

VIKING GALLERY
CLIFTONVILLE AVENUE
MARGATE CT92AH

Name:

Date:

TERMS OF BUSINESS AND CONDITIONS OF LETTING

1. HIRE CHARGES

For this period as outlined above the fee is £60;00 per day and you may choose your opening times and open and close as you will but including our advertised opening times. This charge is exempt of VAT. The installation time on Tuesday 28th and Wednesday 29th of June is free of charge .

2.

Any equipment brought into the premises in relation to the hire artwork, catering equipment, personal effects etc must be removed by the end of Monday August 1s and the premises left clean and in good order^{THIS} hire charge does n not include any Gallery staff .but we able to provide free-lance invigilators, reception staff, waiting and clearing staff or an independent gallery technician. Details of rates may be provided on request.

3.

Make sure that you are aware of the Fire precautions and position of fire extinguishers although the sprinkler system will come in to, immediate action should there be a fire. Make sure too that all your helpers/staff are aware of this. Our Assembly point is by the striped poles outside the Barber's shop in Northdown Road. Make sure again all your staff and helpers are familiar with this, the building safety requirements and the evacuation procedure.

4.

5. FOOD

Food for your cocktail party on Saturday 2nd of July may be brought into the building and you may use our limited and unregistered kitchen space in the basement. Please make sure to remove all your equipment at the end of the evening. Please dispose of all your rubbish and recycling in a legal and responsible way,. Black sacks for general waste and recycle bags are available in the kitchen area.

6. DRINK

No person under the age of 18 will be served alcohol. You may bring in alcohol and other drinks for your party. Please provide all the relevant serving staff and equipment. There is no corkage charge for this. Again please leave the area clean and tidy after use and all rubbish disposed of.

INSURANCE

Work in the Gallery is insured with A and T Insurance who need a list of all works available for sale in the exhibition and their values. Without this there is no cover.

GET OUT

Get out at the end of the exhibition should be accomplished within the contracted time. Any extra days will be charged for.

DAMAGE, BREAKAGE AND LOSS

These will be charged for should they occur. All breakages and damages to the building and equipment supplied as well as losses will be charged at replacement rates no matter how caused. You will indemnify the Management against any damages howsoever caused to the building and its content, furniture and effects included in the letting whether belonging to the management or not.

DRUGS

The possession, use or supply of drugs is prohibited by statute on these premises. Offenders will be asked to leave if this condition is not complied with.

CONFIRMATION

This signed agreement should be returned signed as soon as possible. The booking will be confirmed as soon as the agreement is received..

DAMAGE

All breakages and damages to, and losses of equipment supplied will be charged at replacement value **no matter how caused**. You will indemnify the Management against any damages howsoever caused to the building, its contents, furniture and effects included in the letting, whether belonging to the Management or not.

7. RIGHTS OF CANCELLATION

The Management reserves the right to cancel at any time any agreement for letting if, in the opinion of the Management, the proceedings for the letting which has been granted are in any way likely:

- a. to be disorderly, offensive, or in any way indecent be prejudicial to the Justices or in any other License or Licences relating to any past premises;
- b. to cause a breach of these conditions;
- c. to be prejudicial to the reputation of the Management;
- d. to cause a breach of the peace;
- e. or for reasons beyond the control of the Management

8. CONDUCT

You will be held responsible for the maintenance of good behaviour and peaceable conduct during the Letting and for ensuring that no nuisance or annoyance is caused to any adjoining or neighbouring premises or the occupiers thereof.

Please return the signed copy to

**Pamela Price
33 Iveley Road
London
SW4 0EN**

Tel: 0207 622 6818

NAME:.....DATE OF FUNCTION:...../...../.....

ADDRESS:.....

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DAYTIME TEL NO.:.....EVENING TEL NO.

I confirm that I have read and understood and agree to the conditions set out above.

Signed:.....

DATED: this.....day of.....20.....