

BOOKING FORM - SPACE & FACILITIES

Name:

Address:

Telephone:

Mobile:

E-mail :

Please include a description of your work to be carried out at LSC (max 300 words). Please confirm if you have completed the following form:

Artist Statement Form [] (to avail of reduced hire charge rates)

It is important to mention if the project has received any funding or is a public commission you are undergoing.

Also include any logistical details ie: amount of space required; materials to be used; tools needed; access to plant machinery. Describe the process undertaken and if there are any safety issues or requirement for sustained use of electricity or gas kilns or foundries. Indicate what experience you have in using any specialised equipment such as kilns, foundries, welders, printmaking etc. and what technical support you need, if any. Once we have all these details we will offer you an agreement and rate for using the centre.

The pricing of bay facilities is more complicated when we need to take into account the energy needs of a particular project especially with regards the Foundry Furnace and Glass burners. In these cases each project is assessed individually and a budget and timeline for each artist is agreed in advance. A €50 refundable booking deposit will be paid, upon acceptance of the booking, as well as payment in advance for the whole booking.

Proposed dates of occupancy: From (date): _____ To (date): _____

The following paperwork must be agreed and signed: **Safety Agreement, House Rules**

Rent is charged in advance. It includes: all utilities, internet access, canteen, (use of gas or electricity for foundries, kilns and large plant will be additionally charged). Access is 24 hrs.

Signed: _____ Date: _____

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