



## SLEAFORD GALLERY ARTS TRUST LTD

c/o Hodgson Brothers LLP  
28 Carre Street, Sleaford,  
Lincolnshire  
NG34 7TR

### Carre Gallery Booking Form

Exhibitor Details:

Name:
-------

Address:	
Telephone:	e-mail:

Description of Exhibits and Media: Please attach or email an example of the work to be exhibited.
---

Display Period:
-----------------

Artist's Biography (for use in publicity material):
---

### Hire Fee

For the year the hire fee is £100 per week. Please send your cheque, made payable to: Carre Gallery, 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.**

### Insurance

The Sleaford Gallery Arts Trust 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 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)

### Security and Cleaning

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. A cleaning service is available by separate arrangement.



**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 alongside each piece or providing a price list. All artwork must be properly framed; 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  
Monday am - Set up exhibition  
Monday pm/evening - Preview by invitation  
Tuesday am to Saturday pm - Gallery Open 10.00am to 1.00pm & 2.00pm to 4.00pm (or later if required). **IMPORTANT: The gallery must be kept open during the stated opening hours.**  
Sunday am - Take down exhibition and leave premises ready for next event.

**Commission**

Commission is charged at 10% 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: 'Carre Gallery' and sent to the Honorary Treasurer, c/o Hodgson Brothers LLP, 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  
c/o 28 Carre Street  
Sleaford NG34 7TR