**Brighton & Hove City Libraries**

 **Exhibition Spaces Terms & Conditions**

**Exhibition Application Process and Payment**

All exhibition bookings are provisional until approved by the exhibitions team.

To reserve an exhibition space, exhibitors will be required to complete a booking form and pay a non-refundable administration fee.

Exhibitors must provide any proposed exhibition content (including text, publicity materials, images, audio files and links to websites) to the exhibitions team for approval in advance and no later than eight weeks before the exhibition.

Once materials are approved, the exhibition booking is finalised and an invoice for the hire fee will be issued.

Our preferred method of payment is by Credit/Debit Card or PayPal. It is also possible to pay by BACS (bank transfer).

Brighton & Hove City Council clients should provide a Cost Centre for internal recharge.

Information Point hire would not normally require content pre checks or an administration charge. Hirers will be contacted if further information is needed.

**Cancellation Policy**

The administration fee that is paid on booking is non-refundable.

If more than 8 weeks’ notice is given and confirmed in writing, you will not be charged.

If less than 8 weeks’ notice is given, there will be a 50% charge.

If less than 4 weeks’ notice is given, the full hire fee will be charged.

If the Library Service cancels your exhibition for any reason, an alternative date or a full refund will be offered.

**Exhibition Set up and Dismantling**

Gallery exhibitions are set up on a Monday between 8.30am - 10am and taken down on Sunday between 9am - 11am.

Hired spaces must be returned to their initial state by the end of any hire. This includes repairing any holes made in the Foyer Gallery walls, removing sticker residue on any windows etc. Failure to do this may result in additional charges being made.

**Insurance**

Hirers should provide us with a copy of their Public & Employers’ Liability Insurance certificates, valid for the period in which the exhibition is taking place (generally a minimum of £10 million per policy is required). Please seek advice from our team if you do not have this.

The library service does not accept responsibility for loss or damage of exhibited items. Separate insurance cover should be arranged, if required.

Public & Employers Insurance is not required for Information Point hires.

**Health and Safety**

No set up or dismantling of exhibitions may occur while the library is open to the public (unless by arrangement with the exhibitions team).

Two weeks prior to your booking, a Risk Assessment form must be completed and sent to the exhibitions team by email or post.

All electrical equipment used in exhibitions must be PAT tested.

The Library Service is not able to lend ladders to exhibitors and only step ladders (of up to 2.5m) are to be used.

**Other hiring conditions**

Brighton & Hove Libraries will carry out due diligence to ensure that individuals and groups seeking to use library facilities are operating in accordance with Brighton & Hove City Council’s [Equality and Inclusion Policy](https://www.brighton-hove.gov.uk/council-and-democracy/equality/our-equality-and-inclusion-policy-statement-and-strategy) and [Prevent Duty](https://www.brighton-hove.gov.uk/community-safety-partnership/prevent-preventing-terrorism).

Fund raising and political canvassing is strictly prohibited on Library Premises.

The Business Team and Library Service are not responsible for the marketing of your exhibition.

Hirers are permitted to sell exhibited work and related prints and postcards on the premises.

Please be aware that the library is a public building, and the exhibition spaces are a part of the main building.

Please be aware there may be an impact on your exhibition when events are taking place on Jubilee Square.

Please be aware that if exhibiting in the window space, events taking place within the library could obscure your exhibition.

Additional charges will apply for use of library equipment and access outside of library opening times.

Each exhibiting organisation can hire for up to 28 days per year.

Due to licencing restriction hirers are not allowed to watch live television or live streaming but may play music.

The hirer must comply with Library bylaws. These can be viewed on the library website [Library byelaws (brighton-hove.gov.uk)](https://www.brighton-hove.gov.uk/libraries-leisure-and-arts/libraries/library-byelaws)

The Commercial Team has the right to refuse any booking.