**Project Space Plus Booking Request Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 View  Details, 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.

|  |
| --- |
|  |

Please send this completed and signed form to:

Clementine Monro

PSP Coordinator

Email: [cmonro@lincoln.ac.uk](mailto:cmonro@lincoln.ac.uk)

.