

St Ives Arts Club Private Exhibitions Booking Form

Please read the Bookings Procedure Notes carefully and make a provisional booking before you fill in this form. The hire charge for exhibitions is 25% of sales (min £70 if sales are less than £200). Booking times changed from Saturday a.m. to Friday p.m. A £70 non -refundable deposit per week is payable on booking. For details of how to pay commission see the **Private Exhibition Sales Return Form**. The Theatre can be used for exhibitions as well as the Agnes Naylor room at an additional charge of £70 per week (providing the theatre has no bookings), but both rooms **must** have a steward.

Hire Conditions

- **A club member must be in attendance at all exhibitions and functions at all times.**
- **All artists exhibiting work must be members. New members cannot have a solo exhibition during their first year of the membership but can do a joint exhibition with an existing member.**
- **Facilities cannot be considered booked until Booking Form and payment have been received.**
- This is an active Club and regular weekly events take place in the Club. **Any Arts Club related information must be left where it is** and not hidden away. If someone else has booked the Theatre during an exhibition please note that the Agnes Naylor Room may be used during the performance for serving refreshments. It will also be used on a Friday morning for Coffee Morning for members. If attaching signs on walls only white tack (not blue) should be used.
- **Please be quiet during performances and talks in the Theatre.**

Name	
Address	
Phone	
Email	
Function details	

Please read, sign and return with the deposit (cheques payable to St Ives Arts Club) to: Booking form, St Ives Arts Club, Westcott's Quay, St Ives, TR26 2DY or post through the internal letterbox in the Arts club Office door. If the booking is within the next 2 months mark the envelope 'URGENT'.

I agree to Terms and Conditions -			
Sign...			
Office use only	Deposit paid £	Date:	Treasurer Sig.:

ARTS CLUB BOOKING PROCEDURE

(20/10/2015)

Contacts for Bookings Manager: Tim Ashfield on 07780 600 785.

Email: timashmac@hotmail.com

Website: www.stivesartsclub.org

Booking forms are available at the club (in Agnes Naylor room) or they can be downloaded from the arts club website www.stivesartsclub.org. They are:

Events booking form

Private exhibitions booking form

Events return form

Private exhibition return form

To make a booking first make sure you have paid your membership dues for the current year. **You must be a member to make a booking.**

Then **check the dates you require are marked as free on the list of club bookings** which you will find on the notice board in the club building and on the website.

E-mail or leave a phone message on the Bookings Manager's phone leaving your full name, phone number, booking type (theatre or exhibition) and dates & times required. You should receive a reply either confirming this date has been provisionally booked or offering an alternative date.

With a provisional date agreed, complete and return the exhibition booking form, include a **deposit cheque** for **£70** per exhibition week made out to 'St Ives Arts Club' and return them to the Arts Club.

Facilities cannot be considered booked until a booking form and deposit have been received.

The Bookings Manager will usually process bookings weekly. Once your booking has been processed it will appear on the **list of club bookings as 'BKD'** against your name for that date.

If you have a technical query or need to view the premises contact either the bookings manager Tim Ashfield on 07780 600 785 or the president of the club Steve Litherland on 07798 564 121. You must arrange your own **publicity** but it is in the interest of the club to help you with publicity. Please send details of your exhibition/event to timashmac@hotmail.com , pedyr@hotmail.com (preferably with a picture) for the club Newsletter (deadline is 21st of the month), to webmaster@stivesartsclub.org to put it on the club's website. We will display posters at the arts club and at our regular advertising points if you supply the posters to the Bookings Manager by posting them through the club office door, or posting them to the club. If you send us a press release, we will forward it to local newspapers and try our best to publicise your event.

Please **obtain the key from the Bookings Manager.** You will be asked to sign for it and pay a deposit of £20. After your event (or events if you have booked consecutive dates) please return your key to the Bookings Manager as soon as possible. Your deposit will then be refunded in full.

Please use the **club triplicate book** to record your sales. Hand the top copy to the buyer, the middle copy must be enclosed with your return form (see details on returns form), and the third copy stays in the book. Sales of cards and other items under £5 may be recorded separately and entered as one total at the end of your show.

Please ask buyers to make cheques payable to the artist's name!