



The Gardens Gallery  
The Proscenium Building  
Montpellier Gardens  
Montpellier  
Cheltenham

## THE GARDENS GALLERY HIRE APPLICATION FORM

I apply to hire The Gardens Gallery under the conditions specified in the attachment.

<b>HIRER :</b>	<b>CONTACT PERSON</b> if different :
Name : _____	Name : _____
Address : _____	Address : _____
_____	_____
_____	_____
Postcode : _____	Postcode : _____
Tel : _____	Tel : _____
Mobile : _____	Mobile : _____
Email : _____	Email : _____

**PERIOD OF HIRE** From : \_\_\_\_\_ To : \_\_\_\_\_

**DEPOSIT** must be paid at the time of booking (£100/week hired)

Deposit : \_\_\_\_\_ Balance : \_\_\_\_\_ Total : \_\_\_\_\_  
Due By : \_\_\_\_\_ (6 weeks before event)

Please make cheques payable to **THE GARDENS GALLERY**

**DESCRIPTION** : Please give a brief description of the work to be shown and attach a photograph if possible :

\_\_\_\_\_  
\_\_\_\_\_

**NUMBER PARTICIPATING** : Please specify \_\_\_\_\_

If the exhibitors are not from a formal society, but from an ad hoc group, please would you write their names, addresses, telephone numbers & email addresses on the back of this page. This would greatly assist us in maintaining a record of interested artists.

**I agree to abide by the Conditions of Hire set down overleaf :**

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

**PLEASE RETURN THIS FORM** with your cheque to :

Mrs P M Watling, 43 The Holt, Bishops Cleeve, Cheltenham GL52 8NQ Tel : 01242-676469

For Office use Only

Date Deposit received.....  
Date Confirmation sent.....  
Date Balance received.....  
Date Receipt sent.....

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Hirer : Please keep this slip as a reminder

The balance of £..... is due by ..... for the hire of The Gardens Gallery



## THE GARDENS GALLERY CONDITIONS OF HIRE & INFORMATION

- 1) **HIRE PERIOD** : The Gallery may be hired for a minimum of ONE WEEK and up to a maximum of FOUR WEEKS.
- 2) **STANDARD WEEK** : During 2008 & 2009 a week will run from WEDNESDAY am to TUESDAY pm. From 2010 onwards a week will run from TUESDAY am to WEDNESDAY pm. The Gallery must open each day of the week.
- 3) **CORE HOURS** : The Gallery should be open for the core hours of 10am to 5pm daily. Extra hours (eg during the Summer period) may be at the discretion of the Hirer, but the close should not be later than 9.00pm.
- 4) **HIRING CHARGE** : £250 per week or part thereof.
- 5) **DEPOSIT** : A non-refundable deposit of £100 per hired week must be paid at the time of booking. Please return the booking form, with the deposit, within 14 days to secure the booking.
- 6) **A CONFIRMATION OF BOOKING** form will be sent when the Deposit has been received.
- 7) The **BALANCE** must be paid 6 weeks before the exhibition.
- 8) **HANGING/DISMANTLING** : The Hirer is responsible for the hanging/dismantling of the exhibition. On the final Tuesday the Gallery should be vacated and closed by 6pm.
- 9) **ACCESS BY CARS** to the Gardens is permissible only for loading/unloading on the hanging/dismantling days during the hours prior to 11.00am and after 4.00pm. The hirer must ensure owners of cars are aware that the car's hazard lights should be flashing and the speed is limited to 5mph whilst driving within the Gardens. Cars should be removed from the Gardens as soon as possible after delivery/collection of artwork. There is an all day car park (£2/day) in Commercial St (behind the Bath Rd car park).
- 10) **STEWARDS** : The Hirer must provide stewards. Two stewards are recommended at any one time. The Gallery must never be left open and unattended.
- 11) **TELEPHONE** : Please note that there is no telephone in the Gallery. Stewards are recommended to have a mobile phone.
- 12) **KITCHEN** : Please note that there is a small kitchen with kettle, fridge & microwave. Stewards should provide their own refreshments.
- 13) **THE TOILET** is not available to the general public but stewards, the disabled and Council staff from the kiosk, may use it when the Gallery is open.
- 14) **A STEWARDS INFORMATION FILE** is available in the gallery. This should be read by the Hirer and Stewards during their duty and the file must be kept on the desk.

15) **THE HEALTH & SAFETY CONDITIONS** shown in the Stewards Information file should be complied with.

16) **THE HIRER** will be responsible for the conduct of the exhibition.

17) **NO MONEY** is to be left in the Gallery overnight.

18) **NO ENTRANCE FEE** may be charged.

19) **INSURANCE** : the Gallery is insured (including public liability insurance) but not the Artwork. Exhibitors should arrange their own insurance if required.

20) **PUBLICITY** : The Hirer will be responsible for publicising the exhibition. Leaflets providing guidance on Publicity are available and will be emailed (or posted) to the hirer in due course. Please email [info@gardensgallery.co.uk](mailto:info@gardensgallery.co.uk) if the information has not arrived by the time you require it.

All publicity posters should include The Gardens Gallery Logo or The Gardens Gallery Poster Header – please see the ‘Information for Artists’ page on the website ([www.gardensgallery.co.uk](http://www.gardensgallery.co.uk)) and email your requirements to [info@gardensgallery.co.uk](mailto:info@gardensgallery.co.uk) and the logo and/or header will be sent to you for downloading. An ‘A’ board advertising the hirer’s exhibition can be placed near the main entrance to the gardens.

21) **VISITOR NUMBERS & FEEDBACK** : We request that the Stewards record the visitor numbers using the form provided at the Gallery and, after the exhibition, the Hirer returns the Hirer Feedback Form. This information will assist us in the development of the Gallery.

22) **SECURITY** : At the end of the day Stewards must ensure that all windows are locked, lights and switches in the kitchen are turned off and the building is secure.

23) **AT THE END** of the exhibition the hirer must leave the gallery clean and tidy ready for the next occupant.

24) **GALLERY LIAISON OFFICER** : The Confirmation of Booking Form will identify the Gallery Liaison Officer who has been nominated for your exhibition with whom you can discuss any queries.

25) **DAMAGE** : Any damage caused must be reported to your Gallery Liaison Officer immediately.

26) **THE GALLERY MANAGEMENT** reserve the right to refuse work for the exhibition at their discretion.

Mrs P M Watling  
43 The Holt, Bishops Cleeve, Cheltenham GL52 8NQ

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