

This form must be completed and returned with the contract.

Floor One Gallery Exhibition 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.

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Proposed exhibition

Please use the space below to describe your proposed exhibition installation details including:

- **Theme of exhibition.**
- **Media of work (e.g. photography, painting, textile, 3D)**
- **Fomat of work (eg. framed, wall mounted, plinth based, other).** The Floor One Gallery has 2/3 plinths and a shelved glass cabinet. More plinths are available on request (depending on availability) and must be booked in advance. (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.

IMPORTANT: Any factors in your exhibition that the Council might feel are unusual and outside the normal use of Floor One Gallery must **be approved by the Council** as they may not be feasible for Floor One Gallery.

Please keep us updated of any changes prior to your exhibition.

Please sign to say you have read and agree to the Licence to occupy the Floor One Gallery and Installation Guidelines

..... Date.....

THANK YOU