



Wentworth Woodhouse Community Exhibition Space: Guidelines for use and process

Wentworth Woodhouse Preservation Trust (WWPT/(WW) has a 'Community Exhibition Space' available for local groups and individuals to exhibit and promote their work and projects.

Wentworth Woodhouse is committed to celebrating its rich heritage, diverse community, and vibrant culture through an inclusive and engaging programme of exhibitions.

We aim to offer a varied and accessible exhibition schedule that resonates with visitors of all ages, backgrounds, and interests. This programme will remain responsive and adaptable, aligning with national and international initiatives, cultural festivals, and current events.

Exhibitions may also complement and build upon existing displays or themes at Wentworth Woodhouse.

Use of the Old Hall community exhibition space is dependent on availability, suitability, and scheduling considerations.

Selection

All proposals will be assessed by a member or members of the Wentworth Woodhouse Culture department on the following:

- Theme
- Content
- Presentation
- Sense of community
- Links to local, regional, national or international events
- How it fits in with our existing exhibition programme
- Sources of funding
- The amount of staffing or resources WWPT would need to contribute (including any marketing requirements and infrastructure as well as staff support)
- Its potential for use by our learning and community engagement team
- Its ability to attract visitors

Exhibition Space – ‘Old Hall’ Ground floor

Timetable:

- WW aims to host two community exhibitions a year in the Old Hall.
- Exhibitions can last from six weeks to three months dependent on space availability, resource and staff time

Dimensions and images:

- Length of room between columns - 6.4m
- Length of room beyond columns - 9.6m
- Height - 3.4m
- Width - 5.2m





Available infrastructure/facilities (**NB** - all are subject to request and availability and will incur a cost where heavy lifting is required – including false walls, plinths, metal scaffold and display cases. This cost must be covered in full by the group/individual wishing to exhibit):

- Tall display case
- Table display case
- 1.2x3m and 1.2x2m false walls
- Plinth(s)
- Metal scaffold free standing frames

Application process

- Download the community exhibition proposal application form, completing and returning it by email to exhibitions@wentworthwoodhouse.org.uk
- There is no closing date for proposals, and we welcome applications throughout the year
- When we have received and read a proposal a member of the Culture department will call to discuss the application, if viable, we may arrange an informal meeting to discuss further. Within three weeks of this informal meeting, we will write to you and indicate whether you're your proposal has been successful. Additional meetings with the Culture department may be needed to discuss the detailed plans of the exhibition

Successful applications

If your proposal is successful, we will invite you to meet on site to:

- Discuss the process of the exhibition planning and requirements
- Discuss the content of the display and a timetable of your exhibition including install and deinstall
- Discuss and agree text and images for graphic panels
- Complete a contract or loans agreement for the exhibition
- Discuss how the works/exhibition material will be transported to Wentworth Woodhouse
- Assist with acquiring any necessary insurance for the exhibition material – please note this may incur a cost which will not be covered by WWPT

We will discuss how we can support you with:

- Providing technical advice on installing the exhibition
- Editing text and content to ensure they meet WWPT exhibition guidelines
- Promoting the exhibition
- Ensuring the exhibition accords with the WWPT health and safety guidelines

Exhibition security and guidelines

- If you would like a steward present throughout the exhibition, this will need to be covered by members of your organisation/group
- During the exhibition install and deinstall the main contact named on the application/agreement will be responsible for transporting and installing any works for

the exhibition. They will also be responsible for de-installing any works for the exhibition, packaging and 'making good' the exhibition space, leaving it in its original state

- Text panels and object labels will be reviewed by the Culture department to ensure continuity and interpretation quality
- WWPT will reserve the right to cancel the exhibition at any stage if it does not comply with our code of ethics or due to concerns over quality, deadlines or health and safety