

# St Ives Arts Club

## Private Exhibitions Sales Returns Form

**(This form must be filled in and returned even if you have no further payment to make!)**

*Name of member who made the booking:*

*Contact email/phone No:*

*Dates of exhibition:*

*No. of weeks:*

*Names of other exhibitors:*

Total cheque sales (include all exhibitors)	£
Total cash sales (include all exhibitors)	£
Grand Total sales (include all exhibitors)	£

Commission (25% of Grand total sales or £50/week, whichever is the greater)	£
Less Deposit £50/week)	£
Equals <b>amount owed to Arts Club</b>	£

*Signature of the member who made the booking.....*

**Please enclose with this form**

- Cheque(s) equal to the **amount owed to the arts club**. If the amount owed is zero you do not need to enclose a cheque but you must still return the form. No cash please. See overleaf for details.
- If you made sales other than cards then enclose the second copy from the receipt book for each sale

**Please place all items in an envelope marked ‘EXHIBITIONS RETURNS’.** Post the envelope through the internal letterbox in the club office door. See instructions overleaf

<b>Office use only: cheques paid in</b>	<b>number</b>	<b>£</b>	<b>Date</b>
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## **Instructions for Members Hiring the Arts Club for Private Exhibitions on How to Collect Payments from Customers and Make Commission Payments to the Arts Club.**

### **Triplicate Receipt book.**

Members should make certain three copies of each receipt are created.

- first copy to the customer
- second enclosed with your *Private Exhibitions Return Form* (see below)
- third retained in the receipt book (for the artists own reference)

It is not necessary to give out receipts for cards or cash items under £5, keep a record of these in a separate safe place.

**Customers purchasing artworks** should be asked to pay artists directly (i.e. make cheques out in the exhibitors own name or pay cash) and the exhibitor should bank this into his/her own bank account.

**At the end of the Exhibition** the member who **booked** the exhibition is required

- To **complete and sign a private exhibition sales form** (see overleaf) and total the **amount owed to the arts club**.
- Ensure one or more cheques are made out to 'St.Ives Arts club' which together total the **amount owed to the arts club**
- If the amount owed is zero you do not need to enclose a cheque but you must still return the form.
- **Enclose** in an envelope **marked SALES RETURNS**
  - **The Private Exhibitions Return Form**
  - **The cheques**
  - If you made sales other than cards enclose the second copy from the receipt book for each sale
- **Post** the envelope through the internal letterbox in the club office door.

**If you do not return your exhibition sales return form you will not be able to book the club again,** even if you had no further payment to make.

PLEASE NOTE: Arrangements for club organised group exhibitions will remain as they are (i.e. cheques from customers should be made out to the 'St.Ives Arts club' and payments less commission will be made to those that sold work).