

# Application Form for the hire of Mansfield Library Gallery

## Applicant details:

Artist/organisation				Contact Name		
Address						
Post code		Phone		Email		

## Hire applied for:

Three weeks full gallery hire	<input type="checkbox"/>	Six weeks full gallery hire	<input type="checkbox"/>
Glass cabinet hire only	<input type="checkbox"/>	Number of weeks for cabinet hire	<input type="checkbox"/>

## If your application is for full gallery hire, does your application include the use of the following (please tick):

Glass cabinet	<input type="checkbox"/>	Plinths	<input type="checkbox"/>
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## Fees:

- Six weeks full gallery hire: Commercial rate £180  
 Concessionary rate for non-profit individuals/organisations £90
- Three weeks full gallery hire: Commercial rate £100  
 Concessionary rate for non-profit individuals/organisations £45
- Cabinet hire only: £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)
- Shared gallery hire – shared exhibition – negotiated rates

## Preferred exhibition period:

*Please note that we value your application, and will try and consider preferred exhibition periods, however due to the number of applications and our series of programmed events, availability can't be guaranteed.*

Please note any specific dates preferred if applicable	
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## Exhibition/artist details:

Title of exhibition	
Description of exhibition (please note any previous stagings of the exhibition)	
Art form(s)	
Size & scale of works	
Details of workshops/talks you would be interested in offering during the hire. (Additional room hire costs may apply)	
Please provide a brief a summary of background and experience of the artist/organisation, including details of previous exhibitions	
Please provide a link to your website(s)	
Commercial or non-profit individual/organisation (please state)	

### Supporting information:

I enclose images of my work (as jpegs by email or on CD, or via a web link detailed above)	<input type="checkbox"/>
I enclose example(s) of previous exhibition publicity	<input type="checkbox"/>

### Agreement:

By signing and returning this Application Form you confirm that you (the Hirer) wish to apply to hire the venue (as defined) from the Council, in accordance with the terms and conditions of library gallery hire (available on request).

I confirm I am over 18 years of age and understand that applications are subject to selection and availability, and are only confirmed on:

- issue of confirmation and booking from the Council, and following this:
- receipt of signed acceptance of the terms and conditions to hire the library gallery
- receipt of a copy of your public liability insurance
- receipt of deposit equivalent to 25% of the total hire fee, or a minimum of £30, where the total fee is over £100

Signature	
Name	
Date	

Please return this form along with supporting materials to: [mansfield.library@inspireculture.org.uk](mailto:mansfield.library@inspireculture.org.uk) or by post to Events & Venue Hire, Mansfield Central Library, Four Seasons Centre, Westgate, Mansfield, NG17 1NH.

We notify applicants of the results of the selection panel as soon as possible, the panel meets at least 4 times a year. If successful the applicant will receive a formal confirmation and terms of hire to review and sign.