
- ❖ The Gallery is not responsible for any damage or loss that may occur to any personal items belonging to the exhibitor or anyone working for or on behalf of the exhibitor (this also includes guests and associates).
  
- ❖ The insurance is the responsibility of the exhibitor; the Gallery does not insure the exhibited work or the exhibition.

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## Opening/ Preview Night

- ❖ This is included in your hire. The latest finishing time is by 11 pm.
- ❖ Event running past 11pm are charged at a late night fee of £ 300 and must be previously agreed and paid for in full before taking place.
- ❖ Please confirm date & time in advance so we can log it in the calendar and help you promote your event.
- ❖ I will be in touch one week before your preview with regards to how many tables &/tables you require in the space.

NB: The Gallery Space is an un-licenced part of The Island complex. You are welcome to serve alcoholic drinks at the opening free of charge or by donation.

If you would like to sell alcohol you must notified The Island a minimum of 5 weeks prior to your exhibition. The Island will then submit a Temporary Event Notice for your event. This will incur an additional small fee to cover TEN submission and administrative costs.

## De-install of your Exhibition

Again this date is included in the hire period and you will have until 10.30pm of the last evening of your hire vacate the Gallery Space.

Please make sure you leave the space as it was presented to you found. Fees will incur if there is an damage to the premises or The Island property.

Please

- ❖ Remove all your fixings, fixtures, equipment and props
- ❖ Polyfilla all holes, sand back excess Polyfilla and paint over with Dulux Brilliant White Emulsion.
- ❖ Please make sure all blemishes, marking and writing are removed from the Gallery walls.

## Heating

Please arrive 1/2 hour earlier to turn on heaters. We have quite few heaters in the space but as you understand it is an old building so it takes a while to warm the space up so please bare this in mind.

There are 4 oil heaters and 2 hot air heaters

Please make sure you switch them all off and all the lights as well when you leave the space.

## Sockets

If you wish to plug your PA or kettle please make sure you unplug some heaters. Any problems call me 0784 608 6969. As mentioned each double socket takes up to 4000W

## PA

There is no PA in the Gallery Space

## Equipment

The Gallery Space comes with access of up to 100 foldaway chairs. 7 various sized plinths, 4 long tables & 2 round tables. Please email in advance to have these set up or removed from the space.

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## Rubbish

Please put all rubbish in the bins provided. The Island is committed to our Recycling and Environmental Policy, we can provide a copy on request.

Please send any questions or enquiries to Tina Backhouse (Project Assistant/Admin) at [bookings@theislandbristol.com](mailto:bookings@theislandbristol.com)

Please use this number for an queries or issues while on site: **07846086969**



## Ethos

The Island operates on 'all welcome' policy. Our unique blend of creative activities, fantastic crowd and atmosphere that ensures The Island Project goes from strength to strength, as each week and year goes by. Here at The Island we take pride in looking after our staff, artists and most importantly...you.

We are committed to the [Good night out Campaign](#). Good Night out is an independent campaign working with clubs, bars, pubs and venues around the UK and Ireland to end harassment on nights out.

All staff are fully trained and we select carefully our security officers and contractors.

We're independent and proud of it and our whole ethos is to provide a vibrant friendly and clean bar, with a selection of natural energy drinks alongside our standard bar selection for the audience who would like to have a non-alcoholic healthy drink. We brew our in house Island ale and offer coconut water behind the bar too.

## What our clients say about us

"The Island is unique in that it not only offers a wonderfully exciting space in which to stage work or respond to it's heritage in regard to site specific concerns, but it also fosters community and supports artwork. The Island is different, it is home to the challenging, the creative, the alternative and the adventurous. The Island is alive. The Island makes art work"

*Thomas Bacon, performance artist & curator*

We just wanted to say a massive THANK YOU from the whole team, for being a part of the Mircro-Fest this year. You have beautifully hosted us and we have felt very supported by The Island. We were very happy with how everything went, so thank you for everything you have done.

*Danny Prosser, Assistant Producer, Ausform*

## Feedback

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We invite feedback of any kind, so would be grateful if you do have any to forward to continue providing the best possible affordable space for artists. Please send your feedback to [bookings@theislandbristol.com](mailto:bookings@theislandbristol.com)

**The Island**  
**Nelson Street**  
**Bristol, BS5 7AA**  
[bookings@theislandbristol.com](mailto:bookings@theislandbristol.com)  
[www.theislandbristol.com](http://www.theislandbristol.com)