

Manningham Mills Community Association Ltd.

Company No 4261310 (England and Wales) Charity no. 1093696.



Exhibition Booking Conditions for Manningham Mills Community Centre

- Normally exhibitions will run for 2 months.
- We require everyone booking an exhibition in the Centre to complete a booking form.
- Artists are responsible for hanging their own work and removing it at the end of their exhibition term, and for paying all the associated costs. Whilst Centre staff may help with this, their involvement should be negotiated with the Centre Manager and they must not be asked to do additional work unless this has been agreed in advance.
- Completion of the booking form acknowledges the artist's responsibility for arranging their own insurance for their work.
- Whilst MMCA undertake to do their best to care for artists' work, as this is a community centre not an art gallery artists must accept that MMCA cannot guarantee that no harm will come to the exhibits.
- There is no charge for hanging exhibition items in the Centre, however, MMCA will charge a 10% commission on any work the artist sells through exhibiting in the Centre.
- If the artist wishes to hold an exhibition launch event, they must ensure they have adequate Public Liability insurance for their event. MMCA cannot be held responsible for any injury or damage to person or property on or outside our premises unless this can be shown to be due to neglect or breach of our public duty.
- Those responsible for holding an event must inform their users of fire precautions and any Health & Safety issues. Furthermore they are expected to conform to the Centre Policy whilst on our premises which is on display in the Centre (no drugs, alcohol (unless licensed), aggressive, racist or sexist behaviour etc.)
- The event organiser must not allow any unauthorised person access to the premises.
- If the Hirer is holding an event out of hours, they will be responsible for checking the building is safe, secure, fit for use, that fire exits are not blocked before people arrive & ensuring no-one is left on the premises after the event.
- The Hirer should be made aware of any emergency phone numbers in case of need.
- Any group wishing a variation of our terms or having a complaint or query should speak to the Centre Manager or write to the Chair of MMCA:

Mollie Somerville or Bridget Maguire (Co-Chairs) at
Manningham Mills Community Centre
The Silk Warehouse
Lilycroft Road
Bradford
BD9 5BD.

Oct 2010