

**Cuckoo Farm Studios  
The Benham Gallery**

**Gallery Hire Agreement  
(SAMPLE)**

**Cuckoo Farm will provide**

- Exclusive use of The Benham Gallery, with use of lighting, and plinths where required for the duration of the hire.
- Use of toilet and kitchen facilities in the main barn.
- The event will be advertised via our CFS mailing list and if possible be included in our annual calendar.

**Exhibitors are responsible for**

- Keys to the gate and the gallery. There is a returnable deposit of £150 to cover loss.
- Invigilating throughout the duration of an exhibition.
- Own promotional material ie. Invites, posters and listings
- Leaving the space clear of furniture and ensure walls are returned to original state (holes filled, painted) at the close of the event.
- Any art works exhibited should be removed from the gallery at the end of the exhibition.
- Adequate insurance to cover their work (if they so wish)
- Provide proof of public liability insurance: a cover note stating insurers name, policy number and dates of cover.

Agreed dates of exhibition.....

Agreed cost of Hire.....

For Cuckoo Farm Studios

Signed.....  
Date.....

Name.....

Exhibition Organiser  
I agree to the above

Signed.....  
Date.....

Name.....