



Carre Gallery Booking Form

Exhibitor Details:

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| Name: | |
| Address: | |
| Telephone: | Email: |
| Description of Exhibits and Media: | |
| Display Period: | |
| Artist's Biography (for use in publicity material): | |

Hire Fee

The hire fee is £130 for the first week and £110 per week thereafter. Please send your cheque, made payable to: **Sleaford Gallery Arts Trust Ltd.**, when returning both copies of this countersigned contract. **IMPORTANT: Bookings for joint exhibitions are accepted at the sole discretion of the Sleaford Gallery Arts Trust Ltd. Terms by agreement.**

Booking Responsibility

The exhibitor is responsible for supervision and security for the period of the booking and for leaving the premises in a clean and tidy condition on vacating.

Insurance

The Sleaford Gallery Arts Trust Ltd., has Public Liability Insurance, but is unable to insure individual art work. All reasonable care will be taken by the Gallery for the safety of the work whilst on the premises. Any work exhibited without insurance must be at the exhibitor(s) own risk. The Sleaford Gallery Arts Trust Ltd., cannot accept responsibility for any loss or damage whatsoever.

Have you arranged your own insurance of your art works?

Yes No
(please tick as appropriate)

Carre Gallery

Display

The exhibitor is responsible for the hanging/display and organisation of the internal gallery space. The Gallery supplies a hanging system and does not permit works to be screwed/nailed into the fabric of the Gallery or attached to the walls with any form of adhesive. Exhibitors are expected to identify each art work (exhibitor's name, title/description, medium and retail price) by displaying labels or providing a price list. All artwork **must** be properly framed including canvases unless the painting is continued around the edges; clip frames are prohibited.

Promotion

The exhibitor is responsible, at their own expense, for publicity, mailings and arrangement of private viewings/previews. The Gallery can assist with mailing lists and the poster display.

Sales

Payment for sales of work on display will be made direct to the exhibitor by the purchaser. Please note the Gallery has no debit or credit card facility. Individual exhibitors should arrange their own method of acceptable payment – card, cheque or cash. Work is sold 'as seen' and any queries or complaints by a purchaser will be directed to the exhibitor for resolution.

Planning

The Gallery will provide you with a wall plan to help with the design of your exhibition layout and also a checklist of 'things to do'. The **suggested** arrangements for opening are as follows:-

- Sunday pm - Unload and prepare gallery/set up exhibition
- Tuesday to Saturday - Gallery Open 10.00am to 4pm (You may stay open later if you wish)
- Sunday am - Take down exhibition and leave premises ready for next event.

Commission

Commission is charged at 25% on all sales, including prints, cards and original works. Please calculate the final amount owing to the Gallery at the end of the exhibition and send a cheque, made payable to: Sleaford Gallery Arts Trust Ltd., and sent to The Sleaford Gallery Arts Trust Ltd., 28 Carre Street, Sleaford, Lincolnshire NG34 7TR.

Cancellation of Booking

The hire fee is not returnable in the event of cancellation unless alternative hiring can be arranged and in which case 50% of the fee will be remitted. In the event of cancellation by the gallery, a full refund will be made. No liability is accepted by either party for costs or losses arising from cancellation.

Signed:..... Date:.....
On behalf of the Gallery

Signed:..... Date:.....
Exhibitor

Please return BOTH copies of the completed contracts including the hire fee to:
The Secretary. Sleaford Gallery Arts Trust Ltd., 28 Carre Street, Sleaford. NG34 7TR