

CROMWELL PLACE

APPLICATION FORM

- All information will be treated in confidence in compliance with our privacy policy provided at cromwellplace.com
- Please note that all sections of the application must be completed prior to submission. Any application deemed incomplete will delay consideration.
- First Round applications open from October 2017 to February 2018.
- Second Round applications open from April 2018 to September 2018.
- If additional space is required, please attach supporting documents to the Cromwell Place Application Form.

For any queries prior to submission your application, please contact May Calil, Galleries Director at mc@cromwellplace.com

APPLICANT INFORMATION

Applicant Name: _____

Business Name: _____

Gallery/Business Director(s) (if applicable): _____

Email address: _____

Telephone number: _____

Website: _____

Primary address: _____

Other location(s): _____

Area of expertise: _____

Number of staff members: _____

MEMBERSHIP TIERS

Please state for which type of membership you are applying:

- Resident Membership. Available for £5,000 (excl. VAT) per annum and designed for those members wishing to maintain a permanent office in Cromwell Place and use the full facilities.
- Exhibiting Membership. Available for £4,500 (excl. VAT) per annum and designed for those members wishing to use the facilities of Cromwell Place whilst keeping offices elsewhere.
- International Membership. Available for £3,000 (excl. VAT) per annum and designed for international members using the facilities of Cromwell Place. This is catered for international members who wish to exhibit at Cromwell Place once or twice a year.
- Non-Exhibiting Membership. Available for £2,000 (excl. VAT) per annum and designed for international and UK based galleries, organisations and art professionals operating privately and requiring the sole use of art storage and viewing rooms.
- Incubator Membership. Free annual Membership of Cromwell Place will be given to up to three new galleries or businesses every year to help establish their business.
- Associate Membership. Free annual membership for museum directors, senior curators, scholars, benefactors and writers working in the non-commercial and public sector.

A one off joining fee of £3,000 (excl. VAT) will be payable upon confirmation of membership.

FACILITIES

Please tick all relevant facilities of Cromwell Place for which you would require use:

- Office Space

Average size of office space you require:

- $0-10\text{ m}^2$ 10–15 m² 15–20 m²
 20–30 m² 30–40 m² 40+ m²

- Exhibition Space

Average size of exhibition space you require:

- 40–60 m² 50+ m² 80+ m²

- Annual on-site art storage

Average cubic metres you require:

- 3 m³ 6 m³ 9+ m³

- Annual off-site art storage

Average cubic metres you require:

- 6 m³ 9 m³ 12 m³ 15 m³

- Viewing Rooms

- 3 hours Half Day Full Day

- Hot Desk Facilities

How many days per month? _____

If less frequent, how many days per year? _____

EXHIBITION REQUIREMENTS *(Not applicable for Non Exhibiting Membership)*

In order for us to give you a better sense of the annual costs of your planned membership, please answer the following questions in as much detail as possible. We will then provide quotes for up to three separate exhibitions scenarios.

What time of year do you plan on exhibiting?

Exhibition 1 _____

Exhibition 2 _____

Exhibition 3 _____

Which gallery space(s) would you use for the exhibition(s)? *(refer to Specifications)*

Please attach the floorplan(s) of preferred gallery space(s) to your application and specify which floorplan corresponds to each exhibition.

Estimated number of works per exhibition:

Exhibition 1 _____

Exhibition 2 _____

Exhibition 3 _____

Would you require the works be held at our on-site storage facility following the exhibition? If so, for how many weeks?

Exhibition 1 _____

Exhibition 2 _____

Exhibition 3 _____

Would you require the works be held at an off-site storage facilities following the exhibition? If so, for how many weeks?

Exhibition 1 _____

Exhibition 2 _____

Exhibition 3 _____

Please state any additional requirements you wish us to provide a quote for:

- | | |
|---|--|
| <input type="checkbox"/> Audio Visual equipment | <input type="checkbox"/> Repainting of gallery walls |
| <input type="checkbox"/> Delivery of works | <input type="checkbox"/> Specialist lighting |
| <input type="checkbox"/> Furniture hire | <input type="checkbox"/> Spreader plates |
| <input type="checkbox"/> Plinths | <input type="checkbox"/> Technician support |

Please tell us how you see yourself working at Cromwell Place.

For example, will Cromwell Place be your primary place of business. How are you building it into your existing model? If you plan on using Cromwell Place as an additional space, how many exhibitions would you expect to put on annually?

Please supply us with as much information as possible in order for us to best understand your application.

Please submit your application to May Calil, Galleries Director at mc@cromwellplace.com or by post:

Cromwell Place
First Floor, South Side
10–12 Exhibition Road
South Kensington
London SW7 2HF

Confirmation of receipt will be acknowledged by a member of our team. Neither party will be finally committed until any such contract is signed by both parties. All applications will be treated in strict confidence.