

**Edinburgh University
Chaplaincy Centre
Bristo Square**



EXHIBITION BOOKING FORM

The Chaplaincy Centre has a large auditorium available for exhibition space. We have a hanging and lighting system. The auditorium is used weekdays from 9.30am to 4pm for student drop-in and weekday evenings for student societies rehearsals and meetings. With this in mind the space only lends itself to exhibiting wall mounted art and not art/installations/exhibits which use floor space as the furniture in the auditorium is moved and re-set each day.

Title/Subject of exhibition:

Name of group/organisation:

Is this a student group? Yes/No

Dates required:

1 day set-up Exhibition open 1 day take-down

CONTACT DETAILS:

Name:

Address:

Tel:

Mob:

E-mail:

Notes

During semester time viewing is between 10am and 4pm Monday to Friday. Occasionally another booking may mean the auditorium is closed for viewing. Closed weekends.

Requirements

Sample **artwork** must be viewed by Chaplaincy Staff for approval prior to a booking being accepted.

Each picture exhibited must have a description.

Anything not removed on the agreed take-down date will be disposed of as Chaplaincy sees fit.

We expect setting up of the exhibition to begin around 9.30am on the arranged day .

Bookings Policy

All bookings are to be made through the Chaplaincy Receptionist.

Cancellation

In the event of cancellation, please notify the receptionist as soon as possible.

Other conditions

The Chaplain has precedence over all bookings in the Centre.

The University retains the right to cancel this booking at any time without need for explanation or recompense, although it will not normally exercise this right.

Policy on Alcohol

We do not accept bookings where alcohol is served.

Security

University Staff are not responsible for the security of exhibitions.

Insurance

Any equipment belonging to the users does not come under the general insurance arrangements for the Centre.

Charges

There is no fee for University of Edinburgh student societies/groups. Non student society/group bookings will be expected to pay a suggested donation.

Signature

Date