

# The Island Gallery Space

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



## **Gallery address**

The Gallery Space, The Island, *Bridewell Street, 1st floor*  
Bristol, BS1 2QD

## **Setting up of your exhibition**

Set up time is inclusive of the dates you have booked the gallery. You are able to access the gallery from 8am on the first day of your booking. Hanging the art work is your responsibility, so please bring all the tools you may require.

We are able to supply a ladder.

We do not supply a drill or other tools, please remember to bring them with you

- ❖ 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 any other colour other than white emulsion directly onto the Gallery wall
- ❖ Please do not paint directly onto the floor.

## **Storage**

As well as the main gallery space, there is also access to an adjoining smaller room which can either be used as an extension of the gallery or as a back of house area. There is no door dividing these rooms.

We are not able to offer any storage of items leading up to or after your hire has taken place. Please make sure all items are taken off site by 9.30 pm on the evening of your hire finishes.

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## **Equipment**

All electrical equipment brought into the gallery for your booking 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. During the opening times the space must have at least 1 member of your group/organisation invigilating the space.

We require the Gallery to be accessible to the public a minimum of 5 hrs per day during your exhibition. You are not required to have your exhibition open to the public on the day of install if this is not feasible.

## **Risk Assessment**

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 there will be no risk to staff or the public when the space is open.

## **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 Island 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).  
Insurance is the responsibility of the exhibitor; the Gallery does not insure the exhibited work or the exhibition.

## **Opening/ Preview Night**

This is included in your hire. The latest finishing time is 10.30 pm, with all members of the artist group being off the premises by 11pm.

Events 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 & chairs you require in the space.

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The Gallery Space is an **unlicensed** part of The Island complex. You are welcome to serve alcoholic drinks at the opening free of charge or by donation only. A large bar is not permitted unless a Temporary Event Notice has been applied for by the Island.

If you would like to sell alcohol you must notify The Island a minimum of 4 weeks prior to your exhibition commencing. The Island will then submit a Temporary Event Notice for your event. This will incur an additional fee of £ 50 to cover TEN submission and administrative costs.

There is **NO BYO** (bring your own alcohol) permitted in our complex. Anyone seen to be promoting BYO to their events will be asked to amend the information and advise the public that it is not a BYO event.

***Any member of the public attending the event who is found onsite with their own alcohol will lead to the event being immediately closed down.***

## **Gallery Maximum capacity**

Standing event with no stage: 120

## **Social Media links**

Please tag our social media pages when posting online, feel free to pass these on to all of those involved.

FaceBook: [The Island Bristol](#)

Instagram: [@theislandbristol](#) [#theislandbristol](#)

Website: [www.theislandbristol.com](http://www.theislandbristol.com)

The Island will assist with promoting your event on our social media platforms and on external platforms such as Visual Arts South West and Bristol 24/7.

**We assist with promotion however we are not solely responsible for promoting your exhibition, you must actively promote your exhibition// event on your own social media sites and external sites.**

## **De-install of your Exhibition**

This date is included in the hire period and you will have until 10 pm on the last evening of your hire to vacate the Gallery Space.

Please make sure you leave the space in the same condition as you hired it. Fees will incur if there is any 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.

The Island will supply the Polyfilla, sandpaper and emulsion, please leave these on-site. Thank you.

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## **Parking:**

The courtyard area is managed by The Station you will need to book in advance with the reception of The Station.

Please contact them directly at:

THE STATION  
SILVER STREET  
BRISTOL BS1 2AG  
[www.thestationbristol.org.uk](http://www.thestationbristol.org.uk)  
[info@thestationbristol.org.uk](mailto:info@thestationbristol.org.uk)  
Tel: 0117 204 7338

To request parking space. Please allow 1 - 2 working days notice for The Station to organise.

Please bear in mind there are limited spaces, so you do need to book in advance and not just turn up. The courtyard parking is a shared plot, therefore there is limited load in time available and not full day parking.

Access to the courtyard parking area, please arrive at the Blue gates on Silver Street, BS1 2AG, head to the Station reception to collect the gate key. Please return the gate key to the Station reception directly after parking up under the yellow canopy.

Street paid parking is available Monday to Sundays. There are also two parking building in close proximity to The Island, please consult this link for more details: <https://www.npc.co.uk/find-a-car-park/car-parks/bristol-nelson-street/>

## **Heating**

Please arrive 1/2 hour earlier to turn on heaters. There is 1 large industrial hot air heater. Please let it cool down before switching off.

Please make sure you switch off all the lights 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 80 foldaway chairs. 7 various sized plinths, 4 long tables & 1 round table. Please email in advance to have these set up or removed from the main gallery 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 take your large items with you as we are unable to remove left or broken items without the Island incurring removal costs.

## **Monitoring**

We ask that you keep a record of the numbers of daily attendees to your event, you will be given a form to fill in on the first day of your hire please leave this in the space when you leave.

Please send any questions or enquiries to Tina Backhouse (Bookings Manager) at [bookings@theislandbristol.com](mailto:bookings@theislandbristol.com)

Please use this number for any 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.



We're independent, largely self-funded and proud of it and our whole ethos is to provide a vibrant and welcoming multi use arts complex. To find out more about what is happening in our complex please check out our website. [www.theislandbristol.com](http://www.theislandbristol.com),

The Island is an Artspace Lifespace (Reg Charity No: 1168150) project  
<http://www.artspacelifespace.com/>

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## **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**

We invite feedback of any kind, so would be grateful if you do have any to forward it to us so we can continue providing the best possible affordable space for artists.

Please send your feedback to [bookings@theislandbristol.com](mailto:bookings@theislandbristol.com)