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| **Malmesbury Crest.tif**  **MALMESBURY TOWN HALL**  **THE JOHN BOWEN GALLERY BOOKING FORM**   |  |  | | --- | --- | | **Payment For Office Use** | | | Method of Payment |  | | Date Paid |  |  |  | | --- | | Name: | | Address: | | Landline phone number: | | Mobile phone number: | | Email: |  |  | | --- | | START DATE OF GALLERY HIRE: START TIME: 12pm  END DATE OF GALLERY HIRE: FINISH TIME: 12pm  DESCRIPTION OF ART WORK: | |

|  |  |
| --- | --- |
| Do you require the Town Hall to administer sales on your behalf? (20% commission plus vat will be taken on sales made)  YES/NO | Can the purchaser take items before the end of the exhibition:  YES/NO |

I agree that the hiring is in accordance with the Council’s CONDITIONS OF EXHIBITING

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.
* 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..
* 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 £25 plus vat per week, bookings are made for 3 week periods unless prior arrangement has been made with office staff and agreed.

**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

Payment can be made by cheque, cash or card. Cheques to be made payable to: “**Malmesbury Town Council”** please.

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

* Only Town Council approved wires and hooks are to be used in the hanging system.
* 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.
* The glass cabinet may be available for use, though the Town Council cannot guarantee this and any damage caused to the cabinet will be repaired and the cost charged to the exhibitor.
* Hirer’s are reminded that the Gallery is a main fire exit route and the placing of the glass cabinet must be approved by the Events and Facilities Manager.
* The set up times and take down times are to be agreed with Town Council staff to ensure a smooth handover between hirers.
* All hirers must liaise with Town Council staff on arrival and all paperwork must be completed
* No unauthorised access to the Town Council storage room will be permitted.
* 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 Evening be held as experience shows that this is beneficial for sales. Please contact us about this should you wish to have a preview evening.
* Payment must be received by the office at least six weeks before the exhibition.

**Hirers Privacy Notice**

When you hire the Town Hall or hold an event on land owned by the Malmesbury Town Council the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent**.**

**When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

**The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

**Information Security**

Malmesbury Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You many request the deletion of your data held by Malmesbury Town Council at any time).

**Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: (Claire Mann [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) or 01666 822143)

**Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Claire Mann [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) or 01666 822143) to request this.

**Information Deletion**

If you wish Malmesbury Town Council to delete the information about you please contact:Claire Mann [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) or 01666 822143 to request this.

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Claire Mann [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) or 01666 822143 to object.

**Rights Related to Automated Decision Making and Profiling**

Malmesbury Town Council does not use any form of automated decision making or the profiling of individual personal data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Malmesbury Town Council Data Information Officer: Claire Mann [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk) or 01666 822143 and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, Malmesbury Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Malmesbury Town Council do not use profiling, we do not sell or pass your data to third parties. Malmesbury Town Council do not use your data for purposes other than those specified. Malmesbury Town Council make sure your data is stored securely. Malmesbury Town Council delete all information deemed to be no longer necessary. Malmesbury Town Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You may request a copy of our policies at any time).