

# John Bowen Gallery – Booking Form



MALMESBURY  
TOWN COUNCIL

## Artist one

Name	
Email address	
Mobile	
Address	

## Artist Two (If applicable)

Name	
Email address	
Mobile	
Address	

## Booking requirements

Length of booking	<i>Tick one box:</i> <input type="checkbox"/> Two Weeks <input type="checkbox"/> Three Weeks	
<b>Gallery hire start time 9 a.m. Friday / Gallery hire end time 4 p.m. Thursday</b>		
Time of year	<i>Tick one box:</i> <input type="checkbox"/> Any Time <input type="checkbox"/> Specified time <i>If Specified time, complete the following:</i>  Preferred time(s):  Non-preferred time(s):	
Set up requirements		Do you require the Tourist Information Office to administer sales on your behalf? (20% commission plus VAT will taken on sales made. Please ask for details.)  <p style="text-align: right;"><b>YES / NO</b></p>
<input type="checkbox"/> I agree that the hiring is in accordance with the Council's Conditions of Exhibiting <input type="checkbox"/> I have read and understood the Terms and Conditions <input type="checkbox"/> I have read and understood the Privacy Notice		
Signed..... Date.....		

## Office Use

<input type="checkbox"/> Deposit received
<input type="checkbox"/> Booking slot confirmed                      From:                      To:
<input type="checkbox"/> Installation arrangements confirmed (1 month prior to booking slot)
<input type="checkbox"/> Payment balance received

# Gallery Procedures

## CONDITIONS OF EXHIBITING

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

- Rent fees for the gallery (including VAT) - in 2025 Two weeks, £100, Three weeks, £150.
- When making your booking please notify us if you would be interested in an earlier booking if we have a cancellation.
- Please read and retain the Gallery Procedures.
- Please complete this form and return to Malmesbury Town Council, Cross Hayes, Malmesbury, Wiltshire SN16 9BZ.
- Payment can 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 [tic@malmesbury.gov.uk](mailto:tic@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 09.00 a.m. to 5 p.m. Monday to Thursday and 09.00 a.m. to 4.30 p.m. Friday.
- Any damage/marks on walls that are sustained during the hire period will be repaired/made good after the hire period and the cost charged to the exhibitor.
- All hirers must liaise with Tourist Information staff on arrival.
- The Town Hall staff can lend hirers a ladder and this is the hirers responsibility to risk assess.
- The Town Hall staff cannot assist with your installation or de-installation.
- The Town Hall staff switch on the overhead lights at 9 a.m. each morning and turn them off at 5 p.m. 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 next to the fire door exit must only have ONE picture hanging in front of it as access is required at all times.
- A preview event can be held, please contact us for further information.
- No other hires will be allowed to take place in the John Bowen Gallery during your period of hire.
- A non-refundable deposit of £50 is required upon booking and final payment must be received by the Tourist Information Office at least six weeks before the exhibition.