

## St Ives Arts Club - Exhibition Room - Terms & Conditions 2024

**The Exhibition Room is available to all paid-up Members to hire for private exhibitions, subject to the following terms and conditions:**

- 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 2024 will be taken from **14<sup>th</sup> October 2023** at 9:00am on a first come basis.
- Individual Members may initially book **ONE WEEK ONLY**, to exhibit their own artwork.
- One individual exhibiting member may join with another individual exhibiting member, to book a two-week exhibition. This is the maximum run for any exhibition. This can be booked on one form, where both members are named.
- From **1<sup>st</sup> December 2023**, members may book (one) second individual week, if there is still 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 at booking or within **TWO WEEKS** 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 generally 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, if needed, by the previous exhibitor.
- All exhibitors must leave the exhibition room, kitchen and hallway clear, clean and tidy. If additional cleaning is needed, we will charge this to the exhibitor responsible.
- All bookings should 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**
- Please note, payment for booking is due within 14 days of booking online. 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.
- Regular events take place in the Club and any Arts Club-related information must be left in place and not hidden away.
- During theatre productions, the Exhibition Room may be used for serving refreshments.
- 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. You may rearrange plinths and stands to suit your exhibition, but all the furniture stays in the room, where it is currently placed.
- We must keep the hallway/toilets completely clear.
- Please record all sales on the Sales Record Sheet provided, and post along with any cash, in the internal mailbox on the hallway windowsill at the end of your exhibition. An Aide Memoire is available for all exhibitors.
- Card payments - you must use our 'sum-up' point of sale machine. Card payments are preferred over cash where possible.
- An Aide Memoire will be emailed to all exhibitors in the weeks before your exhibition including information on keys, codes, heating, locking up etc.
- One poster holder is paid for and available at the Library Tourist Information centre.
- All posters, promotion and advertising are the responsibility of exhibitors.
- Exhibitors are responsible for hanging their own work and ensuring the premises are secured and alarmed when not manned. The Club cannot accept any responsibility for loss or damage. Artists are responsible for insuring their own work if they wish to.

**If you have any questions, please email - [stivesartsclubbooking@gmail.com](mailto:stivesartsclubbooking@gmail.com)**