**Exhibition Booking Form**

In order to book the Martin Hall Exhibition Space, you must complete this brief and return it via email to Nick Slater, Diector of LU Arts (n.slater@lboro.ac.uk). The Exhibition Space can only be booked by University staff and students.

**Please confirm you have read and understood the Martin Hall Information Sheet (**[**available here**](https://www.lboro.ac.uk/arts/facilities/exhibition-space/)**):**

**Proposed title of exhibition:**

**Start and end date of booking:**

This must include sufficient time for installation, de-installation and making the space good.

You can check availability of the exhibition space through your University outlook calendar. The room is listed as a calendar titled ‘Resource.Room.MartinHall.MHL.0.06’.

**Opening dates and times of exhibition:**

Suggested 12-2pm, weekdays.

**Private view day/time:**

Not essential, but if you have one we recommend 4-6pm on first day of opening.

**Organiser Name:**

**Organiser Email:**

Please provide a single contact, even if the organisation is being handled collectively.

**Organiser Phone:**

**Brief description of exhibition:**

For internal purposes only. Only needs to be indicative.