



MALMESBURY TOWN HALL

THE JOHN BOWEN GALLERY BOOKING FORM

Payment	For Office Use
Method of Payment	
Deposit £	Date Paid
Balance £	Date Paid

Name:
Address:
Landline phone number:
Mobile phone number:
Email:

START DATE OF GALLERY HIRE FRIDAY,	START TIME: 9am
END DATE OF GALLERY HIRE THURSDAY,	FINISH TIME: 4pm
DESCRIPTION OF ART WORK:	
WOULD YOU LIKE TO BE NOTIFIED IF AN EARLIER DATE BECOMES AVAILABLE DUE TO CANCELLATION?	

Do you require the Tourist Information Office to administer sales on your behalf? (20% commission plus vat will be taken on sales made). Please ask for details. YES/NO	Can the purchaser take items before the end of the exhibition if buying via Tourist Information Office? YES/NO
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I agree that the hiring is in accordance with the Council's CONDITIONS OF EXHIBITING

I have read and understood the Terms and Conditions

I have read and understood the Privacy Notice

Signed..... Date.....

GALLERY PROCEDURES

CONDITIONS OF EXHIBITING

- All items displayed at owner's risk, the Council shall not be liable for any damage or loss.
- All art work is subject to the approval of Malmesbury Town Council.
- No tack, nails, screws, sticky tape, blue or white tack to be used.
- If space permits, exhibitors may use the council car park for unloading and loading – contact townhall@malmesbury.gov.uk for details
- Failure to remove items on due date will incur a storage cost of £20 per day.

TERMS AND CONDITIONS

Rent fees for the Gallery are set at £50 per week, including vat, bookings are made for 3 week periods unless prior arrangement has been made with office staff and agreed. Total hire cost £150.

The gallery is available to hire for bookings by artists living/working in the wider Malmesbury area. Please ask for details. Booking requests from further afield may be declined. When making your booking please notify us if you would be interested in an earlier booking if we have a cancellation. The cancellation wait list is only available to confirmed hirers.

Please read Gallery Procedures and retain for your information.

Please complete this form and return it to Malmesbury Town Council, Cross Hayes, Malmesbury, SN16 9BZ.
Tel: 01666 822143 email tic@malmesbury.gov.uk

Payment to be made by bank transfer. Lloyds Bank, Malmesbury Town Council, 30-91-99, 38784360

This application is a contract between the Council and the Hirer.

For all other enquiries please contact us on the above number, by post or by email on; townhall@malmesbury.gov.uk

Useful Information for the Hirer:

- Only Town Council supplied wires and hooks are to be used in the hanging system.
- Town Hall opening hours are 9am – 5pm, 7 days a week.
- Any damage/marks on walls that are sustained during the hire period will be repaired/made good after the hire period and the cost will be charged to the exhibitor.
- All hirers must liaise with Tourist Information staff on arrival
- The Town Hall can lend hirers a ladder and this is your responsibility to risk assess
- The Town Hall staff cannot assist with your installation or de-installation
- The Town Hall staff will switch on the overhead lights at 9am each morning and turn them off at 5pm each evening
- There is no storage available on site and hirers are required to take packaging materials and boxes away with them. The white cabinet situated next to the fire exit door must only have one picture hanging in front of it as access is required at all times.
- We would recommend a Preview Event be held as experience shows that this is beneficial for sales. Please contact us about this should you wish to have a preview event
- No other hires will be allowed to take place in the John Bowen Gallery during your hire period
- **A Non-refundable deposit of 1/3rd is required upon booking and final payment must be received by the office at least six weeks before the exhibition.**