

ARTIST WALL HIRE BOOKING FORM

NAME :

ADDRESS:

EMAIL:

TEL:

START DATE OF EXHIBITION:

PAYMENT METHOD (£30):

DATE PAID:

PRIVATE VIEW (£60)? YES/NO

IF YES, PREFERRED DATE:

I HAVE READ AND AGREED TO COMPLY WITH THE TERMS AND CONDITIONS

YES/NO

TO HELP US TALK ABOUT YOUR WORK WITH PROSPECTIVE BUYERS, TELL US ABOUT YOU AND YOUR ART (WHAT MEDIUM YOU USE, WHAT INSPIRES YOU, ANY TRAINING YOU UNDERTOOK) :

TERMS AND CONDITIONS OF EXHIBITING

1. All work must be framed and ready to hang.
2. Katharine Jennings Fine Art reserves a right to decline any application for wall hire if the work is deemed unsuitable for the premises. Children's Art classes are held in the studio and therefore work must be appropriate for viewing by all ages.
3. Artists must have their own insurance for their work. If not, Katharine Jennings Fine Art does not accept liability for damage, theft or destruction of their work.
4. If an artist is late to collect work at the end of the hire period, Katharine Jennings Fine Art May remove work from walls and store until collection.
5. Prints and originals are accepted. The artist may also supply their own browser.
6. Wall hire bookings are only definite once payment has been received. Bookings will take place on a 'first come, first served' basis.
7. Should a piece be sold other than at the private view, the customer will be directed to contact the artist direct. Business cards or flyers are useful for us to hand out.
8. Once the artist has received payment for an artwork, they must inform Katharine Jennings Fine Art immediately so a sold sticker can be put up. The name of the buyer must also be provided.
9. If a piece is sold and the customer wishes to take it immediately upon payment being received, the artist must ensure another artwork is put in its place.
10. The artist must provide Katharine Jennings Fine Art with a full price list, with titles and labels for each piece to be added to the display.
11. If the artist requires a private view, they must carry out their own risk assessments, including Covid-19, for approval by Katharine Jennings Fine Art and this must also be available upon request.
12. During a private view, one member of staff from Katharine Jennings Fine Art must be in attendance in order to open up and lock up at the beginning and end of the booking. They are also available to ensure facilities are kept clean during the event.
13. During a private view, the Artist is responsible for all sales of work.
14. During a private view, food and alcohol is permitted but must not be sold to attendees unless the artist has a valid alcohol licence.
15. Only two dimensional artwork is accepted.
16. Wall hire will be for a maximum of 1 month from the Start Date.
17. The Artist is responsible for any private view invitations, advertising and other marketing material.

Signed by the Artist:

