



Jaywick
Martello
Tower

Charlotte Paxman
Jaywick Martello Tower
The Promenade
Belsize Avenue
Jaywick Sands
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TOURING EXHIBITION BOOKING FORM

Exhibition:

Venue:
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Contact Name:

Email:

Telephone Number:

Preferred Dates:
.....
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Jaywick Martello Tower Touring Exhibition Terms & Conditions

Hire Fees

All touring exhibitions are free to hire from Jaywick Martello Tower.

Hire Period

The normal hire period is usually a minimum of a month.

Transport

Each venue is responsible for the collection of the exhibition.

The exhibition should be picked up from the previous tour venue and then the next exhibition venue should pick the exhibition up from you.

Insurance

Each venue should have their own insurance to cover the exhibition when on there site.

Condition

It is the responsibility of each venue to check that the exhibition stays in a good condition. Any damage or loss to an exhibition must be reported back to Jaywick Martello Tower immediately.

Installation/de-installation

It is the responsibility of each venue to install and de-install the exhibition following the recommendations given in the Touring Exhibition Pack.

Packaging

It is the responsibility of each venue to retain any protective packaging in safe storage. Prior to further transportation, all exhibition items must be packed in the same manner and condition as received.

Acknowledgements

Acknowledgment must be given to The Friends of Jaywick Martello Tower and the Heritage Lottery Fund in any exhibition labels, posters, flyers or publications.

Contact

If you have any queries or problems please do not hesitate to contact us.

Charlotte Paxman, Jaywick Martello Tower Assistant

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