**To hire the Benham**

The Benham space is available to hire by non- studio holders and non-CFS associates. We welcome proposals for projects, exhibitions, and one-off workshops.

* A full description and completion of the hiring document is required to be approved by the committee. – see application form below.

Please email your proposal form mailto:chair@cuckoofarmstudios.org.uk

**Costs**

for exhibitions / workshops / projects:

£35 per day

£175 per week

£600 per 4-week month (max 1 month)

£150 returnable key deposit for all hires

Please note:

We do not charge commission on sales, but suggest a discretionary 10% donation to help us improve the Benham facilities and organize our public events.

**Terms/conditions of hire**

* Cuckoo Farm Studios reserves the right to access the Benham Gallery at any time during the hire for reasons of maintenance/inspection.
* Hire grants you use of the gallery, with lighting and a range of plinths, tables and chairs for the duration of hire; use of toilet and kitchen facilities in the main barn; advertising via Cuckoo Farm Studios website.

In hiring the gallery you are accepting responsibility for:

* Safety of keys to the gate and the gallery.
* There is a returnable deposit of £150 to cover loss and/or damage.
* Invigilating throughout the duration of any exhibition.
* Production of own promotional material i.e. invites, posters and listings.
* Leaving the space clear of furniture and ensure walls are returned to original state (holes filled, painted, etc.) at the close of the event.
* Any art works exhibited and/or materials used should be removed from the gallery at the end of the hire.
* Act in a safe and responsible manner.
* Adequate insurance to cover their work (if they so wish).
* For workshop activities you should provide proof of public liability insurance: a cover note stating insurers name, policy number and dates of cover (AN insurance for example).

**Benham Space Hire - Application Form**

Name/contact:

Dates required:

Use (proposal /description):

Set up/take down details:

Equipment: required:

Expected visitors/users:

What other areas of CFS will they need to access?

Invigilation arrangements (if required)

Please send all applications to: - chair@cuckoofarmstudios.org.uk Please put: Benham gallery in subject line.