

St Ives Arts Club Private Exhibitions Booking Form (Agnes Naylor room).

YOU MUST BE A FULLY PAID UP MEMBER TO MAKE A BOOKING

Bookings Procedure

- You should make a provisional booking before filling in this form. See the full bookings procedure overleaf.

Hire Charges.

- 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. If a booking is cancelled 50% of the deposit will be refunded if the date can be re-booked.
- 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

- It is the Club's policy that a member must be in attendance at all 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 should be left where it is and not hidden away. If someone else has booked the Theatre during an exhibition 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	

No. of days		From (date)		To (date)	
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***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.:

KEEP A COPY OF THIS FORM YOU WILL NEED IT LATER!

ARTS CLUB BOOKING PROCEDURE

(8.01.10)

CONTACTS FOR BOOKINGS & 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

1. There are 4 bookings forms available in the club building or they can also be downloaded from the arts club website www.stivesartsclub.org They are:
 - *Events booking form (Mainly for the Theatre)*
 - *Private exhibitions booking form (Mainly for the Agnes Naylor room)*
 - *Events return form*
 - *Private exhibition return form*
2. Each month a simplified *list of club bookings* for the year is published in the newsletter and on the club notice board.
3. **To make a new booking**
 - **First make sure you have paid your membership dues for the current year, you must be a member to make a booking** If you are not a member pick up a membership application form at the clubhouse or download one from the club website or contact the membership secretary (membership@stivesartsclub.org 01736 796740. Membership runs October to September).
 - **then** check the dates you require are marked as free on the *list of club bookings*
 - **Thirdly** email 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.
 - **Fourthly**, with a provisional date agreed you need to complete and return the appropriate form ('*events booking form*' or '*private exhibitions booking form*'), include a deposit cheque for £50 per event or exhibition week made out to 'St.Ives Arts Club' and post them to 'Booking form, St.Ives arts club, Westcott's quay, St.Ives, Cornwall, TR26 2DY) or through the internal letterbox in the club office door in an envelope marked 'booking form'. NOTE: If the booking is for a date within the next two months also mark the envelope URGENT'
2. **How will you know your booking form and cheque has arrived and your booking is confirmed?**
 - The *Bookings Officer* will process bookings at least once a month. Once your booking has been processed it will appear on the *list of club bookings* as 'BKD' against your name for that date. **Please be patient!**
 - If your booking is at short notice we will try and process it quickly and you will receive a phone call or email confirming your booking.
3. 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.
4. You must arrange your own publicity however you may send details of your exhibition/event to pedyr@hotmail.com (preferably with a picture) if you wish to publicise it in the club Newsletter, to webmaster@stivesartsclub.org and to steve.mcintosh@onestives.co.uk . You may 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.
5. **KEYS**

Members holding events and exhibitions should obtain their 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 you key to the House Manager as soon as possible or post your key through the Arts club internal Office letter box **inside an envelope with your name on it**. For very short notice events the *Bookings Officer* will make other arrangements for you to get a key.

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

If any booking on the *List of Club Bookings* is not required or you think you made a booking that is not on the list please phone/email the *bookings officer*.

