



## FINE ARTS GALLERY - APPLICATION FOR HIRE

NAME OF APPLICANT/HIRER: \_\_\_\_\_

ENTITY (IF APPLICABLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONES: \_\_\_\_\_

PURPOSE OF HIRE: \_\_\_\_\_

DATES GALLERY REQUIRED: FROM \_\_\_\_\_ TO \_\_\_\_\_

ACTUAL DATES OF EXHIBITION: FROM \_\_\_\_\_ TO \_\_\_\_\_

EXHIBITION OPENING TIMES: WEEKDAYS \_\_\_\_\_

(REQUESTS FOR OPENING OUTSIDE HOURS): \_\_\_\_\_

### CONDITIONS OF HIRE

1. For exhibitions where no material being exhibited will be sold, a hire fee of £100 per week will be applicable during the stipulated times. Commercial use of the gallery is subject to application and selection by a committee appointed by the fine arts association.
2. A deposit of £100 is payable at the time the booking is confirmed by the Fine Arts Association. This deposit will be refunded after the event, only if it is established that, to the satisfaction of the fine arts association no damage or loss whatsoever has been caused and that everything has been left in a proper, clean and tidy condition.
3. The opening times for the fine arts gallery are between 10am - 2pm and 3pm - 6pm on weekdays only (this excludes weekends and public holidays as published by the government of Gibraltar.)
4. Permission to use the Galleries after 7pm or on weekends/public holidays, must be obtained from Gibraltar Commercial Property Company Ltd, c/o Land Property Services Ltd., Suite 6B Leanse Place, 50 Town Range, Gibraltar. Use of the Galleries outside the stated hours may attract charges as set down by Land Property Services Ltd. Proof of permission(s) granted must be forwarded to the Fine Arts Gallery in good time prior to the opening of the exhibition
5. Persons using the gallery must be members of the Fine Arts Association. Membership can be obtained on application of hiring by paying the membership fee of £10.
6. Provision for light snacks and /or drinks is at the discretion of the hirer and has to be organised by the hirer. No cooking is allowed in the gallery.
7. If any activity or display within the exhibition is subject to copyright, it will be solely the responsibility of the hirer to ensure that the copyright holder's permission is obtained. Proof of payment of fees due to the performing rights society, or any other entity, must be produced at the signing of the agreement and at any other time when it may be demanded by the fine arts association.

8. The hirer will be responsible for hanging and displaying of all artwork. The Fine Arts Association may provide the hirer with chains and hooks when available. The hirer however is advised to seek appropriate materials accordingly.
9. A printed copy of the list of exhibits on sale, detailing the artist's name, contact address and telephone number, title of artwork (if any) and selling price in sterling must be produced and given to the Fine Arts Association at least two weeks prior to the opening of the exhibition. Please note that payment in respect of sales is to be made to the Fine Arts Association via the fine arts gallery manager.
10. Where any material exhibited is sold, the Fine Arts Association will retain a 20% commission on all sales.
11. The Fine Arts Association has a public liability insurance in place.
12. The exhibition will be manned during normal working hours as stipulated in paragraph 3.
13. It is strongly recommended that all exhibits be adequately insured. Irrespective of any insurance policies the Fine Arts Association may hold, it will not make itself responsible for any damage or loss howsoever caused.
14. The hirer will be responsible for all marketing, invitations, drinks and any other expenses related to the exhibition. The Fine Arts Association sends e-mail invitations to all its members.
15. The exhibitor must ensure that none of the exhibits contravene any law.
16. A sample/portfolio of work must be submitted to the Fine Arts Association who will appoint a subcommittee to determine whether the works are suitable, before an application of hire can be confirmed.
17. An application is not confirmed until all the parties have signed the application form and the deposit has been paid.
18. The ministry of culture together with the fine arts association are bound to respect a confirmed application unless there are extenuating circumstances.
19. Permission to use the Galleries after 7pm or on weekends/public holidays, must be obtained from Gibraltar Commercial Property Company Ltd, c/o Land Property Services Ltd., Suite 6B Leanse Place, 50 Town Range, Gibraltar. Use of the Galleries outside the stated hours may attract charges as set down by Land Property Services Ltd. Proof of permission(s) granted must be forwarded to the Fine Arts Gallery in good time prior to the opening of the exhibition.

**I have read and understood the 'Conditions of Hire' detailed above and agree to abide by them.**

**SIGNATURE OF APPLICANT:**

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**DATE:**

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**OFFICE USE ONLY**

Application Approved / Not Approved (delete as required)

Proof of Insurance to be attached, as well as 'copyright' payments, if applicable

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Authority for use outside stipulated times (if applicable) to be attached

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List of exhibits (if applicable) to be attached

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Name & Signature of Officer:

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Date:

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