

Gallery enquiry/proposal form

This form is designed for those wishing to hire either or both of the galleries. You may like to 'phone or email first to check the dates you require are available.

The gallery is normally available for hire by the week, usually running from **Tuesday - Monday** but please call/email us if you have other requirements. Hire dates should allow for installation and take-down.

Hire charges from January 2008

Main gallery £600 for up to one week, £500 for successive weeks. (NFP £500 per week, £450 thereafter)

Small gallery £150 per week

Both galleries hired together £700 per week, £600 for successive weeks (NFP £600 per week, £550 thereafter)

Hire charges include assistance with installation and take-down, private view (not catering), promotion on the website, gallery mailing list, poster sites throughout the store, advertising screens on the ground floor and in the window. Users of our meeting room are also served refreshments in the gallery area.

Name

Organisation (if applicable)

Contact Address

Phone

Mobile

Email

Enquiry to hire **main gallery** **smaller gallery** **both (circle as appropriate)**

Dates required

Additional services required if any (see details on website)

Brief description of purpose

Please send (as appropriate)

§ Sample of work on CD/DVD/slides or photos

§ Artists CV

§ Email completed form to galleryhire@viewfromthetop.co.uk. **Send hard copy with items above and cheque for deposit to the Registered Office, VIEW from the top, 32 Station Rd, Borrowash, Derby DE72 3LG.**

* Half the amount due must be paid as a deposit at the time of booking to reserve the exhibition dates. Refunds cannot be paid to cancellations less than two months prior to the exhibition dates. The balance is required two months prior to the exhibition dates.