

COFFEE SHOP EXHIBITION BOOKING

GUILDHALL ARTS CENTRE

SECTION A | PERSON / COMPANY INFORMATION

COMPANY NAME/ART GROUP:	CONTACT NAME:
BILLING ADDRESS:	
POSTCODE:	
CONTACT NO:	MOBILE NO:
EMAIL ADDRESS:	
BANK ACCOUNT HOLDER NAME:	ACCOUNT CODE:
BANK AND BRANCH:	SORT CODE:

SECTION B | ABOUT YOUR EXHIBITION

EXHIBITION TITLE:	BOOKED FROM (Date):	TO (Date):
SET UP TIME:	TAKE DOWN TIME:	

SECTION C | IMPORTANT INFORMATION

LIST OF WORKS

Please provide a copy of the artwork titles and prices for the box office

PREMISES RESPECT

Any wall adhesive such as sticky tack, tape or pins is strictly prohibited. Titles and prices must be placed on the artwork/frames and not stuck onto the walls. Any damages must be rectified by the Exhibitor.

SALES

The Guildhall Arts Centre will sell the pieces through the Box Office and take 20% commission on any sales made while content is displayed within the premises. All work must be sold through the venue box office for the duration of the exhibition.

When a sale is made the customer will be allowed to take the artwork. We will then contact you to let you know so you can replace the piece.

Monies will be transferred via BACS payment to the account details as written above. This will be within 3 weeks of the exhibition being dismantled.

SET UP AND TAKE DOWN

It is the artists responsibility to put up and dismantle the exhibition on the dates and times agreed.

OPENING HOURS

Generally we will be open from 9am-5pm Monday-Friday (not including bank holidays), and 9am-2pm on Saturdays. Due to our varied programme of events these times may vary.

By signing below, you agree that all the information provided is accurate. You also agree to have read the terms and conditions and to adhere to them during the course of your exhibition.

Your data security is important to us, please visit our website for our full policy on using and protecting your personal data.

SIGNED:

DATE:



GUILDHALL
ARTS CENTRE



SOUTH
WEST DEVON
DISTRICT
COUNCIL

Venue enquiries: 01476 406156 / 406159

Contact us: box1@southwestdevon.gov.uk

The Guildhall Arts Centre, St Peter's Hill, Grantham, Lincolnshire, NG31 6PZ

PROCESSED:

TOTAL COST:

CONFIRMED BY:

DEPOSIT PAID:

COPY TO F&B TEAM:

REMAINING BALANCE: