

DIRECTORATE OF ENVIRONMENT and NEIGHBOURHOOD SERVICES

**Mrs C. Lakeman
Reading Central Library
Abbey Square
Reading, RG1 3BQ
Tel: 0118 9375969**

Application for Hire of Exhibition Wall Space

Please complete and return to the above address.

Organisation:

Address:

.....

.....

Contact name: **Telephone number:**.....

Date of Display (10 am Monday to 5pm Saturday*):

.....

**Displays should be dismantled & collected by 5pm on Saturday (date as above).*

Name or Type of Exhibition:

Signature: **Date:**.....

***Please ensure that you have read the conditions of hire statement on the reverse of this booking form. By signing below you are agreeing to abide by the conditions of hire.**

Exhibition Wall Space Conditions of Hire Statement

1. Applications

All applications for hire must be made in writing on the official application form. Whilst telephone/personal enquiries may be made to make a provisional booking, the application form confirming arrangements should be submitted.

2. Setting up and Dismantling

The applicant is wholly responsible for the setting up and dismantling of the exhibition and for their own publicity. Care must be taken not to damage the walls and surfaces. The hirer agrees to pay Reading Borough Council on demand the cost of repair or making good any damage to the Exhibition Area during the hire period. All fittings belong to the Library - security hooks, perlon suspenders and rings and should be removed and replaced in the HolyBrook Gallery Box when the exhibition is taken down.

The setting up and dismantling of exhibitions is not permitted outside the library opening hours. Setting up is from 1pm on the Monday and take-down by 12noon on the Monday (Monday is change-over day)

3. Health & Safety

I understand that it is my responsibility to ensure that any items erected by me for the exhibition are in a safe and stable condition and suitable for public/family viewing.

4. Parking

Unfortunately, there are **no parking** facilities at the Library; but there is a loading bay at the rear entrance in Abbey Square. You may unload, seek Library assistance and then move your car.

5. Indemnity against claims and insurance

Reading Central Library accepts no responsibility for the loss of, or damage to, any articles or exhibits brought to the library during the exhibition. The use of the space is entirely at the risk of the hirer. The applicant is wholly responsible for the insurance of the contents against theft or loss and/or damage.

Whilst there is cover under the Reading Borough Council's Public Liability Insurance in so far as injuries arising from a defect of the library premises or contents thereof are concerned, there is no cover against any injury to any person or damage to the building arising from some action or negligence by the Hirers. The Hirer is therefore responsible for providing such additional insurance cover and supervision, as he/she considers necessary, subject to any requirements, which the Reading Borough Council may make in the latter respect.

6. Exhibition Space Charges

Weekly Hire is £35.00. Cheques made payable to: *Reading Borough Council*.

The Library does not take commission on Gallery sales.

7. Size and Measurements

The area is an L-shaped with a total length of approx. 20m of rail. The longest wall is 9.60m, others 3.90, 3.50, 2.40 and 1m. The rail is 2m from the floor. The Hanging system is from perlon suspenders with security hooks which attach to D-rings. All picture frames should be fitted with D-rings. No wall fixtures.

8. General

I understand that Reading Central Library is not acting as an agent, and that all enquiries will be directed to the applicant, or to a representative nominated by the applicant, and details of this contact will accompany the exhibition.

It is not permitted to display notices or posters on the library walls or windows.

I also understand that the exhibition must not contain any items of a political or controversial nature, and that the Customer Services Management Team reserves the right to remove any items that he/she feels may cause offence.

9 Useful Information and Guidance for Exhibitors

This sheet gives helpful advice and further details and will be offered to you when you book.