



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.

HIRER :	CONTACT PERSON 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 :

Frances Arrow, 18 King Arthur's Close, Charlton Kings, Cheltenham GL53 7EX Tel : 01242-243673

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

The Gardens Gallery is available to hire to local individual or groups of artists as a community venture for the purposes of displaying their artwork to the public. It is not available for hire to commercial businesses nor companies wishing to advertise their creative products or services.

- 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** : A week will run from WEDNESDAY am to TUESDAY 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. A later opening time is permissible on the hanging day and an earlier closing time is permissible on the dismantling day.
- 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. A verbal (eg telephone) booking is not a firm booking until the deposit is received. If the deposit is not received within 14 days of a verbal booking the period will become available to other hirers.
- 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 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. Stewards may park in the marked spaces behind the Gardens Cafe.
- 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 cafe, 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) **INFORMATION PACK** : The Hirer will be sent (via email or post) an Information Pack providing advice on the gallery's facilities, security and other background. This will be forwarded a few months before the exhibition.
- 21) **PUBLICITY** : The Hirer will be responsible for publicising the exhibition. Guidance on Publicity is provided in the Information Pack. Please email 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, a copy of which will be emailed with the Information Pack. 'A' boards advertising the hirer's exhibition can be placed near the main entrance to the gardens.
- 22) **VISITOR NUMBERS & FEEDBACK** : We request that the Stewards record the number of adult and school-age children visitors 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.
- 23) **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.
- 24) **AT THE END** of the exhibition the hirer must leave the gallery clean and tidy ready for the next occupant including the removal of all rubbish (eg cardboard boxes, wrapping materials, bottles).
- 25) **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.
- 26) **DAMAGE** : Any damage caused must be reported to your Gallery Liaison Officer immediately.
- 27) **THE GALLERY MANAGEMENT** reserve the right to refuse work for the exhibition at their discretion.