

The Island Gallery Space

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



Keep Safe and Enjoy Yourself

COVID Guidance

We have introduced new measures to enable you to enjoy your time at The Island art complex while keeping staying safe.

Social distancing

We ask for your support in following our social distancing guidelines. All visitors must maintain the 2-meter social distancing at all times which attending your exhibition or any of your events.

You will need to make sure your measure the necessary for this to take place prior to open the space up to any public attended event.

Please remember some people attending your ticketed event of may be coming a from the same household, therefore this should also be taken into account when setting out seating.

Track and Trace

Please make sure you have a nominated person to meet and greet all people attending your exhibition /event. This person will need to obtain the Full name of the people attending along with their contact phone number, the date and time they attend the gallery. This information must be kept for 21 days, it must be destroyed after this time-frame and may not be used for any other means than COVID 19.

One Way System

For exhibitions please make sure you have a one-way system in place and make sure everyone follows the one way system.

Masks

All visitors must wear a mask while in the building, including the gallery space. People who have any health issues around wearing a face mask are not required to wear face masks.

What if people have forgotten their mask?

It may be worthwhile has a stock of disposal masks which could sell at a small fee to cover the cost of supplying masks.

Extra cleaning, using hand washing

We have extra sanitising and cleaning facilities in high touch point areas. Hand sanitising stations can be found throughout the building. Please use sanitiser provided on entry to the building.

Wellness Checks

If you have any symptoms of Covid-19, are self-isolating or have been contacted in accordance with the track and trace system, please do not enter the building.

Our Team

A risk assessment has been completed and documented to demonstrate we have looked at the Covid-19 hazards within The Island (Artspace Lifespace) and have introduced measures to operate safely.

Please keep a copy of Artspace Lifespace Risk Assessment we have asked you to complete. Please make sure you consult this document to make sure all measures are being upheld when you are with us at The Island

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Setting up of your exhibition

Set up time is inclusive of the dates you have booked the gallery. You can access the gallery from 8am on each day of your booking.

Install of your exhibition is your responsibility,
We do not supply a drill or other tools so please remember to bring them with you

We will supply a ladder.

- ❖ The exhibition space must be kept clean, safe and presentable at all times. Please consult Artspace Lifespace COVID Risk Assessment for the Island gallery.
- ❖ The exhibitor is responsible for taking down the exhibition, packing, removing and disposing of any equipment and your excess rubbish.
- ❖ The Gallery must be left good and clean order.
- ❖ 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.

Equipment

All electrical equipment brought into the gallery for your booking will need to be PAT tested, unless under one year old. The use of extension cords is not permitted through out our complex.

All equipment 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 for their exhibition or event. During the opening times, the space must have at least 1 member of your group/organisation invigilating the space.

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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 your own risk assessment for your exhibition, which The Island may ask to see.

We will provide you with the Artspace Lifespace Risk Assessment for the Island Gallery. This must be completed by 12 noon on the first day of your hire.

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).
- ❖ 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 by 10 pm, with all members of the artist group being off the premises by 10.30 pm. Due to the current social distancing measures in place we recommend having 1 – 3 preview events to allow for a greater number of people to attend the evening events.
- ❖ Please confirm date & times of your Preview/s in advance so we can log it in the calendar and help you promote your event.
- ❖ 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.
- ❖ I will be in touch one week before your preview with regards to how many tables &/tables you require in the space.

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 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 notified 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.

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There is **NO BYO** (No bring your own alcohol) permitted throughout 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. **No refund will be issued**

Gallery Maximum capacity

2 meter social distancing measures must be in place at all times.

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

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 of the last evening of your hire to vacate the Gallery Space.

Please make sure you leave the space as it was presented to you found. 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.

Parking:

The courtyard area is managed by The Station you will need to book in advance with the reception of The Station. To request parking space. Please allow 1 - 2 working days notice for The Station to organise.

Please contact them directly at:

THE STATION, SILVER STREET, BRISTOL BS1 2AG

info@thestationbristol.org.uk

Tel: 0117 204 7338

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.

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

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.

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. Any

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 (Deputy Centre Manager) at 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 an 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,

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

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