**Project Space Plus Booking Request Form**

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| Main Gallery Link Corridor NDH Atrium – Exhibition Space Sculpture Terrace (Please tick the appropriate box/s) |
| Details of intended Exhibtion: (box expands as necessary) |
| Name and Type of Exhibition Planned |  |
| Your Name |  | Email  |  |
| Contact Address |  |
| Telephone |  | Mobile |  |
| Desired Start Date & Time |  | Timescale for Setup |  |
| Desired End Date & Time |  | Timescale for Dismantling |  |
| Launch Party or Private ViewDetails, Date and Times |  |
| Total Duration of Exhibition in Hours and/or Days |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Requested by |  |  |  |
| Approved by(line manager) |  |  |  |
| Special notes  |

**Checklist:**

Completed and signed booking form

Risk assessment

Insurance (if relevant)

Checksheet

**Declaration of Copyright:**

By siging this, you are declaring that you have all the necessary permission/s to exhibit work and disseminate printed and/or online, the content of any promotional material.

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Please send this completed and signed form to:

Clementine Monro

PSP Coordinator

Email: cmonro@lincoln.ac.uk

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