

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. You must be a fully paid up member to make any booking.

The hire charge for exhibitions is 25% of sales. (min £50 if sales are less than £200)

A £50 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 £50 per week, 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.
- 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.
- **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	Tres. Sig.:

ARTS CLUB BOOKING PROCEDURE

(22/1/11)

Contacts for bookings and House Manager:

At the club house: currently 10a.m. to 1p.m. Saturdays and 5p.m. to 8p.m.
Wednesday evenings, but subject to variation

Mobile phone: 0792 559 5050

Email: artsclubbookings@googlemail.com

Website: www.stivesartsclub.org

Booking forms are available in the club building 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.

E-mail or leave a phone message on the bookings mobile 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 £50 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 Officer 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 the House Manager. If you are a new user requiring technical training there may be a small charge for this.

You must arrange your own **publicity** however you may send details of your exhibition/event to pedyr@hotmail.com (preferably with a picture) for the club Newsletter, to webmaster@stivesartsclub.org and to steve.mcintosh@onestives.co.uk to put it on the club website. To display a poster at the arts club, give it to the House Manager or post it though the club Office door, or post to the club.

Please **obtain the key from the House Manager** during his published times of attendance at the Club building. You will be asked to sign for it. After your event (or events if you have booked consecutive dates) please return your key to the House Manager immediately or post your key through the **Arts club internal Office letter box inside an envelope with your name on it.**

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 return 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.