



# VAN

Visual Art at the heart of Shropshire, Telford and Wrekin

## Visual Art Network (VAN) – Payments Policy

### INCOME STREAMS

VAN operates as a charity supporting local artists and fund art projects through using the following income streams:

1. Annual membership
2. Exhibition Fees (payment for Artist Boards and Makers Space)
3. Commission from Artist Sales through the VAN Gallery
4. Private Donations

### PAYMENT OF MEMBERSHIP

VAN Membership is collected on a fixed annual date, and the current rate is £25 for full membership or £1 for Friends Membership. Payment should be completed each year on 1<sup>st</sup> January. Members who join after January of the year will be charged only for the remaining months on a pro rata basis.

Payment is normally made via the VAN website using the PayPal system but anyone having issues using the service can contact the Treasurer for an alternative way to pay

All current members will receive notification near the end of the year that membership payment is due.

### PAYMENT PROCESS FOR EXHIBITION FEES

VAN offer Artist boards and Makers spaces available for hire within the Gallery.

The Artist Boards are hired out for a four-week period at a charge of £15 or for a Makers Space an eight-week period for £25. A waiting list is maintained of anyone interested in hiring these spaces on a first come first offered basis. If you put your name on the list but decline the date offered, then the next person on the list will be offered the board/space, your name will remain on the list for up to two refusals then it will be removed and until you ask to be added again.

Payment will be taken in the Gallery either using electronic payment (SumUp) or cash. The payment must also be recorded on the sales sheet and a receipt written.

### PAYMENT PROCESS FOR COMMISSION

The Gallery has a set Exhibition schedule which is published on the website and a copy posted on the information board in the Galley. Members are allowed to display their items for sale in the Gallery provided they adhere to the Exhibition rule sets.

When an item is sold in the Gallery the sale is recorded on the Sales Sheet and in the Receipt Book. This information is used to process payment to the artists in the month following the sale.

VAN takes a commission at a rate of 20% of item sale price.

All members are required to adhere to the following rules before they can sell their items through the VAN Gallery at the 20% commission rate:

- They must register as a full member
- They must pay their membership in full for the year or for the remainder of the current year if they join after January of the year.
- They must register their intention to steward.
- They must complete a stewarding induction at the Gallery.
- They must volunteer as a steward at least once in each month to be able to sell items. If they do not steward in a month, they will not be able to sell their items in the following month.

Each time a member carries out a stewarding duty they enter their name in the Gallery diary. This data is collected each month and recorded in our points tracker which determines whether commission is paid. Details of any sales made, and the breakdown of sales payment will be notified by Gmail to the individual artists prior to payment to their bank account via BAC transfer.

***NOTE: It is important that we have your correct bank details to process your payments. If you are a new member your bank details will be requested when processing your first sales. This data is only taken once, and all details are encrypted in line with data protection. If you change your bank details at any time, please ensure that you notify the Treasurer immediately.***

#### **Stewarding for other Members**

Provided that VAN are notified in advance any member (including Friends of VAN members) can volunteer Stewarding for another member allowing that member to be registered with the volunteer stewarding points. It is important in these cases that the person stewarding records in the diary who they are volunteering on behalf of, so we can ensure the correct member is appointed the points.

Last review date: March 2026

Next review date: March 2027