

# Bromley Central Library

## Exhibition Area

### Terms & Conditions of Letting

1. The exhibition area is let at the discretion of the Assistant Director, Environment and Community Services. Exhibitions with political or sectarian content will not be approved in any of our libraries. In addition, the Assistant Director reserves the right to remove any single item of work or a complete exhibition. The decision in such a situation is to be considered final.

#### 2. Payment of Fees

Fees for hire of the exhibition area are payable in advance, and are non-refundable. A commission of 16% is payable on all items sold.

#### 3. Delivery and Collections

Exhibitions run from Wednesday to Wednesday fortnight. **Setting up should take place after 12:00 noon, and dismantling should take place by 12:00 noon, to fit in with other exhibitions.**

There are no parking facilities at Central Library. A half hour's parking is provided in the Library loading bay, off Tetty Way, for the convenience of loading and/or unloading only. Entry to the building is gained by telephoning the Site Officers (7182, from the phone by the lift in the delivery bay).

If the exhibitor intends to steward the exhibition, alternative car parking arrangements should be made beyond the half hour limit.

#### 4. Equipment and Fixings

Framed pictures should be hung using hooks provided. Fixings which may damage the surface of the board (e.g. blu-tak, screws etc) must not be used. Pins, staples and map tacks are not acceptable. Adhesive tape is not

suitable for the screen fabric. Velcro hooks are suitable for lightweight exhibits. If security fixtures are required, these can be obtained from staff in advance of setting up the exhibition.

5. **Please note that items are left at owner's risk.**

#### 6. Sales

Exhibitors who intend to offer goods for sale from the display areas or cases are required under the Business Names Act 1985 to display their name and address clearly in compliance with the provisions of this legislation. Further information on this is available, if required. Library staff cannot handle money for exhibitors or take any responsibility for sales.

Exhibitors are welcome to be present during Library opening hours or to display a telephone number for the public to contact.

#### 7. Publicity

The Library cannot take responsibility for handling publicity for exhibitors. 15-20 posters may be sent to the Central Library enquiry desk for distribution to other branches two or three weeks before the exhibition.

#### 8. Private Views

The exhibition area may be hired for private views on Wednesday evenings, usually the first evening of the exhibition. Please note the loading bay is locked at 5.00pm, therefore any unloading/loading must be completed by 4.45pm, unless prior arrangements are made.

#### 9. Library Opening Hours

The Central Library opening hours are:

Mon/Tues/Wed	9.30am—6.00pm
Thurs	9.30am—8.00pm
Fri	9.30am—6.00pm
Sat	9.30am—5.00pm

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