APPLICATION FORM

VINTAGE FAIR  
THE EXCHANGE 10 NOV 2023

Please complete and return by 6 Oct to reserve your stall

|  |  |
| --- | --- |
| NAME |  |
| CONTACT NUMBER |  |
| ADDRESS |  |
| SOCIAL MEDIA HANDLE(S): |  |

NOTES FOR STALLHOLDERS:

* Please complete and return this form to [Miriam.dawson@newlynartgallery.co.uk](mailto:Miriam.dawson@newlynartgallery.co.uk) by 6 Oct 2023 to reserve your stall.
* £25 fee per stall. An invoice will be issued to you by our accounts team. **The invoice will need to be paid 4 weeks prior to the event start date.**
* Set up time for the fair is 17.00-18.00: If you would like to arrive earlier, please email Miriam in advance – we will try to accommodate where possible.
* The gallery will provide one large table and chairs – please bring your own card machine, as well as any additional display stands you may require, bags, wrapping materials etc.
* There is no parking available on site – however there is parking available on the road (Princes Street) which is free after 18.00. Between 09.00 – 18.00, you can park there for 30 minutes.
* This will be a free admission event for visitors. We will be providing a fully stocked paid bar but there will be no food available to purchase.
* We will promote this event across our social media platforms, on our website, and to our mailing list but we would encourage you to promote the event through your own channels
* If you have any questions, please do let me know and thank you for being part of this event!

HIRE POLICY & AGREEMENT

Premises may only be used for the purpose for which they have been hired.

The hirer must be over 18 years of age.

Failure to comply with the conditions of the Hire Agreement may incur additional charges.

FEES

The payment of the total hire fee is due Fri 13 Oct - 28 days prior to the date of the event.

Payments can be made in cash, by card or by bacs. Payment details will be given on the invoice.

CANCELLATION

Should you wish to not take part or cancel - we would appreciate a minimum of 7 days’ notice. If you cancel with 7 days or less of the event, the £25 fee will be non-refundable. With more than 7 days’ notice we will issue a full refund.

Newlyn Art Gallery Ltd reserves the right to cancel without notice in the event of unforeseen circumstances and shall not be held liable or required to pay any compensation for any loss sustained as a result. However, we will endeavour to give the hirer the maximum notice possible. Newlyn Art Gallery Ltd will refund 100% of the fee.

The core business of Newlyn Art Gallery Ltd is to provide a programme of contemporary art to the region. If at any point a hire disrupts this core business or violates any of the terms & conditions set out in the hire agreement, the gallery reserves the right to discontinue the hire. In this situation no refund will be made.

INSURANCE

Any damage caused shall be reported to the Duty Manager immediately.

All hirers must ensure that they have adequate Public Liability Insurance and where appropriate Employers’ Liability Insurance. Newlyn Art Gallery Ltd may require proof of this insurance prior to the hire.

USE OF PREMISES

No smoking will take place inside the premises.

The hirer shall at the end of the hire period leave the premises in a clean and orderly state. Failure to do so may result in a charge for cleaning at commercial rates.

The hire of gallery premises does not include the use of any gallery equipment within the premises unless specified, nor use of the gallery car park.

The Director reserves the right to refuse a particular activity if it is felt it is not appropriate use of the facility or is not compatible with the gallery’s equal opportunity policy.

HEALTH & SAFETY

All health and safety regulations are in place and must be complied with.

Newlyn Art Gallery Ltd will produce a risk assessment prior to the event. The hirer will be given a copy of this risk assessment and must comply by all conditions & requirements therein.

Newlyn Art Gallery Ltd will provide staffing and will decide if additional security is needed.

The Operations Manager will provide all necessary information on fire precautions and evacuations procedures.

If the hirers are bringing their own electrical equipment to use on the gallery premises, the equipment must be PAT tested. The Operations Manager can advise you on this should you have any queries.

PLEASE SIGN AND DATE TO CONFIRM YOUR ACCEPTANCE OF THE T&Cs

NAME: ……………………………………………………….

SIGNATURE: …………………………………………………

DATE: ……………………………………………………………

Return to [Miriam.dawson@newlynartgallery.co.uk](mailto:Miriam.dawson@newlynartgallery.co.uk) by 6 Oct 2023 to reserve your stall.

Payment due by Fri 13 Oct to secure your stall.

Thank you.