



EXHIBITION READY

A Handbook for Exhibitions at Craven Arts House

Craven Arts is based at Craven Arts House, Otley Street, Skipton. We host a varied programme of exhibitions and events and programme year in advance to ensure that our lead times allow adequate time for planning, financing and promotion. We accept proposals from Craven Arts Members and from other organisations and art groups who wish to hire our space.

Purpose

This handbook is a tool for members, artists, curators and private hires who are staging exhibitions at Craven Arts House (CAH). It will assist the Director and Finance and Communications Manager in the delivery of exhibitions and associated events and ensure clear roles and responsibilities.

The Team

Once an exhibition proposal has been approved, the main point of contact will be the Exhibitions Coordinator, supported by the Craven Arts Artistic Working Group. The Exhibitions Coordinator and Artistic Working Group are currently volunteer roles, taken on by Trustees of Craven Arts Charitable Trust. See contacts below.

Proposals

Exhibition proposals can be submitted through the website at [book exhibition space | cravenarts](#). Proposals should include an explanation about the person or group wishing to exhibit, the exhibition theme, dates, preferred space and resources required. The proposal will then be considered by the Craven Arts Director, and the proposer will be contacted for further discussion.

Spaces/ Opening Times and Fees

Spaces available for exhibitions are the front gallery, main hall, and club room. External exhibitions/ events will be subject to a room hire fee. Floor plans and images of the spaces can be found on our website at [creative spaces | cravenarts](#).

Fees

Members can hire exhibition space from £37.50 per week, with a four-week minimum hire (£150 Total).

A 20% commission is taken on all sales.

External hires, arts organisations, art groups are charged £42.50 per week, with a four-week minimum hire – however, this can be negotiated. All sales are subject to 20% commission.

Members' exhibitions are subject to an entry fee per artist and a commission for artwork sold (to be agreed with the Craven Arts Director).

Fees and commission rates will be reviewed annually.

Opening Times

Exhibitions run from Thursday to Sunday, from 10am to 4pm.

Space for temporary storage at Craven Arts House in between and during exhibitions is extremely limited and is subject to many changes. Exhibition coordinators must take this into account when arranging and accepting deliveries. The period between delivery and curation must be kept as short as possible as secure storage space is limited.

Process

1. Exhibition proposal submitted through the website for discussion with Craven Arts Director
2. Exhibition proposal – themes and ideas and dates confirmed by the Artistic Working Group
3. Proposal accepted and all details confirmed with the Exhibitions Coordinator, including risk assessment.
4. Work delivered and installed
5. Exhibition opening, talks and events
6. Take down and collection of work

Exhibition proposals will require a minimum of six months' lead in time prior to the opening of an exhibition. Exhibition contracts will include details of the hire, promotion, and payment of fees. For membership exhibitions Craven Arts requires completion of an online entry form, and all exhibitions will require confirmation of arrangements for final closing down.

Call outs for participation in exhibitions, whether an open call or members only, will be undertaken by Craven Arts, through the website or social media. Any independent call out, advertising or social media promotion must be approved by the Finance and Communications Manager.

Insurance and Health and Safety

External exhibitors and hires must provide a copy of their Public Liability insurance documents, showing cover up to £5 million.

Exhibitors must comply with Craven Arts Health and Safety policies.

Only PAT tested equipment may be used.

Risk Assessments must be undertaken and signed off by Craven Arts. Access must be maintained throughout the exhibition and community spaces.

See Appendix 1 Sample Risk Assessment form

Planning

Terms and Conditions apply for each exhibition. These may change for specific exhibitions, so exhibitors should always check these carefully.

Please note that heating is a huge expense for Craven Arts. Any additional heating required must be agreed at the proposal stage and must be paid for at the conclusion of the exhibition. A list of contact details including mobile numbers for all personnel involved must be supplied to Craven Arts

Marketing and Communications

Posters for the reception area and sandwich board will be provided by Craven Arts. Any additional posters must be approved by Craven Arts Marketing Officer and circulated by the exhibition lead/team. All social media posted by Craven Arts. Members at in-house exhibitions and private hires are encouraged to share social media posts.

Catalogues, fliers, handouts can be distributed before and at the exhibition. Private hires must provide their own promotional material etc., which must follow Craven Arts branding guidelines and be approved by the Finance and Communications Manager.

Supporting events such as talks and demonstrations that are complimentary to the main exhibition must be approved at the proposal stage; these cannot be changed without the Director's consent. Supporting events will be the responsibility of the exhibition holder. Craven Arts personnel cannot be made available to manage supporting events without prior agreement. All private views/opening events will take place on Friday evenings or Saturday lunchtime. Private Hires must take responsibility for supplying their own refreshments and cleaning up afterwards.

All signage around the building must comply with Craven Arts branding.

To protect artists' intellectual property rights, decisions on whether photography of exhibitions will be allowed will be made on an ad hoc basis at the proposal stage. We cannot guarantee that visitors will not take photos.

Private hires

Private hirers will be responsible for their own exhibition set up, management, and close down. This will be in cooperation with the Exhibitions Coordinator. Where it has been agreed that a space occupied by a private hire exhibition is to be used intermittently by Craven Arts for other purposes, e.g. meetings, the temporary relocation of hirers' furniture etc. will be the private hirers' responsibility.

Membership exhibitions

Entry process: an online process is usually communicated through the newsletter, with hard copy and email equivalents made available on request via exhibitions.cravenarts@gmail.com

Advance notifications about an exhibition will be disseminated by Craven Arts via its newsletter, website, local radio links, and social media. Sharing of posts is encouraged.

For some exhibitions, artists will be required to provide fifty-word biographies for use in exhibitions, social media, and at Craven Arts House reception. The fifty words are to be written in the third person. Private hirers should provide their own artist statements.

Curation

For membership exhibitions, a named Curation Team will be required at the preliminary stage. Use of steps and other Craven Arts equipment will be discretionary, and use must be agreed beforehand. Craven Arts Health and Safety Risk Assessment rules apply.

For some exhibitions we may request images of artwork in advance to assist in the curation process. Whilst images may not be available at entry stage, these can be submitted when ready via exhibitions@cravenarts.co.uk. These will be passed on to the Curation Team for planning. Digital files must be in jpeg format, referenced as follows: Exhibition name / artist Surname / Title
e.g. *TracesBloggsMountain.jpg*

For membership exhibitions, the labels will be produced by Craven Arts. Craven Arts reserves the right to change labels in private hire exhibitions for any reason that might adversely affect the ethos and/or professionalism of Craven Arts.

The STAT hanging system is to be used wherever provided. Note: do not cut strings or use sticky tape to hide the ends out of sight; instead roll the ends and use removable string to tie them up. No nails or hooks are to be inserted into walls without express prior permission. Where this has been permitted, the hole must be filled and the wall touched up immediately by the hirer at the close of the exhibition. Filler and wall paint will be provided.

A small number of plinths, shelves, and props can be loaned/rented on request.

Volunteers/Stewarding

A cohort of Craven Arts volunteers is needed to steward in-house exhibitions and to manage reception and the sales desk. Rotas for this will be managed through Craven Arts, via the Signup app. Private hires should provide their own stewards, but all must comply with training requirements.

All volunteers must comply with the **Craven Arts Volunteers Handbook**. Non-Craven Arts volunteers must undertake relevant training before the exhibition begins.

Volunteers making sales must make sure ALL relevant details are entered into the sales sheets for the Finance team to be able to repay artists swiftly and correctly.

To help volunteers to be able to inform visitors about artists and artworks on show, short bios of all artists will be held in a dedicated exhibitions record on the sales desk. These may also be displayed in the exhibition itself, in a style compliant with the Craven Arts house brand.

Sales management

All items on display, and for sale, must be recorded before the exhibition opens, with the record held by both the Finance and Exhibitions Coordinator.

GDPR sensitive data (entry forms and bank details) will be kept separate and secure in the office.

A file with details of all artists and items on show, along with other general info useful to volunteers, will be held at reception for reference.

Sales sheets will be held in one separate file, to be scrutinized by the Exhibitions Coordinator on a weekly basis for inconsistencies. When full, the sheets will be moved to the office with photo/scan copies retained by the Exhibition Coordinator.

All sales made by private hirers must go through Craven Arts accounting, with an agreed commission deducted by the Finance Officer.

All card sales receipts are to be placed on the clip in the desk. Cash is to be put in the cash box provided, which is to be emptied by Craven Arts Finance team only. A reasonable amount of float will always be maintained.

Interactions with visitors

Various queries and pieces of information received by stewards and volunteers should be passed on to the Executive team. Volunteers are to enter all such comments and queries to be written into the **Messages Book** for access/use/action by Craven Arts personnel.

Volunteers are asked to encourage visitors to visit other parts of the building, e.g. exhibitions in the club room, and to visit studios that are open.

Closing Down

An email reminder with instructions for collection of artworks is to be sent out 2-3 days before exhibition closure.

Collections: arrangements are to be agreed at the preliminaries stage. Artists should recycle their own wrapping etc. to protect the environment and reduce waste.

Payments to artists: these will be paid within an agreed timescale.

Managing storage: Storage at Craven Arts House is extremely limited. When items are not collected following an exhibition, they remain on the premises at the owners' risk and Craven Arts cannot guarantee their protection. Artists must arrange for collection by someone else if they are unable to do so themselves.

Hired spaces must be made ready for the next hirer, with all holes filled and touch up painting undertaken by the current hirer when necessary.

Formal signing off is required between Craven Arts and the hirer.

Contacts

Email: exhibitions@cravenarts.co.uk

Director: Selina McGonagle

Exhibitions Coordinator: Bev Parker

Communications: Emma Lottey emma@cravenarts.co.uk

Finance: Emma Lottey finance@cravenarts.co.uk

Curation Lead: Carolyn Hird-Rogers

Trustee: Clare Daněš

Trustee: Clare Lamkin

Craven Arts Member: Ellie Taylor

Appendix 1 – SAMPLE RISK ASSESSMENT FORM

[Download Risk Assessment Form](#)

Craven Arts

Team

Title of risk assessment

Exhibitions

Details of activity: Installing an Exhibition

Location of activity

Craven Arts House

Risk assessment log ref

Other risk assessments cross-referenced

Workplace Instruction reference

Exhibition Handbook

Date of assessment

Name of person carrying out assessment (risk assessment trained)

Name of others consulted on activity

Signature of manager

Date

RISK ASSESSMENT DETAILS

RISK MATRIX & RATING

POTENTIAL OUTCOME

Catastrophic

Major

Moderate

Minor

Insignificant

Fatal injury/permanent disability

RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence

RIDDOR reportable over 7 day injury

Minor injury (requiring first aid)

Minor injury

LIKELIHOOD

Highly likely

Likely

Possible

Unlikely

Remote

More likely to occur

Less likely to occur

POTENTIAL OUTCOME

Catastrophic

Major

Moderate

Minor

Insignificant

5

4

3

2

1

10

8

6

4

2

15

12

9

6

3

20

16

12

8

4

25

20

15

10

5

Risk rating

HIGH

MEDIUM

LOW

Action

Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)

Review/add controls (as far as reasonably practicable) & monitor

Monitor control measures

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Hazard and related activity <i>Eg slip – wet floor</i>	Persons at risk <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	Existing control measures <i>Eg workplace instructions, training, authorised user, competent person, PPE – give specific references</i>	Risk rating after existing control measures <i>Potential Outcome x Likelihood = Risk (e.g. Minor x Unlikely = Low)</i>	If any additional control measures required – what are they? <i>Eg documented observational monitoring</i>	Residual risk rating after additional control measures <i>Potential Outcome x Likelihood = Risk (e.g. Minor x Unlikely = Low)</i>
Slips, trips and falls		Building/room checks undertaken regularly and any issues logged and repaired Ensure trip hazards are not present in the room		Report any issues Record any incidents in the accident book and seek assistance from a first aider if required	
Use of Hanging System and installation		No lone working To use step up stools and ladders.			
Manual Handling		To use aids available To ask for assistance			
Working at height		To use step up stools and ladders.		Not to use chairs or tables	
Ladders		Ladders to be inspected every 6 months to ensure safe to use. To be used correctly and footed.			
Chairs/tables					
Stewarding					
Fire		No naked flames in the room Raise the alarm, to give directions to fire exit and follow the attendees out of the building			

ACTION PLAN (insert additional rows if required)	To be actioned by:			Action completed:	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Position	Date	Signature	Date

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated, and any other comments and information

Scheduled date of next review <i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	Are there any changes to the activity since the last review? <i>Clarify that all the controls are still in place and are monitored on a regular basis.</i>	Signature of manager	Date of review