


Opening hours:  
Wednesday-Friday 10am-3pm  
Saturday 10am-4pm  
Closed Mondays, Tuesdays and Sundays



3 Victory Buildings, Church Lane,  
Banbury, OX16 5LT

[www.churchlanegallery.co.uk](http://www.churchlanegallery.co.uk)

 @churchlanegallery

 @ChurchLaneArt

 @churchlanegallery

# CALLING ALL ARTISTS

CHURCH LANE GALLERY  
is looking for new Members



Church Lane Gallery is an inclusive Gallery for artists of all kinds in Banbury and the surrounding area; funded and operated by Members of Banbury Artists' Co-operative. We offer affordable town centre space to display and sell quality artwork and crafts.



# CHURCH LANE GALLERY

We are a group of local artists operating as **Banbury Artists' Co-operative** who run Church Lane Gallery by ourselves, for ourselves, and to bring local art and craft directly to the public.

The Gallery was set up five years ago and now has many local followers who visit regularly as well as passing tourists. Regular new displays attract more visits.

We participate in Oxfordshire Artweeks and have a presence in ArtFest (June), Fairport Convention Fringe Festival (August) and other local events.

From time to time we have space for new Members. If you are considering joining us, please read the rest of this leaflet which explains the details of joining the organisation.

**TERMS AND CONDITIONS**

Membership fees can be paid monthly or annually in advance; Members choosing to pay annually should do so in April.

Members wishing to cease membership must notify the Membership Secretary in writing or by email and give three months notice and will continue to pay membership fees within this period.

Fees and commission rates are reviewed quarterly and currently stand at £22 per month. Commission is currently 10% (July 2021).

Being a Member of the Co-operative entitles artists to display new artworks each month. It is the responsibility of each Member to promote the gallery through social media, mailing lists, etc.

Members also need to work for a day in the Gallery every month. This could be a whole day, or two separate shifts on different days, 10am to 12.30pm or 12.30pm to 3pm (4pm on Saturdays). Extra shifts are much appreciated. Please note that artists who do not meet their stewarding obligations will not be allowed to exhibit in that month. Artists are encouraged, where possible, to produce art while stewarding as this creates extra interest and draws customers in.

The Co-operative meets once a month (or Zooms) to discuss organisational and operational matters. Whilst attendance is not obligatory, artists are expected to respond to the requirements and decisions that are made at that meeting. We are a friendly and supportive

group, and meetings are a great opportunity to keep in touch with other local artists and benefit from their wide experiences.

New Members are mentored when getting started, and support and advice is always on hand. Members are encouraged to join one or more of our teams in the areas of finance, administration, marketing and publicity, refurbishment and maintenance which ensure the smooth running of the Gallery.

Every two months there is a gallery refurbishment when the displays are refreshed with new work. A good proportion of work is changed at this time to keep the Gallery looking fresh and interesting for the public. New work must be supplied labelled and wrapped for its safety and so that the packaging can be re-used if it is packed away at the end of the period.

Members are kept well informed of the Refurb dates and delivery of new works for the Gallery. Past work to be collected can be found in the kitchen and must be removed as soon as possible for safety's sake.

Artists must have their own public liability insurance and are responsible for insurance for their work.

Each Member's sales are calculated at the end of the month and Members are notified by email of what they are owed (sales less commission). Payment follows by Bankers Automated Clearing Service.

**APPLICATION**

Artists must provide descriptions, prices and photographs of their work, (which may be via their website). Applications will be assessed by the Membership Panel who will consider many aspects, including the quality, and whether it adds diversity to our offering. This ensures that the Gallery continues to have a wide range of art forms and that the work is of a standard and type that is suitable for public display.

To apply, please fill in the Form and supply photos of your art including the Application Form by:

- emailing the Membership Secretary at [picasso@churchlanegallery.co.uk](mailto:picasso@churchlanegallery.co.uk)
- or post the form to the Gallery.

**CHURCH LANE GALLERY**  
3 Victory Buildings, Church Lane, Banbury, OX16 5LT  
7.2021

# Application Form

I would like to apply to join Church Lane Gallery and Banbury Artists' Co-operative (BAC). I have read the Terms and Conditions and information in this leaflet and agree to abide by them.

Signed:.....

Name (in capitals):.....

Date:.....

Address:.....  
.....  
.....  
..... Postcode:.....

Email:.....

Mobile:.....

Landline:.....

Website\*:.....

Art medium or specialisation:.....  
.....  
.....  
.....

*Unless the Membership Secretary is informed otherwise in writing, your contact details will be made available to other Members to use for Gallery and BAC's purposes.*

I will supply photos by email of my artworks, or online access to social media which displays it, by email to Membership Secretary:  
[picasso@churchlanegallery.co.uk](mailto:picasso@churchlanegallery.co.uk)

\* or other online media