

**Amersham Town Council
40th Festival of Art 2019**

ENTRY FORM – (Please complete in block capitals in black or blue ink)

Please enter your name here for the catalogue(Block Capitals)

FRAMED Works (including boxed canvas paintings)

1	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Framed:	
2	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Framed:	
3	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Framed:	

UNFRAMED Works

1	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Unframed:	
2	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Unframed:	
3	Title for Catalogue (BLOCK CAPITALS PLEASE)		For Official Use Only
	Medium:		Cat No:
	Size:	Price Unframed:	

The size limits are a maximum size 30” x 24” (760mm x 610mm) overall including the frame. Items over this size will not be permitted to be exhibited and will be turned away on the receiving day. For unframed paintings a maximum of 24” (610 mm) height or width will also apply.
 Framed or unframed Diptych and Triptych works will be acceptable based on their overall frame or mount dimensions as above.
 All pictures must have ‘D’ or ‘O’ rings or other flat fixings and backs of pictures must be sealed with tape.

GREETINGS CARDS

	Number of Cards Entered or number of packs	For Official Use Only
	(Maximum of 50 Cards Overall)	
	Card Unit Selling Price £	Cat No:

It is a condition of entry that every exhibitor makes his or herself, available for stewarding for at least one session during the exhibition. Please indicate three days, date and time slots in order of preference. An allotted time will be emailed or telephoned to you. Please be as flexible as possible with your dates so that we can fill all slots, for Health & Safety we need a minimum of two people for each time slot.

Day, date & time. Preference. 1	Day, date & time. Preference. 2

Stewarding time slots are 10:30 - 14:00 & 14:00 - 17:30

I enclose £ in entry fees. Please make cheques payable to **Amersham Town Council**
 £2.50 per entry – framed (this includes boxed canvas paintings) and £1.00 – unframed.
 £2.50 per basket/box of greetings cards.

AGREEMENT

I will deliver my painting(s) between 10.30 – 12.30 on Wednesday 21st August 2019, and I accept the decision of the hanging committee as to selection of my paintings, by meeting the correct hanging criteria as per the attached General Information Notes. Any works of art cannot be collected until Tuesday 27th August 2019, between 10.30 – 12.30. Any work not collected by 12.30 will be subject to a charge per item of £10.00 and may be subsequently auctioned.

All works including individual greetings cards are entered at owner’s risk.

Signed:

Title & Name: (BLOCK CAPITALS PLEASE)

Address:

Telephone No:

Email: (CLEARLY PLEASE)

PLEASE MAKE SURE YOU READ THE GENERAL DATA PROTECTION INFORMATION ATTACHED AND SIGN THE CONSENT FORM TO BE RETURNED WITH THIS ENTRY FORM.

OFFICE USE

<p>At Exhibition Completion Unsold Works Received by:</p> <p>Print NameTelephone No:</p>

Amersham Town Council

Flint Barn Court, Church Street, Old Amersham, Bucks HP7 0DB

Town Clerk Finance & Policy – Mrs Elizabeth Richardson
Clerk Community & Services – Mr Steve Catanach

Town

Telephone 01494 434000 Facsimile 01494 725300 VAT No. 208654656

E-mail Townclerk@amersham-tc.gov.uk Website www.amersham-tc.gov.uk



Consent: Festival of Arts

I agree that I have read and understand Amersham Town Council's Privacy Notice. I agree by signing below that the Council may process my personal information for statutory purposes, providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Signed:

Please Print Name:

Date:

Amersham Town Council

Flint Barn Court, Church Street, Amersham HP7 0DB

Tel: 01494 434000

Email: townclerk@amersham-tc.gov.uk

Festival of Art Privacy Notice

When you exhibit at the Town Council Festival of Arts Exhibition the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, and send payments.

Your personal information will not be shared with any third party without your prior consent.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Information Security

Amersham Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Town Clerk on townclerk@amersham-tc.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: townclerk@amersham-tc.gov.uk

Information Deletion

If you wish Amersham Town Council to delete the information about you, please contact the Town Clerk: townclerk@amersham-tc.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk: townclerk@amersham-tc.gov.uk

Rights Related to Automated Decision Making and Profiling

Amersham Town Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Amersham Town Council - townclerk@amersham-tc.gov.uk and the Information Commissioners Office casework@ico.org.uk
Tel: 0303 123 1113