****29 St Augustines Street
Norwich, NR33BY
circlespace.norwich@gmail.com
www.circlespace-norwich.com

Thank you for your interest in booking Circle Space. Please complete this form in as much detail as possible and email it to circlespace.norwich@gmail.com with any other relevant information to help us assist you with your booking. Please note this email address is checked once a week, please allow 7 days for our reply.

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| **Your details**  |
| Name  |  |
| Postal Address |  |
| Phone |  |
| Email |  |
| Trading Name |  |
| Website  |  |
| Instagram  |  |
| Facebook |  |

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| --- |
| **Event / Exhibition details**  |
| Preferred date/s(Please provide two options where possible) |  |
|  |
| Agree to booking T&C’s(Please read the information below) | Y/N |
| I have my own Public Liability insurance (Proof will be required to confirm your booking) | Y/N |
| Event / Exhibition Name  |  |
| Event / Exhibition description (Between 50-100 words) |
|  |

**Booking Terms and Conditions**

A PDF invoice will be issued on acceptance of your booking. To confirm your booking we require your payment in full via BACS.

For public events we also require 1+ images and a short blurb to accompany your booking so we can add it to our online listings. Please supply a 50-100 word description of your event and 1-4 images of relevant work in a landscape format at 72dpi.

When payment has been made please email us with the BACS payment reference, proof of your public liability insurance and your event image/s and blurb to confirm your booking.

If you do not already have insurance this can be obtained with an a-n subscription https://www.a-n.co.uk/about/insurance

Should you need to cancel a full refund will be issued up to 1 month in advance of your booking, a 50% refund will be issued for cancellation within 7- 30 days of the booking. Cancellations made 7 days or less before the date of your booking will not be refunded.

Should the booking be cancelled by Circle Space due to unforeseen circumstances (including closure of the space due to the pandemic) a full refund will be issued.

Please be aware the staff at our neighboring premises No.31 will have access to the building and share the use of the kitchen area and toilet facilities during the shop opening hours.

\*Pandemic guidance\*

Please familiarize yourself with the latest government guidance for retail and public spaces prior to your booking. During your booking it is your responsibility to insure your own and the public’s safety in the space for the duration of your booking.

Current guidance: Please enforce the wearing of face coverings within the gallery. We recommend asking visitors to use hand sanitizer on entry and observe social distancing with a minimum of 1mt. We advise limiting visitors numbers to 4 persons (including the invigilator) in the space at any one time and disinfecting communal surfaces regularly. Please do not allow the public to use the toilet or kitchen area.

We are very happy to discuss solutions to help make the gallery as safe as possible for all our visitors. Please get in touch to find out what PPE is already available for use with your booking. If you have any concerns about health and safety requirements please email us for further information.

Please arrive in good time for the key exchange at 2pm on Mondays unless other arrangements have been discussed and confirmed in advance.

Please use the picture rail and hooks provided, please don’t attach work directly to the walls.

Please take all your rubbish and recycling with you, Circle Space does not have any refuse collection arrangements.

The cut off time for events is 9pm, do not advertise your event or opening night to run beyond this and we request that the building closed by 10pm. Circle Space is in a residential area and we would like to minimize disruption to the residents of St Augustines street.

Circle Space has it’s own Wi-Fi, information will be provided to you with the key exchange.

There is no parking directly outside Circle Space. Loading and unloading to and from the space must be done with consideration on this busy street.

Please leave all furniture, glasses and equipment clean and in the same condition as you found them at the end of your booking.

We have chosen not to request damage deposits for bookings to make the space as accessible as possible. We know accidents happen, we would prefer to be notified if something is broken or damaged during your booking. However, any intentional damage or theft of the spaces equipment or furniture will be charged in full to the named person on the booking.

Circle Space is not responsible for the contents of your exhibition or event equipment during your booking; all items are left at your own risk. Please use common sense and be vigilant by not leaving valuable equipment or cash boxes etc unattended, on show in the window, or left in the premises over night.