



Community Services #1 Gallery

63 Boolimba Crescent, Narrabundah. ACT. 2009

Application to Exhibit in the Gallery

Title of Exhibition:

Name:

Address:

Contacts:

Home:

Work:

Mobile:

Email:

Preferred dates for the Exhibition:

Cost of hiring gallery	\$35 per week
Cost of hiring kitchen	\$20
Key Deposit	\$100 refundable

Please note: Exhibitions run for a minimum of two weeks and a maximum of four weeks.

Please attach the following to this application

- One page CV (maximum)
- A small description of the work including ideas and medium/s.
- Hanging requirements of the exhibition.

Conditions for gallery hire

Bookings

Bookings must be in blocks of 2, 3 or 4 weeks. Gallery bookings run from Monday till Sunday inclusive. The artist will pay a weekly rental of \$35 dollars per week (including GST) and a commission of 5% on all works sold during the exhibition. Once an exhibition is booked and paid for there can be no alteration to the dates. The gallery booking is not secure until full payment is received. This should be paid at least two months prior to the opening. No refund will be paid once a booking has been paid for and a receipt has been issued.

Installing the work/deinstalling the work

Installation of the work must occur during normal office hours i.e. 9 am till 5 pm. Installation of an exhibition is usually done on a Monday. Installation of the work is the responsibility of the artist. All work must be removed from the gallery on the final day of the exhibition. No responsibility will be taken for work left on the premises after an exhibition is finished. Exhibition dates are inclusive of bump in and bump out. The gallery must be left in good order prior to leaving. The artist will be liable for any damage incurred to the gallery resulting from the installation or removal of the exhibition. In installing the work the artist must use the mounting system provided by the Gallery Coordinator. When ladders are used two people must be present for OHS reasons. No extra equipment or tools are permitted in the gallery without written permission from the Gallery Coordinator. The artist agrees that the work is exhibited at Community Services #1 at his/her own risk for the duration of the contract. The staff of the Community Services #1 can request that work for exhibition is not suitable for a community gallery. The staff can if necessary remove unsuitable work from exhibition.

Publicity

Publicity for the exhibition is the responsibility of the artist. Artists must provide gallery staff with any promotional material they produce at least two weeks prior to the opening. The artist will be responsible for the promotion of the exhibition, including opening night catering and agrees that all promotion of the exhibition, including invitations acknowledges Community Services #1. The artist must provide Community Services #1 with a draft copy of the invitation prior to the invitation being printed and preferably one month before the exhibition opens. The artist should also provide Community Services #1 with a digital image of a work in the exhibition for promotional purposes. The artist is encouraged to organize a public opening event for their exhibition. This can be held any time although this should be discussed with the gallery coordinator to ensure it doesn't clash with other Community Services #1 functions.

Opening the Gallery

The gallery is normally open during normal working hours i.e. 9 am till 5 pm Monday till Friday. The artist can open the gallery on the weekends. If the artist requires Community Services #1 will provide the artist with a key to enable the artist to gain access for weekend minding. A deposit of \$100 is required when obtaining the key. This deposit will be fully refunded on return of the key. Security instructions will be given when the key is issued. Note however there is a charge of \$50 to the artist if STS Security attends the gallery as a result of a false alarm activated by the hirer or their representative. A sandwich board is available for placement outside to advertise that the gallery is open. This should be put inside each night. The artist should keep all exhibited works in the gallery for the duration of the exhibition.

Sale of work

All works in the gallery can be for sale. It is the responsibility of the artist to manage all aspects of the sales. On the date the exhibition concludes, sold works can be collected after 4pm from the gallery after which the artist will remove all remaining works. If a work sells mid week, the administration officer at Community Services #1 will put a red dot on the work, then refer the buyer to the artist who will make arrangements for payment. All money from sales will be handled by the artist. All sales attract a 5% commission to be paid to Community Services #1 at the conclusion of the exhibition. No storage facilities are available at the end of the hire period. All works must be taken from the building at the conclusion of the exhibition. No responsibility will be taken for works left at the gallery. No works are to be removed from the exhibition till the end of the exhibition.

Insurance

While all care will be taken with the work while it is in the gallery it is the responsibility of the artist to insure the work. If any work is damaged while in the gallery Community Services #1 will not be held responsible.

I acknowledge having read and understood the conditions of hire and agree to abide by these conditions.

Signed by..... Date.....

Completed applications should be returned to:
Gallery Coordinator
Community Gallery
Community Services #1
PO Box 7
Narrabundah. ACT 2607

For more information telephone gallery
coordinator on 02 6126 4703