



Notes to assist in completing an application form to stage an art event/exhibition at Winchester Cathedral

Thank you for your interest in staging an art event/exhibition at Winchester Cathedral. In your application pack, you will receive:

- i. An application form.
- ii. A copy of the Cathedral's Arts Policy.
- iii. A ground plan of the Cathedral and Close.

When completing the application form, please include as much detail as possible about your exhibition, including how it relates to the enclosed Arts Policy Document. 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 Arts and Exhibitions Consultant, 1 The Close, Winchester SO23 9LS**. The Arts and Exhibitions Consultant will contact you as soon as the Arts & Exhibitions Committee has reached a decision. Further details will be required if your application is successful.

**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 **free marketing opportunities** to help promote your event; mail shots, e-mailings, inclusion on the website, and inclusion in the Cathedral's Events Leaflet. For inclusion in the Events Leaflet, information must be received by the end of January for the spring/summer edition, or by the end of July for the autumn/winter edition. Please see page 4 of this document.

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.**



**For Cathedral Office Use Only:**

Set up	H&S	Works	Virgers	Marketing	Communications
Private View	Virgers	Stewards	Hospitality	Marketing	Communications

**APPLICATION FORM FOR AN ART EVENT/EXHIBITION  
AT WINCHESTER CATHEDRAL**

<b>Organisation/Promoter/Artist</b>		
<b>Contact Name &amp; Address:</b>		
<b>Tel:</b>		<b>Mobile:</b>
<b>Fax:</b>		<b>E-mail:</b>
<b>Website:</b>		<b>Other:</b>
<b>Title of Proposed Exhibition</b>		
<b>Proposed Dates in order of preference:</b>		
1. From: ..... To: .....		
2. From: ..... To: .....		
3. From: ..... To: .....		
<b>Brief summary of the exhibition in no more than 100 words</b>		
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<b>Preferred location of the event/exhibit - see attached ground plan of the Cathedral and Close (subject to site meeting).</b>		
7'x 4' exhibition panels available for hire (min of 2, max of 10, at £35 per panel)		Panels required: YES/NO Quantity:
<b>Lighting</b> (recommended) at £100 for spotlights attached to the top edge of each panel.		Lighting required: YES/NO Quantity:



Additional lighting rigs can be arranged at further cost.	
<p><b>Please detail other exhibition medium to be used (eg sculpture plinths, installation, digital media)</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p><i>Please supply details will help determine the resources/requirements for this event, including installation, stewarding, marketing and interpretation.</i></p> <p><b>Installation, proposed method of:</b> .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(a method statement and risk assessment will be required for the Clerk of the Works).</p> <p><b>Electrical appliances necessary for your exhibition:</b>.....</p> <p>.....</p> <p>.....</p>	
<p>Do you intend to have an <b>official opening/reception</b>? <span style="float: right;"><b>YES/NO</b></span></p> <p>If <b>YES</b>, please give name and title of person opening the event, and their connection, if any, with the exhibition:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>VIP's</b> – Please give details below, and connection, if any, with the exhibition. The Cathedral will need to know especially if any local Civic Leaders or members of the Lieutenancy have been invited.</p> <p>.....</p> <p>.....</p>	
<p><b>Publicity:</b></p> <p>Please enclose a <b>press release</b> if you have one. Please give details of any marketing and publicity you are undertaking: .....</p> <p>.....</p> <p>.....</p>	



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**In 25 words (excluding title)**

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**In 50 words (excluding title)**

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**In 100 words (excluding title)**

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