**Booking request form: Roderick and Gillian Deane Community Art Space at Paraparaumu Library**

*Please see the* [*Art exhibition spaces*](https://www.kapiticoast.govt.nz/libraries/arts/artspaces/) *on our website for more detailed information about using the Art Space.*

**Key information:**

This community arts space is an exhibition space for Kāpiti community arts groups, schools, and individuals who otherwise may not have access to exhibition spaces on the Kāpiti Coast. Exhibiting in the Art Space is free.

The usual exhibition period is **two weeks**. Please note, the library has a policy of **no alcohol on site** (including the Library Meeting Room) during opening hours. You **must request** permission to serve alcohol e.g. for exhibition openings outside of opening hours.

*COVID requirements*: Council policy is to require all people entering its buildings to carry their My Vaccine Pass. This applies to exhibitors at the Paraparaumu Library Artspace. You will need to arrange with the Arts Advisor to show her your pass before your booking will be accepted.

The library has hanging straps and minor equipment for mounting artworks, but the responsibility for hanging and ensuring safety of the artworks is the exhibitor’s.

*Catalogues*: if artworks are available for sale, prices must be listed in a catalogue, **not** displayed on the artworks. No commission is charged.

The Library and Arts team is interested in collaborating with exhibitors and aligning exhibitions with activities in the Library. We may ask you to exhibit on certain dates to connect in with our programme, or if you would consider contributing activities e.g. workshops as part of the exhibition. People are always very interested when artists are present in the exhibition creating their work.

*Security*: The Art Space is very popular, and any kind of interference or theft is extremely rare. However, the Library does not guarantee security for art works during opening hours. Please also note that people do walk through the Art Space to get to meetings in the Library Meeting Room. If you are at all concerned about security, we suggest you organise someone to sit in attendance during busy times.

Details for the Webpage: Please fill out the details below, especially a current contact phone number and email address.

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| --- | --- | --- | --- | --- | --- | --- |
| Name of group | Name of contact person/s | email | Phone number | Name of exhibition | Description of exhibition | Preferred dates |
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Are you wishing to book the Library meeting room at any time during your exhibition? **Yes/No**

*(Please note this is a separate booking handled by our Customer Service staff – see more information on our website:* [*Paraparaumu Library Meeting Room*](https://www.kapiticoast.govt.nz/our-district/our-community/community-venues-for-hire/paraparaumu-library-meeting-room/)*. If the exhibition dates change you will need to check that that booking is changed also.)*

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit this form to [artsadmin@kapiticoast.govt.nz](mailto:artsadmin@kapiticoast.govt.nz) or contact Rosie Salas, Arts Advisor 04 296 4688.