# St Ives Arts Club - Exhibition Room - Terms & Conditions 2027

**The Exhibition Room is only available to paid-up members, to hire for personal exhibitions, subject to the following terms and conditions:**

**You must read these Terms and Conditions and the Exhibition Guide before making any booking.**

**You will be asked during the booking process that you have read and will comply with both documents.**

- You must pay your membership subscription before making a booking. **Only paid-up members of the Arts Club** are eligible to exhibit their work and **steward alone** in the Exhibition Room.
- Bookings for 2027 will be taken on 14th November 2026 on a first come basis. Only members who are permanently resident in Cornwall at the time of booking may apply on this date. See below for members who are not resident in Cornwall.
- Bookings must be made online. Simply follow the links on the website to the **MEMBERS AREA** and click the green button **BOOK A ROOM**. The password to the Members Area is **BorlaseSmart**
- Members will be asked for three preferences on the booking form. For guidance it is beneficial for members to choose three preferences across the year, perhaps one per third and not all school holidays.
- Weeks will be allocated on a first-come basis and wherever possible members will be given their first choice, then second choice, then third choice. Any member being unsuccessful with their three choices will be contacted.
- No telephone calls will be taken on booking day, please use the online form only.
- A schedule of weeks booked will be sent out to all booking members and posted online within one week.
- Individual Members may initially book **ONE WEEK ONLY**, to exhibit **their own** artwork.
- One individual exhibiting member may join with another individual exhibiting member (who has also paid their membership and meets the Cornwall resident criteria) to book a two-week exhibition. This is the maximum run for any exhibition. This must be booked on one form by one member only, where both members are named.
- No member may exhibit for more than two weeks in the Arts Club excluding member and group exhibitions. I.E. One member may not have multiple joint exhibitions with other members, just one.
- From 21st November, non-Cornwall resident members may book one week, following the above guidelines and subject to availability. The full calendar will be published online showing availability.
- Groups may book **ONE WEEK ONLY.**
- Group bookings will be seen as one individual member's booking allowance. IE, please nominate a person within the group and the booking will be against that person's allowance.
- The hire charge for the exhibition room is **£100 per week PLUS 30%** of all sales made.
- Where two weeks are booked, the hire charge is **£200.**
- The £100/£200 hire charge is paid within **TWO WEEKS** of confirmation of booking.

- The £100/£200 hire charge is non-refundable and non-transferable.
  There may be circumstances (e.g., accident or illness) where cancellation by the member is unavoidable. In these circumstances we will try, with your help, to re-hire the room, but if the week is not rebooked a refund will not be forthcoming. We will also not accept a cancellation and roll over to a future date unless or until the original week is rebooked.
- The booking week starts on a Friday at **6:00pm** and finishes on the following Friday at **4:00pm** – the two-hour gap is for exhibition take down, cleaning and repairs to walls where needed, by the previous exhibitor and House Manager. Please see **The Exhibition Guide** for further information.
- All exhibitors must leave the exhibition room, kitchen and hallway clear, clean and tidy. If additional cleaning is needed, we may charge this to the exhibitor responsible.
- Please note, payment for booking is due within 14 days of booking confirmation. If payment is not received within this timescale, we will cancel the booking and free up the week for other members to book. However, if you have any problems with this timescale, please email the booking manager.
- During exhibitions a **paid-up Club Member** must always be present for stewarding. This is not a request, it is essential for our own security and insurance. **You cannot book the room and leave a non-member in charge of our facilities.**
- **The Trustees would advise all exhibitors to be accompanied,** however, appreciating this is not always possible or practical, they have written a '**Lone Working Policy**' which should be read by all who wish to invigilate alone. The full policy is provided in the Club Documents on the website, in the Members' Area.
- **CCTV** is provided to allow you to view all areas of the Club, without leaving the Desk. There is also a Safe Room and Panic Alarm, outlined in the Lone Working Policy. To turn on the CCTV monitor, please use the far-right button on the underside of the screen. Please turn off each evening on exit.
- Regular events take place in the Club and any Arts Club-related information must be left in place and not hidden away.
- Please sell the Arts Club Cards and note on your Sales Sheet – all profits go directly to club funds.
- During theatre productions, the Exhibition Room is often used for serving refreshments. Please be aware this may affect Exhibition Room social events or PV's, which may have to be shortened, moved or cancelled depending on the circumstances. Please check there is no theatre event, that clashes with your event.
- Members should avoid damage to the walls. Only **white tack** (not blue tack) should be used on the walls. **No nails or screws can be used.** Please only use removable labels.
- **Please do not rearrange or remove any furniture from the exhibition room**. **The desk must stay in situ**.
- You may rearrange plinths and stands to suit your exhibition, but all the furniture must stay in the room, where it is currently placed.

**You may not remove any plinths or furniture from the exhibition room to the hallway.**

**We must all keep the hallway, stairs and toilet access completely clear.**

- Please record all sales on the Sales Record Sheet provided, and post along with any cash, in the internal white metal mailbox on the hallway windowsill at the end of your exhibition.
- Card payments - **you must use our 'sum-up' point of sale machine**. Card payments are preferred over cash where possible. PLEASE NOTE – it is your responsibility to ensure sales are recorded on the sumup machine, and the transaction clears correctly. Unfortunately we cannot pay exhibitors based on the sales sheet, if it is not recorded on the Sumup machine.

- An Exhibition Guide will be emailed to all exhibitors in the weeks before your exhibition including information on keys, codes, heating, locking up etc. This document and the guide are kept online for reference, and also in a blue folder on the desk.
- All posters, promotion and advertising are the responsibility of exhibitors.
- Exhibitors are responsible for ensuring the premises are secured and alarmed when not manned. The Club cannot accept any responsibility for loss or damage.
- The Arts Club does have occasional flooding – we would advise you not to leave any artwork on the floor overnight or unsupervised.
- St Ives Arts Club are not responsible for any theft or damage of your artwork – the risk is with you.

## Artists are responsible for insuring their own work if they have any concerns

- The Arts Club is run by members for members. We are all volunteers, so if you need any assistance (and ask politely!) **help will always be forthcoming.**

## If you have any questions, please email - stivesartsclubbooking@gmail.com