

# **RUGBY**

Art Gallery  
& Museum

## **THE BALCONY GALLERY** **Information Form**

**This form must be completed and returned prior to the contract being agreed.**

**Name of Hirer:**

**Address for invoicing:**

Payment also possible by card online or by phone (please ask)

**Contact email:**

**Contact phone no.:**

**Date of Exhibition:**

**Title of Exhibition (if known)**

*We will need to know the title 6 weeks prior to the exhibition*

**Do you require RBC Public Liability Insurance?**

**YES**

Available to purchase for £33.00

If no you will be required to provide evidence of your Public Liability Insurance prior to your exhibition.

**Continued ...**

**Exhibition Details (please complete to best of your knowledge at this point in time)**

- **Theme of exhibition.**
- **Media of work (e.g. photography, painting, textile)**
- **Fomat of work (eg. Framed, max size of frame, approx. number of works)** All work must be securely fixed to the wall. If not using mirror plates, please contact us to discuss fixing method. The full height of the balcony is 2600cm however the maximum hang height is 2100 cm.

**IMPORTANT:** Any factors in your exhibition that the Council might feel are unusual and outside the normal use of THE BALCONY GALLERY **will need to be approved by the Council** as they may not be feasible for THE BALCONY GALLERY.

**Please sign to say you have read and agree to the Licence to occupy the Balcony Gallery on a short term basis and the Balcony Gallery installation requirements.**

..... Date.....