

Vat. Reg. No: 200191625

HolyBrook Gallery at Central Library

**Application Form for Hire of the HolyBrook Gallery, Central Library,
Abbey Square, Reading RG1 3BQ**

Name:

Address:

.....

.....

Contact name: Telephone number:.....

Email
address:.....Website.....

Organisation (if applicable).....

Title Of
Exhibition.....

Booking Dates: (to include set up and take down)
From 1pm Monday to 12noon Monday.....

I have read the Terms and Conditions governing the hire of the HolyBrook Gallery
and agree to be bound by such conditions.

I enclose my remittance (£35 per week) for £..... cheque payable to Reading
Borough Council or contact Caroline Lakeman for cash payment.

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

Signature..... Date.....

Full payment at time of booking to Caroline Lakeman, Reading Central Library,
Abbey Square, Reading RG1 3BQ. To check availability please email
info@readinglibraries.org.uk or phone Caroline on 0118 9015969

Title Of
Exhibition.....

In up to 50 words describe the main features of the exhibition and also email 2 images of the work. This may be used by the Library as promotional publicity.

For office use only

Entered into diary: YES/NO Payment received: YES/NO

Payment type Payment Amount

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.

HolyBrook Gallery - Information and Advice for Exhibitors

The Gallery was refitted and launched on 12 April 2018 with funding provided by RG Spaces.

The fittings are stored in a labelled plastic box in the Palmer Room and staff at the Library have the key. Please make sure when you leave that the fittings are taken down and replaced in the box and not left hanging on the rails. Any major problems ask for Caroline Lakeman.

The Library is open 10am - 5pm on Monday, Wednesday, Friday & Saturday and 10 - 7pm on Tuesdays and Thursdays. Please adhere to these times. (Check that openings have not altered).

Insurance is up to the exhibitor:

It is a good idea when publicising your exhibition to arrange to be there as a 'meet the artist' session or sessions. **Private View** : It is possible to arrange an event and Caroline Lakeman will advise you about details. The Library is open until 7pm on Tuesday and Thursday and an extension of another hour is possible if the exhibitor is prepared to pay for someone to stay and lock up. The Library has 40 glasses and will lend them out, also the kitchen in the Huntley Room can be made available with prior booking. If you need Private View invitations printed Conservatree have the logo, are fast and reasonably priced so do email: chris.goslar@conservatree.co.uk.

Setting up: Monday is change-over day. Booking will take effect at 1pm or any time thereafter.

Drive round into Abbey Square from Kings Road to the rear entrance of the Library. There is a small parking area just past the church through bollards, 'For Unloading Only'. Leave hazard lights on and go into reception desk on that same floor which will be 1st floor. Ask if a Caretaker can help unload and assist in carrying up work to the Palmer Room on 2nd floor where your work can be stored safely while you **move your car**. From the Palmer Room you can easily move work to the Gallery on the same floor. The plastic BOX of hanging fittings will be stored in the Palmer Room labelled HolyBrook Gallery. Be aware that the Huntley Room door opens outwards, so keep that section of wall free. Also the Air Conditioning unit high on the long wall has a tendency to drip, so perhaps use that area for a title or biography. The BOX contains: Perlon suspenders, security hooks & split rings.

Hanging System : It is a **Newly R 30 System** and if googled you can view a video to show how it works. It is simple once you have done a couple and they claim it is a secure hook. The Perlon suspender has a twister at one end; fit this into the slot in the rail and twist to hold. The **Hooks** when pressed slip onto the Perlon and move up and down to the height you require. Use a hook either side of your frame which should be fitted with **D-rings**. The system should allow the hook to go into the D-ring and the small spring secures it. However, we found that often the D-rings are too thick so we have supplied a split ring to fix on. Suggest you put these onto your frames before you hang. You can hang two frames under each other, using another pair of hooks.

* It is a good idea to have another person to help with the hanging, or standing by till work is hung.

* Please do not use pins in the wall. Blutac is fine for labels and notices.

* There is a separate switch by the door for the spotlights.

Once you have hung the work, the extra length of Perlon left dangling under the picture can be rolled up and tucked up behind the back of the frame and secured with masking tape.

Take Down: The easiest way is to press and release the hook on both sides and pull the picture off the Perlon. Place all fittings back in the plastic HolyBrook Gallery BOX and ask a member of staff to lock it back in the Palmer Room.

Reminder to take in: scissors, small step-ladder (could use chair), drafting tape, pen-knife to open split rings, your contact details for sales, a drink and a bar of chocolate!

Jenny Halstead