



The Fairground Craft and Design Centre
Weyhill, Nr Andover
Hampshire SP11 0QN
01264 773438
info@fairgroundcraft.co.uk
www.fairgroundcraft.co.uk

Dear Sir/Madam

Thank you, for your interest in exhibiting at the Gallery. Please find enclosed the terms & conditions, some postcards and a booking form. Please return a completed form and payment to the above address.



The Fairground C.I.C aims to encourage and support local Art and Craft through its workshops, Gallery and events. The Fairground is a well known craft centre in Test Valley, attracting people to the workshops (now fully occupied) where they can see individual craftsman at work, to a Fair trade shop, or to attend one of the many functions at the Village Hall as well as to The Gallery and the coffee shop

The Gallery is right next to a popular Café with a fast growing reputation for excellent food and includes an attractive outside patio area which is full in the summer. The gallery recently converted from a stable block provides an excellent space (560sqft) for displaying art and crafts. The wall space and three double sided display boards provide plenty of display space. We also have available three octagonal podiums of various heights, four secure glass cabinets and two sets of cube shelving. With full fronted glass windows attractive lighting, the gallery is clearly visible and encourages people to take a closer look.



We encourage people to return to the Gallery by building a reputation for a high quality rolling programme of exhibitions. We therefore ask you to show us some samples or your work prior to booking to ensure this standard is maintained for the benefit of all our hirers. We also advertise the craft centre and The Gallery widely, promoting events and exhibitions. We can include a web link or contact details both before and for two months after your exhibition, on our website.

The Fairground CIC seeks to support local artisans and craftsman and thus gives priority to them. We also want to make their work easily accessible. Therefore for artisans with only a few items for sale we can exhibit your products on a commission only basis of 40%. We will also have an exhibition in May for commission only products. If you are interested in this option please contact us on 01264 773438.

We do encourage you to promote your own exhibition, and have available images of the Gallery, maps and other information which you are free to use. We also encourage you to visit our facility for yourself and discuss your requirements, though we do ask you to avoid the busy lunchtime period.

If you need further information, please contact us on 01264 773438 or e-mail us on info@fairgroundcraft.co.uk .Many thanks for your interest



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The Gallery @ The Fairground

Terms and Conditions of hire

Please note that the Gallery cannot be hired by persons under the age of 21. For the purposes of these conditions, the term Hirer shall mean an individual hirer or, where the hirer is an organisation its authorised representative. The gallery is available for exhibitions, displays and craft workshops.

Hire Charges.

£150 per week Monday to Sunday.

Bookings only confirmed upon receipt of full amount and completed legible booking form.

Cancellation charge:

There will be no refund if booking is cancelled within four weeks of the exhibition

50% of fees will be refunded if cancellation is received in writing four weeks prior to booking.

£10 refundable cash deposit for Gallery Key. Please pay on receipt of key. To be refunded on return of key.

Facilities included in the charges.

Use of walls, display boards, podiums, glass cabinets and cube units as requested on the booking form.

Cash register, table and chair.

Use of power sockets. (see note below)

Normal opening hours for the craft units and Ewe and I Coffee shop are 10:00 am. to 4:00pm
Wednesday to Sunday and Bank Holiday Mondays.

The normal opening hours for The Gallery are 10:00am to 4:00pm. These maybe extended with prior consent.

Please arrange for collection of keys from Sue at the Ewe and I Coffee shop.

The Gallery is available for setting up on the Monday.

Please start packing promptly after The Gallery has closed at 4:00pm on Sunday.

The gate is usually locked at approximately 6:00pm. Please ensure the Gallery is vacated by this time.



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Please note the following conditions.

The Gallery and the grounds of the Fairground is strictly non-smoking.

The Hirer must ensure all rubbish and waste is removed from the site and legally disposed of.

The Hirer must provide their own public liability insurance covering at least £2million.

The Hirer is responsible for any damage or loss however caused to the premises, fittings and contents of the Gallery.

The Hirer will be responsible for supervision of the Gallery, fixtures, fittings and contents, for their care, safety from damage and the behaviour of all persons using the premises.

The Hirer agrees to reimburse all costs arising from such damage or loss.

The Hirer shall only use the premises during the agreed Period of Hire for stated Purpose of Hiring.

The Hirer will not sublet part or whole of the gallery.

The Hirer shall ensure nothing is done on or in relation to the Gallery in contravention of the law or which might render invalid any insurance policies thereof.

If the Hirer brings any electrical appliances in to the Gallery, these shall be used properly, be PAT tested and comply with current regulations.

The Hirer must conduct a risk assessment including a fire risk assessment.

The Hirer shall ensure that he is aware of the location and use of fire equipment, the escape routes, their proper operation and the need to keep them clear.

The Hirer shall ensure there are no obstructions to the disabled access to the toilets from the coffee shop.

The Hirer shall ensure that the minimum of noise is made on arrival and departure.

The Hirer shall not provide any food or refreshment without prior consent from Ewe and I coffee shop.

At the end of the period of hire the Hirer shall leave the premises and surrounds in a clean and tidy condition, the furniture and fittings cleaned and in their proper place.



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The Gallery Booking Form

Booking required From..... To.....
 From..... To.....
 From..... To.....

Number of weeks
 (please check availability before booking)

Name, address and telephone number of the person making the booking.

Company/Group
 Contact
 Address

 Postcode.....

Tel No.

E-Mail

Items to be exhibited

(please check suitability before booking. Contact Sue on 01264 773838)

Please indicate required equipment.

Wall Space
 Display Boards (3)
 Podiums (3)
 Cube Units (2)
 Glass Cabinets (4)

Please return form with payment to
 CIC Office,
 The Fairground Craft & Design Centre
 Weyhill
 Andover
 Hampshire SP11 0QN

Cheque enclosed for £..... (Please make cheque payable to Weyhill Fairground CIC)

I have received, read and agree to the conditions of hire.

Signed Date.....

OFFICE USE ONLY			
Checked			
Booked			
Key In		Key Out	

Security Deposit	
Security Deposit Shredded.	