



## **ARTS AND EXHIBITIONS APPLICATION**

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### **Note to assist in completing an application for to stage an art event/exhibition at Guildford Cathedral.**

Thank you for your interest in staging an art event/exhibition at Guildford Cathedral.

When completing the application form, please include as much detail as possible about your exhibition. When returning the application form, please include a detailed proposal, with as much supporting information as you can, i.e. photographs of what you intend to exhibit, literature or publicity material, newspaper cuttings or reviews, CV of the artist/s etc. Any photographic material will be returned to you.

Send your completed application and supporting information to the Events team, Guildford Cathedral, Stag Hill, Guildford, Surrey, GU2 7UP or via email to [events.officer@guildford-cathedral.org](mailto:events.officer@guildford-cathedral.org)

We will contact you as soon as Chapter has reached a decision. Further details will be required if your application is successful.

#### **Cost:**

Our aim is to keep the cost of staging your exhibition with us as low as possible so that both artists and visitors alike have access to exhibition space that may not be possible otherwise. An administration fee of £175 is payable on confirmation of the exhibition. We will withhold 20% of sales before passing on the balance at the end of the exhibition. It's possible to hire our banner space, please let the events team know should you wish to do this and they will advise on the dimensions of the banner you need to order and the deadline for delivery to the cathedral.

#### **Please note the Cathedral's policy regarding security and insurance for all art events:**

The exhibition is the responsibility of the promoter/artist. Insurance and stewarding (where necessary) remain the responsibility of the promoter/artist, except where other prior arrangements are agreed in writing. The Dean and Chapter cannot accept any responsibility for any damage to, or theft from, exhibitions whilst in the Cathedral, however caused.

#### **Please note the Cathedral's policy regarding electrical equipment:**

Any electrical equipment (including extension cables) brought in for use in the Cathedral premises must be PAT tested in accordance with the Electricity at Work Regulations 1989, labelled with details of the tester, the date when re-testing is due, and most importantly, the accompanying certificate. There can be no exceptions to this ruling, and any electrical equipment not having been tested within the last 12 months cannot be used irrespective of the consequences. All costs incurred for work, including lighting provision, carried out by Cathedral Contractors will be passed directly to the promoter/artist.



**Publicity:**

The Cathedral can provide a number of marketing and social media opportunities to help promote your event along with inclusion on the website and inclusion in the Cathedral's Events Leaflet. For inclusion in the Events Leaflet, information must be received within the deadline for the specific period. Will welcome flyers and posters for display in our public areas and suggest you include website, Facebook and twitter details in your application. Should your application be successful, the Dean or another member of Chapter will offer a formal welcome on behalf of the Cathedral at the opening of the exhibition.

**Thank you.**