

ISLE OF WIGHT LIBRARIES
ISLE OF WIGHT COUNCIL
ART EXHIBITION APPLICATION FORM

To: **Joanna Cooke, Lord Louis Library, Orchard Street, Newport, Isle of Wight,
PO30 1LL. Telephone 527655**

I apply for space at Lord Louis Library for the period.....and understand that it is a **provisional booking** (subject to inspection of exhibits and availability of space) until confirmed by Isle of Wight Libraries. Upon receipt of such confirmation I undertake to accept the conditions of exhibiting, and the necessary arrangements thereto outlined on Page 2 of this application. Please note that due to the increasing number of short notice cancellations, it has become necessary to request a deposit of £50 with each booking request. This should be made in the form of a post-dated cheque payable to Isle of Wight Council. It will be returned once the exhibition is mounted.

Type of exhibition (say which media)

Year and month preferred

Alternative.....

Previous Exhibitor YES/NO Work previously seen by Library Manager YES/NO

If you are a new exhibitor, please arrange for examples of your work to be seen by the Library Supervisor or a deputy and authorised below.

Library Staff Member Signature.....

Name (BLOCK CAPITALS).....

Address.....

.....

Telephone:

Exhibiting Name (if different)

..... I enclose a 9" x 4" sae.....
(please tick)

Signature.....

Date of application.....

*** Please note that some of the gallery space at the Lord Louis Library is used to shelve books. You are advised to visit the library to ascertain suitability.**

ISLE OF WIGHT LIBRARIES

ISLE OF WIGHT COUNCIL APPLICATION FOR EXHIBITION SPACE

With reference to your application to hold an exhibition at
for the period.....I have to advise you of the following decision:-

- A) Available for the dates and gallery requested, and you should proceed under the conditions outlined below and on the Guide Notes enclosed.
- B) Regret not available. Please contact Library to make alternative arrangements.

Please confirm written acceptance within 7 days.

To: Joanna Cooke, Lord Louis Library, Orchard Street, Newport, Isle of Wight,
PO30 1LL

Signed.....

Title.....

Date.....

.....

Isle of Wight Libraries CONDITIONS OF EXHIBITING

Gallery exhibition areas are provided in the public libraries at Newport, Ryde, Ventnor, Freshwater and Bembridge, and exhibitions are open to the public during library opening hours. Exhibitions are normally of a month's duration; from the beginning to the end of each month.

Please note that the Galleries are often booked as far as a year ahead, and an early application is advised.

There are no charges for exhibiting but the library service will require a 10% commission on sales.

New exhibitor's work is inspected before a confirmed booking is made. Isle of Wight Libraries reserve the right to decline bookings or to offer an alternative venue. In the case of joint exhibitors one person is responsible for negotiations with Isle of Wight Libraries and normally only one donation is expected. Exhibition bookings are subject to alterations in exceptional circumstances. Isle of Wight Libraries accepts no responsibility for loss or damage of exhibits, and any insurance coverage should be arranged privately.

The exhibitor is asked to contact the Library of the respective Gallery 2 weeks in advance of the exhibition to finalise arrangements.