

Mobile Gallery Hire

In December 2002 Essex County Council set up a mobile gallery system for artists and arts groups. For a small fee, you can hire mobile screens for exhibiting artworks in locations where this may not be possible, e.g. shops, offices, village halls, community centres, etc. This enables Essex artists to reach new audiences thereby bringing more art to more people in Essex.

Each screen measures 4ft square and is attached to metal stands 7ft high. Works can be hung on each side of the screen by attaching them to metal hooks inserted into pegboard.

Mobile galleries are located across 3 locations to allow easy access to this facility for artists.

Hire Fees	
Minimum Fee	£10.00
Deposit	£50.00
Price per Exhibition Screen per week or up to one week	£1.00
Price per Exhibition Stand per week or up to one week	£0.50
Exhibition Hooks [normally one required for each picture]	No charge

Locations	Contact Name	Telephone
Theatre Resource Ongar Arts and Education Centre, High Street, Ongar, CM5 OAD. Email: caroline@theatre-resource.org.uk	Caroline Weeden	01277 365626

<i>Cheques should be made payable to: Theatre Resource.</i>		
<p>Rochford District Council</p> <p>Council Offices,</p> <p>South Street,</p> <p>Rochford, SS4 1BW.</p> <p>Email: Emily.malcolm@rochford.gov.uk</p>	<p>Emily Malcolm</p>	<p>01702 318170</p>
<i>Cheques should be made payable to: Rochford District Council.</i>		
<p>Witham Art and Sketch Club</p> <p>Sheila Gunson,</p> <p>Spring Lodge Community Centre, Powershall End, Witham, Essex, CM8 2HE</p>	<p>Sheila Gunson</p>	<p>01621 816084</p>
<i>Cheques should be made payable to: Witham Art and Sketch Club.</i>		

Mobile Gallery Exhibition Screens and Stands BOOKING FORM

TO:

*Please note a deposit of £50.00 is retained for the period of use and returned on receipt of the screens and stands.

Name of Organisation:
Contact Name:
Position:
Address:
Telephone Number:
Email:
Date equipment is needed from: _____ to: _____

No. of Exhibition Screens <small>Please indicate the number of screens required)</small>		Hire Fee £1.00 each per week/part week	£
No. of Stands <small>(Please indicate the number of stands required)</small>		Hire Fee £1.00 each per week/part week	£
No. of Hooks required		No Hire Fee	£0.00
Fee	Minimum		
	Returnable Deposit		
	Total		

Conditions of Use:

1. The booking form must be completed and returned with a deposit of £50.00 and the Hire Fee.
2. The screens and stands are examined for damage before issue and users are responsible for seeing that the stands are handled with care and for ensuring their safe return.
3. If the screens and stands are severely damaged the deposit of 50.00 will be kept plus an additional 50.00 for each screen that is damaged, in order to pay for a replacement.
4. Users who wish to borrow the screens and stands are responsible for its collection and return. All materials must be returned to the hire venue before date due.

5. *If the screens and stands are returned undamaged the £50.00 deposit will be returned to the hirer.*

I have read and agree to the above conditions of use and confirm that the information given on the booking form is correct.

Signature: