

BAR EXHIBITION BOOKING FORM



Wadham Street, Weston-super-Mare, BS23 1JZ
Tel: 01934 645493
Email: blakehay@wsm-tc.gov.uk
Website: www.blakehaytheatre.co.uk

DATE SENT:

CONTACT DETAILS

| | | | |
|------------------------|--|------------------|--|
| Contact Name: | | Contact Address: | |
| Group or Artists Name: | | | |
| Contact Telephone: | | | |
| Alternative Telephone: | | | |
| Contact Email Address: | | | |

- All exhibitors are asked to set up their display between 12pm & 2pm on the first Tuesday of the month exhibition and collect their artwork between 10am & 12pm on the following first Tuesday of the Month (e.g. Setup Tuesday 06th April 2016 and take down Tuesday 03rd May 2016)
- The dates and themes available are set out below;
August 2016 – Summer
September 2016 – Fall
October 2016 – Halloween/Winter
December 2016 & Jan 2017 – Christmas
February 2017 – Theatre
March 2017 – Spring

DATES & TIMES

| | |
|---------------------------|--|
| Title of Exhibition: | |
| Month of Exhibition: | |
| Set up & Take Down Dates: | |

Sales Agreement

1. The Blakehay Theatre agrees to sell the products supplied by the above on it's premises and on behalf of the above.
2. The Blakehay Theatre will accept responsibility for products after they are hung, but regarding customer returns and faulty products, The Blakehay Theatre will not accept any financial liability. If a seller's product has been damaged or the quality has been reduced due to display purposes, The Blakehay Theatre will accept financial responsibility for the cost of the item.
3. Sellers are requested to review and update their stock every 2 weeks. If the contract is terminated, there will be a surcharge of £5 per day if stock is not collected within one week.
4. The Blakehay Theatre will receive **20%** of the sales made, with the seller setting the prices so that their own costs are covered.
5. Payment is made through an invoicing procedure to Weston-super-Mare Town Council, Grove House, Grove Park, Weston-super-Mare, BS23 2QJ.
6. The Blakehay Theatre will advise sellers of stock sold and how to complete the invoicing procedure.
7. This agreement can be terminated by either party on fourteen days of written notice.

DECLARATION

| | |
|-------------|--|
| PRINT NAME: | |
| SIGNED: | |
| DATE: | |

Pease complete and return this form to The Blakehay Theatre. Please ensure that you complete and return the attached Exhibition Information sheet on the day of set-up.

OFFICE USE ONLY

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|---|--|---------------------|--|
| <i>DATE FORM RECIEVED:</i> | | <i>RECIEVED BY:</i> | |
| <i>DATE CONFIRMATION SENT TO HIRER:</i> | | <i>SENT BY:</i> | |
| <i>Additional Information;</i> | | | |

Exhibition Information

Please ensure that all information in this form is correct and corresponds with the correct piece of work – This can be bought with you at set up time.

| | |
|----------------------|--|
| Name of Exhibitor: | |
| Title of Exhibition: | |
| Month of Exhibition: | |

| PICTURE NUMBER (Please ensure that this number corresponds with a number on the front of the picture) | NAME OF PICTURE | COST OF PURCHASE (Cost to Buyer) | OFFICE USE ONLY | | |
|--|-----------------|-------------------------------------|----------------------|-----------------------|--|
| | | | SOLD DATE & HOW PAID | DATE INFORMED OF SALE | INVOICE AMOUNT PROCESSED (Less 20% fee) |
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