

Details of Hirer

Name of person responsible for hiring (the hirer)
Full postal address
Email
Website(s) of hirer/exhibitor/performer etc.
Mobile and/or Landline numbers

Event Details

Start date of hire and time (to include set up day/time)
End date and time (to include packing up and clearing of space used)
Name of Artist(s)/Performer(s)/Group
Type of Event <input type="checkbox"/> Exhibition <input type="checkbox"/> Performance <input type="checkbox"/> Workshop <input type="checkbox"/> Other (please specify)
Hours of Opening/Details of Private View to include date and time and/or any other associated events.

The Crypt Gallery

Booking and Hire Agreement

Charging Structure:

	No. of weeks	@	No. of extra days	@	Standalone days	@	No. of evenings	@	Total	Deposit (25%)	Balance (75%)
Main Gallery and Undercroft		£330		£45		£50		£80			
Studio		£220		£28		£35		n/a			
Both spaces		£440		£60		£70		n/a			
TOTAL											

Example: 2 weeks hire of Main Gallery and Undercroft

	No. of weeks	@	No. of extra days	@	Standalone days	@	No. of evenings	@	Total	Deposit (25%)	Balance (75%)
Main Gallery and Undercroft	2	£330	-	£45	-	£50	-	£80	£660		
Studio	-	£220	-	£28	-	£35	-	n/a			
Both spaces	-	£440	-	£60	-	£70	-	n/a			
TOTAL									£660	£165	£495

The Crypt Gallery agrees to:

- Remind the hirer when the balance of hire fee is due, 2 months before the start of hire.
- Issue reminder for publicity material from the hirer, 2 months before the start of hire.
- Publicise the event on the gallery website, monthly newsletter and social media; display posters and flyers (if supplied) at the gallery.
- Invite Crypt Gallery Trustees and Newsletter Recipients to the private view (if any) if requested to do so by the hirer.
- Ensure that the spaces hired are in an appropriately clean and tidy condition at the start of the hire period.
- Meet the hirer for an induction session at the start of the hire period.
- Meet the hirer to collect the keys at the end of the hire period.
- Return the hirer's cash deposit if there has been no unrepaired damage or loss.

The Hirer agrees to:

- Comply with national food safety legislation if refreshments are provided at the Private View.
- Take responsibility for all other publicity.
- Pay a £30 key deposit at the start of the hire period.
- Label all artwork clearly with title, artist name, medium and selling price.
- Remove all packing materials before opening to the public.
- Ensure that public access to the Undercroft is maintained whenever the gallery is open.
- Provide all refreshments, glassware, crockery and cutlery for any Private View.
- Open for business at the times stated on posters and publicity.
- Arrange stewarding in accordance with guidelines - 'Hiring a Space'.
- Record the number of gallery visitors on a daily basis.
- Comply with the Crypt Gallery standards and procedures as outlined in the Conditions of Hire and given during the induction at the start of the hire period.
- Remove all personal belongings and rubbish from the hire spaces and leave clean and tidy at the end of the hire period.

Agreement to hire

This agreement is made between The Crypt Gallery, 23 Church Street, Seaford, BN25 1HD Registered Charity 1167070 and the Hirer.

- I agree to the terms and conditions set out in this document.

- I enclose a cheque for the 25% deposit due/I confirm that the 25% deposit due has been paid by BACS Account No 93981460, Sort Code 20-49-76 (please ensure you quote an invoice number, event or hirer's name when making payment).

- I enclose proof of Public Liability Insurance covering my event.

- I have provided images and information for the website **OR** I undertake to provide digital images and textual information for the website as soon as possible but no later than 2 months before my event.

Signature of hirer:

Date: