

we are arts

.....Proposal form

Name:

Student Number:

Date:

Phone number:

Email address:

Which gallery are you proposing to use?

Either CSM LCC (only appropriate for wall mounted work)

Name of Exhibition:

Please state details of your proposed exhibition below...



Additional Information

Please answer the following questions in as much detail as possible.....

Medium of work	
Method of display	
Are you having a private view? Details of this will change according to which gallery you use.	
Please list any electrical equipment you will be using. (please contact Joe for a list of equipment available from the SU)	
Please tell us of any changes you may make to the space.	

Gallery Agreement (Terms & Conditions)

1. Any damage to the gallery must be rectified. This includes any nails & staples being removed, holes refilled, all rubbish cleared out and any necessary repainting of the walls (this must be white matt emulsion). The space must be ready for the next exhibition to be installed by 10am Friday morning.
2. If damage is not rectified satisfactorily, I will be personally liable and agree to pay the Students' Union for the relevant repair costs.
3. I must return the keys (applicable when using CSM gallery) by 10am Friday morning unless otherwise agreed by the Students' Union.
4. I will not permanently mark or change the space in any way.
5. I must report any faults with electrical equipment immediately.
7. Alcohol must not be consumed within the Gallery outside the allocated times of your Private View (Private Views must be agreed in advance between yourself and the Students' Union).

Notes

- Any exhibitions that alter the fabric of the gallery e.g. marking directly onto the walls, cutting holes in the walls, constructions added to the walls or floors etc, must be approved by the Students' Union in advance.
- Any equipment brought into the gallery not owned by the Students' Union is not covered by our insurance.
- The Students' Union does not accept responsibility for any damage to your work at any point throughout your exhibition.

Signed:

Date:

Print Name: