

## COMMUNITY GALLERY PROPOSAL

*PROPOSAL FORMS & INFORMATION PACKAGE*



Hazelhurst Regional Gallery and Arts Centre are currently accepting proposals for  
**January 2011 to December 2011.**

**PLEASE COMPLETE THE COMMUNITY GALLERY PROPOSAL FORM OVERLEAF.**

*PLEASE DO NOT SEND ARTWORK WITH APPLICATION.*

Before writing and submitting your exhibition proposal you are advised to read the policy and guideline booklet. Please read carefully and attach all necessary documentation.

**RETURN YOUR COMPLETED PROPOSAL IN A SEALED ENVELOPE TO:**

The Exhibitions Officer/Curator  
Hazelhurst Regional Gallery And Arts Centre  
PO BOX 393  
GyMEA, NSW 2227

On the back of your envelope: Exhibitors Name, Address and Proposed Exhibition Title.

## COMMUNITY GALLERY EXHIBITIONS PROPOSAL FORM

### APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_  
Postal Address (if different): \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_  
Contact Phone/Fax: [h] \_\_\_\_\_ [f] \_\_\_\_\_ [m] \_\_\_\_\_

Contact Person (of organisation) \_\_\_\_\_ Position: \_\_\_\_\_

### EXHIBITION

Proposed Exhibition Title: \_\_\_\_\_

Brief Summary of Project/Exhibition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Summary of Aims and Benefits of Project/Exhibition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Dates (please list two alternative months): \_\_\_\_\_

### REQUIRED ATTACHMENTS (PLEASE TICK AS APPROPRIATE)

- Project / Exhibition Rationale and Description (Max 1 page)
- Artist's Curriculum Vitae (Applicable to Individual Artists Only)
- Information on Organisation (Applicable to Groups or Organisations Only)
- Slides / Photographs of Proposed Work (If possible, please provide a complete list)
- Additional Information for Incorporated or Representative Groups

### SUPERVISION

How will the exhibition be supervised? (Provide details of personnel and times) \_\_\_\_\_  
\_\_\_\_\_

## CONDITIONS OF USE

- Works on exhibition by the hirer are at the hirer's own risk.
- Exhibitors are responsible for costs and organisation of insurance of work in transit.
- Exhibitors hiring the gallery who do not pay the 30% sales commission must indemnify The Council of the Sutherland Shire through their own Public Liability Insurance for the period of hire. Evidence of such indemnity must be provided prior to acceptance of the hire agreement.
- Exhibitors are responsible for the care of their equipment and The Centre will not accept responsibility for loss or damage to Exhibitors' equipment.
- Exhibitors are responsible for costs associated with making good a significantly altered space (i.e. Repainting, patching walls, removing/replacing exhibition furniture, etc)
- Repairs must be carried out to the satisfaction of the Exhibitions Officer/Curator. Additional costs of repairs to the Gallery will be deducted from sales or invoiced to the hirer.
- The Centre takes no responsibility for the care of works whilst in the gallery. Lost or damaged items are entirely the responsibility of the Exhibitor.
- Clean up of opening functions is the responsibility of the exhibitor. Charges will be made for any cleaning expenses incurred by the gallery.
- If Exhibitors wish to promote their exhibition through advertising, the costs and organisation of advertising are entirely their responsibility.
- Unless otherwise agreed The Centre will handle all sales of works in the gallery. The Centre takes no responsibility for the promotion of works on behalf of exhibitors. Unless otherwise agreed the Gallery will take a commission from all works sold in The Centre.
- A flat service fee of 30% commission applies to all works sold during the period of hanging (including pre-opening and opening period).
- Transit insurance is the responsibility of the purchaser and the Centre takes no responsibility for works released to nominated carriers.

I/We have read the Community Gallery Exhibition Information and accept the conditions of exhibiting at Hazelhurst Arts Centre Community Gallery.

Exhibitors Name: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

[Office use only | Application Number: \_\_\_\_\_ | Date: \_\_\_\_/\_\_\_\_/\_\_\_\_]

## COMMUNITY GALLERY PROCEDURES

This document is designed to be a user-friendly guide to exhibiting in the Community Gallery at Hazelhurst Regional Gallery and Arts Centre. From writing your proposal to taking down your exhibition, we hope to make this process as smooth as possible. The Administrator or the appropriate staff member can answer any further questions by phone or appointment.

## POLICY

The Community Gallery provides the local community with a high profile public exhibition space. The purpose of this space is to encourage, stimulate and promote local and regional cultural activities through an active and diverse exhibition program. Applications will be assessed in conjunction with the Regional Gallery program. It is possible that some applications will be considered as appropriate for inclusion in the Regional Gallery program. Applicants will be advised of any such recommendations and will be provided with the opportunity to discuss proposed changes.

A review process conducted by the Exhibitions Working Party determines the exhibition program for the Community Gallery. The Hazelhurst Regional Art Gallery and Arts Centre (The Centre) will call for exhibition proposals each year. Exhibitions will include solo exhibitions, group exhibitions and exhibitions from organisations and institutions.

The Centre reserves the right to present exhibitions in the Community Gallery. These exhibitions may include educational exhibitions, touring exhibitions, in house curated exhibitions or joint projects between The Centre and other community, educational or arts organisations and/or artists.

## THE PROPOSAL

The Centre has developed a simple proposal form which applicants will find attached. To exhibit in The Centre you must complete the proposal form and submit it with the required support material.

**Selection:** The Exhibitions Working Party will review proposals once yearly usually in September of the year prior to the exhibition program. Proposals for the whole year will be accepted for this meeting of the Exhibitions Working Party. Programming of dates for exhibitions determined at the meeting will not be negotiated for any proposal. Closing dates for proposals will be the 31<sup>st</sup> August of each year. Suitable applicants may be offered financial support courtesy of the Toyota Community Spirit partnership at the discretion of the Exhibitions Working Party.

When assessing proposals the Exhibitions Committee uses the following criteria:

- Does the exhibition demonstrate artistic merit and originality?
- Does the exhibition clearly communicate its intent?
- Does the exhibition demonstrate a self-selection process?
- Has the exhibition proposal considered a target audience or community

involvement?

- Does the exhibition promote the cultural interests of the region?

Other considerations may impact on the assessment of an application, including:

- Will the timing of the proposal fit the Gallery's schedule?
- Will the proposal contribute to a balanced exhibitions program?
- Is their adequate information to assess the proposal?

Applicants identifying themselves as incorporated, representative groups need to supply the following information:

- Membership statistics over the last 5 years.
- Representation of demographic. I.e. members between 14 to 24 years, 25 to 45, 46 to 60, 60 and over.
- Summary of activities undertaken in the last 5 years.
- Mission statement and Business Plan for the next three years
- Proof of incorporation and public liability insurance with a minimum of \$10,000,000 cover

**Applications from exhibitors who have already exhibited in the previous year will not be accepted.**

## ACCEPTANCE / FEES AND CHARGES

If you have been offered an exhibition, you will receive a letter with dates offered by the Gallery. You must confirm your acceptance of the offer in writing and with the payment of the hire fee within two weeks of the dated offer. After this time, the Gallery will approach another applicant to exhibit or make alternative arrangements.

Exhibition fees and charges for the hire of the gallery include access to the Community Gallery only. The foyer area is approx 12.5 m in length and 5.5m in width. Hire fees include access to hanging systems, display cases and plinths subject to their availability. Fees for hire of the whole gallery are ordinarily \$380\* per week with 30% commission on all sales.

At the discretion of The Centre a fee of \$620.00\* per week may apply without a 30% commission. This alternative fee structure will be designated chiefly to exhibitions that are deemed to be fund raising events for non-profit organisations. Applicants will be advised of their fee structure once applications have been received and reviewed. A reduced fee is available for the "vestibule only" this is \$290 and 30% commission or \$480 no commission fund raiser show.

Please note: The area known as Studio 2 is no longer a part of the community gallery. You must consider the number of works that can be accommodated in the alternate space provided before applying. Floor space is strictly limited and cannot be cluttered or block exit and entry points. If requested, studio 2 will be considered for exhibitions programmed during school holidays or term breaks.

\*Fees stated are correct at the time of writing only and are reviewed annually. Check with Hazelhurst Regional Gallery for current prices.

## **DELIVERY AND COLLECTION OF WORK**

Exhibitors are responsible for all costs associated with transporting work to and from the Gallery. The Gallery will provide set dates for the delivery and collection of work. Transit insurance is also the responsibility of the exhibitor.

## **INSTALLATION AND MAINTENANCE**

### **DATES:**

- The Gallery usually allows two days to install an exhibition, and one to dismantle.
- Gallery Staff and the exhibitions committee will decide these dates when planning the program.
- Installation and dismantling generally takes place on weekdays.

### **HANGING SYSTEM:**

- The Centre has installed a hanging system in the Community Gallery.
- The Gallery is able to supply plinths and the hanging systems free of charge subject to availability.
- Exhibitors will need to have their works framed with 'D rings' to use the hanging system. Alternative hanging methods will need to be discussed with Gallery Staff.
- The Centre may have frames for hire to exhibitors. Frame hire must be negotiated in advance of the exhibition. Hire is subject to availability. These frames are for works on paper only.
- Assistance with hanging or display can be provided at an additional charge of \$40 per hour.

### **EXHIBITION EQUIPMENT AND FURNITURE:**

- Gallery tools and equipment are not available for use by Exhibitors without the permission of the gallery staff.
- Exhibitors should ensure their own tools and equipment are clearly labelled.
- Exhibitors are responsible for the care of their equipment and The Centre will not accept responsibility for loss or damage to Exhibitors' equipment.
- Exhibitors are responsible for costs associated with making good a significantly altered space (i.e. Repainting, patching walls, removing/replacing exhibition furniture, etc)
- Repairs must be carried out to the satisfaction of Gallery Staff
- Costs of repairs to the Gallery will be deducted from sales or invoiced to the hirer.

### **MAINTENANCE/SERVICING O THE EXHIBITION:**

The Centre staff will ensure your exhibition is kept clean, straightened and well presented throughout its duration. Any unusual maintenance requirements (eg. Replacement of dead flowers etc) is the responsibility of Exhibitors. Exhibitors should make arrangements with Gallery Staff regarding maintenance of their show.

### **DURATION OF EXHIBITIONS**

Community Gallery exhibitions will be given a minimum of 11 days (one week fee) access which includes setting up and take down.

### **LABELS AND CATALOGUES**

- The exhibitor will provide a list of works including size and medium (with prices if applicable) and an introduction to the exhibition or artist statement for the exhibition.
- Only numbered stickers provided by the gallery and corresponding to the works listed in the catalogue will be permitted for identification of works.
- If the Exhibitor wishes to support and document their exhibition through a published catalogue, the costs and organisation of catalogue production are entirely their responsibility. This includes the costs of re-printing or re-photocopying the catalogue.

### **INSURANCE**

Works on exhibition by the hirer are at the hirer's own risk. Exhibitors are responsible for costs and organisation of insurance of work in transit. Exhibitors hiring the gallery who do not pay the 30% commission must indemnify The Council of the Sutherland Shire through their own Public Liability Insurance (\$10,000,000 minimum) for the period of hire. Evidence of such indemnity must be provided prior to acceptance of the hire agreement

### **COMMUNITY GALLERY SUPERVISION**

There is no guarantee of sustained supervision of the Gallery. Therefore, Exhibitors must identify how supervision will be undertaken on the proposal. The Centre takes no responsibility for the care of works whilst in the gallery. Lost or damaged items are entirely the responsibility of the Exhibitor.

### **STORAGE**

The Centre is unable to offer any storage facilities. Packaging cannot be left at The Centre. The Exhibitors must remove all works immediately after the exhibition.

### **PROMOTION**

Exhibitors must ensure they clearly acknowledge Hazelhurst Regional Gallery and Arts Centre by logo, Sutherland Shire Council and nominated sponsors on all printed material associated with the exhibition.

For use in Hazelhurst the Exhibitor may need to supply any of the following:

- A biography and artist's statement
- Photographs of work
- Contact phone number

#### **OPENING FUNCTION:**

Food and beverages may be supplied by the Hazelhurst on site caterer. Exhibitors are to make arrangements with the caterer for their function. Alternatively hirers may bring their own food and drinks. Exhibitors will be responsible for cleaning up. The serving of alcohol is conditional on the hirer having a person with a current Responsible Service of Alcohol Certificate to serve alcoholic drinks. A copy of the certificate must be provided prior to the event. No other person may serve alcohol.

- Function times are Saturdays 2pm to 4pm only.
- Exhibitors provide any additional requirements such as floral arrangements.
- All costs associated with catering, serving and entertainment are the exhibitor's responsibility.
- The gallery provides no kitchen facilities.
- Exhibitors should provide sufficient assistance to clean up and serve.

#### **INVITATIONS:**

- If Exhibitors wish to promote their exhibition through invitations to an opening function, the costs and organisation of invitations are entirely their responsibility.
- Postage of invitations is the Exhibitors responsibility.
- The Centre will need two copies of invitations, poster, catalogues etc for archival purposes.

#### **RSVP TO OPENINGS:**

- The Gallery is happy to take RSVPs for exhibition openings provided sufficient notification is given.
- The Exhibitor will provide the Centre with a complete list of those invited.
- It is recommended that all invitations contain RSVP details to help plan for catering.
- The Exhibitor will need to contact the Gallery the day after the RSVP date to confirm attendance numbers.

#### **ADVERTISING:**

- If Exhibitors wish to promote their exhibition through advertising, the costs and organisation of advertising are entirely their responsibility.
- If Exhibitors wish to support and promote their exhibition through brochures/flyers/posters, the costs and organisation of production are entirely their responsibility. This includes the costs of pre-printing or re-photocopying the brochure/flyers/poster
- Exhibitors are encouraged to take the initiative in making arrangements with journalists and media representatives, however, arrangements for photographs interviews or other promotional use of the gallery space must be confirmed with the Centre prior to appointments being made with the media.

#### **DOCUMENTATION OF WORKS:**

- Documentation of works should take place before the day designated for de-installation.

## TOUR GROUPS

The Centre hosts a number of tours and group bookings for exhibition viewing. At times, the Gallery may suggest that the Exhibitor give a talk or demonstration for a school group, volunteers or tourists. Exhibitors are under no obligation to provide this service. However, talks and demonstrations are an effective means of promoting and explaining your show. The Centre is unable to pay fees to Exhibitors for talks or demonstrations.

## SALE OF WORKS

Unless otherwise agreed The Centre will handle all sales of works in the gallery. Opportunities for sales will be during normal business hours (9am – 5pm) Monday to Friday and 10am to 4pm Saturdays and Sundays. Where exhibitors have not provided price lists to The Centre no sales will be accepted. The Centre takes no responsibility for the promotion of works on behalf of exhibitors.

### SALE PROCEDURES:

- No work will be removed from display before the closure of the exhibition.
- Artworks sold during the exhibition will remain at Hazelhurst until collected by the purchaser.
- 20% of the artwork's purchase price must be paid as a non-refundable deposit to secure the artwork, otherwise the work will not be held.
- No artwork may be collected until the Centre has received full payment of the total purchase price.
- Full payment of the artwork must be received within the first week after the close of the exhibition or the purchaser will forfeit their deposit.
- Advise the purchaser to please choose carefully, as the artwork cannot be returned for refund or exchange once the initial deposit has been made. A refund is only possible for reasons nominated by the Centre.
- Due to limited storage space, collection of the artwork must take place within the first week after the closure of the exhibition.
- The exhibitor should provide a GST inclusive price if applicable. GST payments on sales of artworks are the responsibility of the exhibitor.
- Sold works cannot be removed or retained by the artist for any purpose.

### THE PURCHASER MAY:

- Collect the work personally
- Or the purchaser may arrange and pay a carrier, and confirm details with the Gallery. The Gallery cannot give works to carriers without prior notification.
- Please note: transit insurance is the responsibility of the purchaser and the centre takes no responsibility for works released to nominated carriers.

### COMMISSION:

- Unless otherwise agreed the Gallery will take a commission from all works sold in the centre.
- A flat service fee of 30% commission applies to all works sold during the period of hanging (including pre-opening and opening period).

- The Gallery undertakes to pay the artist the artist's stated price less the commission rate of 30% within 14 days of all sales being finalised.
- Should the artist wish to have some flexibility in price in case a purchaser wishes to negotiate, this should be stated in advance along with the amount of flexibility. This discount will be taken from the gross sales figure the 30% commission will be worked from the new gross sales figure.

### **NO NO'S**

Exhibition staff occasionally has to say 'no' to Exhibitors' requests, often to maintain public gallery standards.

So please:

- No prices on labels beside the paintings. No promotional material on the wall. A folio of press-clippings and images of past work may be kept in the Gallery space.
- Excessive numbers of photocopied catalogues are not permitted. Two laminated price lists and 10 photocopied catalogues are permitted in the Gallery (one marked Gallery Copy).
- For security and safety reasons, there are certain areas in The Centre, which are out of bounds for Exhibitors and the general public. Please ensure you follow Gallery staff instructions regarding areas that may be accessed.

### **QUESTIONS**

The process of exhibiting is complex and often confusing. Exhibitors will find they have numerous questions to pose to Centre staff. However, while staff are happy to answer queries whenever possible, the many demands of The Centre mean they are not always available to assist. Therefore, it is recommended that Exhibitors compile a list of questions to ask when making an application. In the lead up time to an exhibition or during the exhibition all questions about procedures, including media appointments, visits by groups, opening arrangements, deliveries, catering and adjustments to works on display must be directed to Gallery Staff. No responsibility will be taken for arrangements made by exhibitors without approval of Centre staff.

### **FEES AND CHARGES (SUBJECT TO ANNUAL REVIEW)**

Exhibition fees and charges for the hire of the gallery include access to the Community Gallery only. The foyer area is approx 12.5 m in length and 5.5m in width. Hire fees include access to hanging systems, display cases and plinths subject to their availability. Fees for hire of the whole gallery are ordinarily \$368 per week with 30% commission on all sales. At the discretion of The Centre a fee of \$600.00\* per week may apply without a 30% commission. This alternative fee structure will be designated chiefly to exhibitions that are deemed to be fund raising events for non-profit organisations. Applicants will be advised of their fee structure once applications have been received and reviewed. A reduced fee is

available for the “vestibule only” this is \$280 and 30% commission or \$465 no commission fund raiser show.

**INDIVIDUAL ARTIST OR GROUP SHOW [WHOLE SPACE]:**

*\$368 + 30% commission\**

This offers extensive hanging space in the vestibule, drum and theatrette area. It includes the wall between studios 3 and 4/5 subject to gallery advice on the hang. Plinths may be used in the vestibule only.

\* Hazelhurst undertakes sales

**INDIVIDUAL ARTIST OR GROUP SHOW [VESTIBULE ONLY]:**

*\$280 + 30% commission\**

Hanging space includes the walls making up the vestibule adjacent to the Centre admin area. Plinths may be used in this space. An attractive contained area that is visible to most visitors and café patrons.

\* Hazelhurst undertakes sales

**INCORPORATED GROUP FUNDRAISING EXHIBITION [WHOLE SPACE]:**

*\$600 flat fee\**

This offers extensive hanging space in the vestibule, drum and theatrette area. It includes the wall between studios 3 and 4/5 subject to gallery advice on the hang. Plinths may be used in the vestibule only.

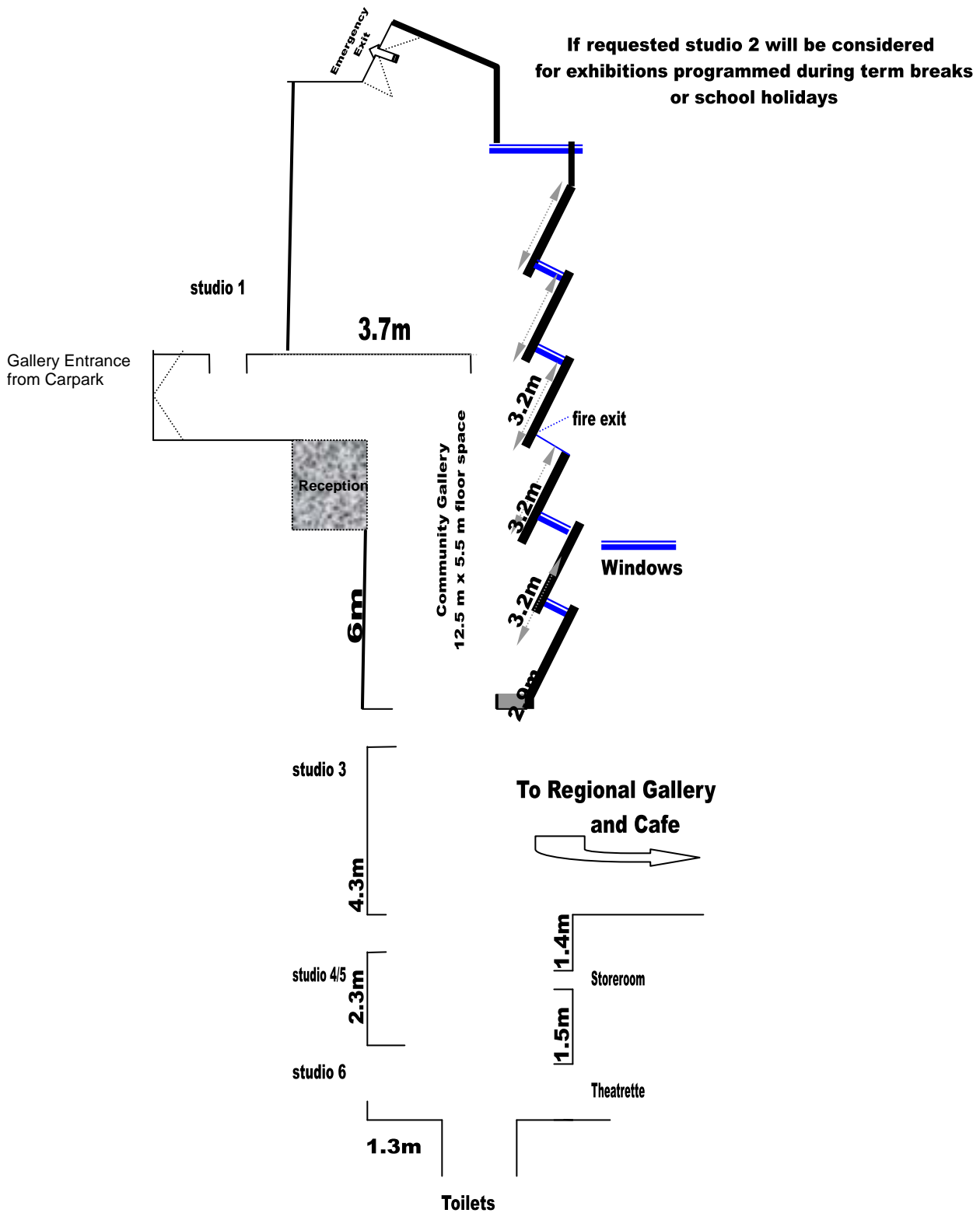
**INCORPORATED GROUP FUNDRAISING EXHIBITION [VESTIBULE ONLY]:**

*\$465 flat fee\**

Hanging space includes the walls making up the vestibule adjacent to the Centre admin area. Plinths may be used in this space. An attractive contained area that is visible to most visitors and café patrons.

\* Exhibitors must conduct sales and 10,000,000 minimum Public Liability Insurance must be provided.

# COMMUNITY GALLERY FLOOR PLAN



If requested studio 2 will be considered for exhibitions programmed during term breaks or school holidays