



Lowestoft Arts Centre

13 St. Peters Street,
Lowestoft,
Suffolk,
NR32 1QA

Phone: 01502 500 004
Email: contact@lowestoft-arts.org
<https://lowestoft-arts.org>

Application to become a Member of **Lowestoft Arts Centre**

Name

Address

Post Code

Email:

Telephone:

Mobile:

Membership is £12 per annum payable by cash ☐ cheque ☐ card ☐

☐ I have read and accept the privacy notice and information about the use of the gallery,
commission and charges.

Signature

Date



Lowestoft Arts Centre

This page is intentionally blank



Lowestoft Arts Centre

13 St. Peters Street,
Lowestoft,
Suffolk,
NR32 1QA

Phone: 01502 500 004
Email: contact@lowestoft-arts.org
<https://lowestoft-arts.org>

Dear Member,

Welcome to Lowestoft Arts Centre and thank you for joining us.

We are the longest-established arts venue in the town, and celebrated our 25th anniversary at the beginning of 2025.

As a not-for-profit enterprise, run on a voluntary basis by and for its members, our aim is to promote the arts - in particular visual arts - by local artists and craftspeople.

Our gallery houses an ever-changing exhibition of works by members, including a feature wall for the Artist of the Month. It is always refreshing to see the new and varied ideas, techniques and uses of media that each new member brings - and we look forward to seeing your works exhibited alongside others in the gallery.

Please keep reading for more information about how the centre functions, including use of the gallery, charges and commission, the committee and volunteering as a steward.

Volunteering as a steward: for the centre to function as effectively as possible, it depends on the regular involvement of its members. With this in mind, we invite you to offer as much time as you can - ideally at least two sessions a month - as a gallery steward.

The stewards help to keep the centre open for visitors and customers, and provide an opportunity for them to meet an artist and talk about the work on display. This can encourage a greater interest in arts and crafts, as well as an increase in sales. Also, stewards benefit from a reduced rate of commission on their work sold through the gallery.

If you would like to find out more about stewarding before adding your name to the list, please call in for a chat. I steward on a regular basis, so would be happy to meet you and explain the role in more detail, as well as introduce you to other members and stewards.

I hope you enjoy your new membership of Lowestoft Arts Centre and the support we can offer you to flourish as an artist.

Penny Dack (Chair)



Lowestoft Arts Centre

13 St. Peters Street,
Lowestoft,
Suffolk,
NR32 1QA

Phone: 01502 500 004
Email: contact@lowestoft-arts.org
<https://lowestoft-arts.org>

Membership information

Centre organisation

Lowestoft Arts Centre is registered with Companies House as Lowestoft Arts Limited, a private company limited by guarantee, number 3933638.

We are a run as a cooperative; each member has a say in how the organisation is managed, and every contribution is valued.

From the membership we select our Committee – the Chair, Vice Chair, Secretary, Treasurer and Gallery Manager. This takes place in our AGM, which is usually held in November.

Please let us know if you would like more information about the roles of the Committee.

Use of the gallery

All the work exhibited must be for sale, and the artist's own original work. All work is subject to the approval of the selection committee, and is exhibited at the artist's own risk.

All work for hanging on a wall must be framed or neatly finished: it should have D-rings and taught cord at the top third of the frame, with brown tape over the metal tabs at the back. Unframed work can only be accepted if all the edges are finished. Clip frames are not acceptable.

Unframed work, whether as originals or prints, can be exhibited in the browsers, but must be mounted and sealed in cellophane.

All work should have a label on the reverse, or other appropriate place for 3D work, with the Title, Artist, Medium, and Price clearly written. This information will be used for the gallery display label.

With textiles and similar work, details of fibre content, usage and care must be clearly shown, to comply with relevant trading standards and safety regulations.

As an exhibitor, you will be responsible for keeping up-to-date records of the work you bring in or remove from the gallery – please use the Exhibitors' forms kept in a file behind the desk for this. The stewards use these forms to make a note on the day that a piece is sold.

If you have any questions about exhibiting work in the gallery, please don't hesitate to ask.



Commission and Charges

As a commission is charged on all sales, the exhibitor should take this into account when setting the selling price. This applies to work sold through the gallery shop, through the centre studios and all commissioned work generated through the gallery.

The usual rate of commission on works sold in the gallery is 33.33%. For stewards volunteering 2 sessions per month, the rate is 25%; for those volunteering once a week it is 20%. There is no hanging fee.

For a member who would like to be Artist of the Month – renting the designated wall space at the front of the gallery – the fee is £25, and the commission is at the lowest rate of 20%.

For open exhibitions, there is no hanging fee but the commission on all sales is 25%.

Studio space for individual use is currently (as at April 2025) all occupied, but we will advertise on our website (lowestoft-arts.org) and our Facebook page (facebook.com/lowestoftartscentre) when a studio becomes available.

The meeting room may be rented on a continual or sessional basis, the sessions being during gallery opening hours (although evening sessions may be possible by arrangement). Current charges are £2 per hour for individual use; £10 per half day (2 hours) or £16 for full day (4 hours) for group use.

Please speak to a committee member or one of the stewards if you would like more information about commission, charges or room hire.



Lowestoft Arts Centre

13 St. Peters Street,
Lowestoft,
Suffolk,
NR32 1QA

Phone: 01502 500 004
Email: contact@lowestoft-arts.org
<https://lowestoft-arts.org>

Lowestoft Arts Centre privacy notice

This privacy notice tells you what to expect us to do with your personal information.
It was updated on 1 May 2025.

Who we are

Lowestoft Arts Centre is a not-for-profit community enterprise, run on a voluntary basis to promote the arts and provide exhibition and tuition space for its members.

It is registered with Companies House as Lowestoft Arts Limited, a private company limited by guarantee (No. 3933638).

Contact details

Registered name: Lowestoft Arts Limited

Postal address: Lowestoft Arts Centre, 13 St. Peters Street, Lowestoft, Suffolk, NR32 1QA

Phone: 01502 500 004

Email: contact@lowestoft-arts.org

What personal information we collect, use and why

If you apply for membership, using the centre's membership form, we record your name, postal address, phone number and email address.

If you contact us by phone or email, we may keep a record of your contact details if you have asked us to send you a reply, or to be kept informed of centre activities.

We only use your personal information to:

- process your membership application and renewal,
- contact you for voluntary support, such as fulfilling stewarding or committee duties,
- provide updates about our activities, including exhibitions and other events,
- respond to your enquiries or requests for further information,
- improve our activities, including website and Facebook page.

We may contact you by post, or by phone, email, social media or any other electronic means depending on the communication preferences you have chosen.

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. Which lawful basis we rely on may affect your data protection rights which are in brief set out below.

You can find out more about lawful bases, your data protection rights and the exemptions which may apply under UK GDPR on the ICO’s website at <https://ico.org.uk>.

1. Data protection rights

Your right of access. You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.

Your right to rectification. You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.

Your right to erasure. You have the right to ask us to delete your personal information.

Your right to restriction of processing. You have the right to ask us to limit how we can use your personal information.

Your right to object to processing. You have the right to object to the processing of your personal data.

Your right to data portability. You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.

Your right to withdraw consent. When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

2. Lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information – to process membership applications, for marketing purposes, to provide service updates and deal with queries, complaints or claims – are:

- **Consent.** We have permission from you after we gave you all the relevant information.
All of your data protection rights may apply, except the right to object.
To be clear, you do have the right to withdraw your consent at any time.
- **Contract.** We have to collect or use the information so we can enter into or carry out contract with you. All of your data protection rights may apply except the right to object.

How we share your personal information

Lowestoft Arts Centre will not sell, rent or lease your personal information to anyone else.

We engage third parties solely to maintain our website, Facebook page, and email account.

If we needed to share your personal information for any other reason – limited to carrying out our activities as listed above – we would ask your permission first for each occasion.

We reserve the right to share your personal information for the purposes of:

- auditing, where we employ a chartered accountant
- complying with a legal or regulatory obligation
- establishing, exercising or defending our legal rights, in connection with any legal proceedings or prospective legal proceedings.

How we store your personal information

Lowestoft Arts Centre takes all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Membership forms and the card index of members' contact details are kept in a locked drawer in the office, which is locked when not in use, and to which only the committee members responsible for using them have access.

Information received electronically through emails is stored on the email server, which is hosted by a reputable domain registration company. Only committee members and the member responsible for the website have login access to the email account.

How long we keep your personal information

Unless we still need your personal information for the purpose it was collected, we will remove it from our records 5 years after that date it was collected, or sooner if you have asked us to.

This means we will shred any paper records on which your personal information is stored, and delete any emails and electronically-stored contact details.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address is: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.