

**WOLLONGONG CITY GALLERY'S  
COMMUNITY ACCESS GALLERY EXHIBITION APPLICATION**

**EXHIBITOR / HIRER**

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

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

\_\_\_\_\_ Postcode: \_\_\_\_\_

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

\_\_\_\_\_ Postcode: \_\_\_\_\_

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

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

**EXHIBITION**

Exhibition/Project Title: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief Bio/Outline of Artist/Organisation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Dates \_\_\_\_\_

- Attach indicative images of Proposed Work
- Please do not send artworks with this application.
- Return you completed application to Kiki Perikleous Visitor Services Officer  
Wollongong City Gallery Locked Bag 8821 Wollongong NS W2500

The Community Access Gallery program aims to provide a high profile exhibition space that supports the work of local artists and Illawarra community groups.

Available for hire through out the year an exhibition in this gallery space costs \$600 (excludes GST) and includes:

- 3 week exhibition period
- Regular visiting hours-open to the visiting public during normal Gallery opening hours
- Use of an adjoining room for opening/launch function
- Use of 3 Gallery staff for opening/launch function included in the hire fee.
- Use of cables and installation equipment
- Use of PA equipment for opening/launch function
- Use of tables, table cloths and glassware for opening/launch function
- Exhibition promotion on the Gallery Website
- Lift and stair access to exhibition space

## **RESPONSIBILITIES**

### *The Exhibitor/Hirer*

- Exhibitor/Hirer is responsible for costs and organisation of insurance of work in transit.
- Installation and demounting of the exhibition is the responsibility of the Exhibitor/Hirer.
- Any Sale of art works must be wholly administered by the Exhibitor/Hirers. The Gallery will not take responsibility for cash or credit handling or management for any sale of artworks.
- Exhibitor/Hirer is responsible for the care of their equipment. The Gallery while exercising all care will not accept responsibility for loss or damage to Exhibitor/Hirers' equipment at the opening/launch function or during the exhibition.
- Exhibitor/Hirer is responsible for the care of Gallery space during installation, opening function and demounting and also for any Gallery equipment used for same. The Exhibitor/Hirer will take responsibility for any damage to the space or equipment.
- Exhibitor/Hirer will not alter the Gallery space (i.e. painting, drilling, etc. without prior discussion and approval of the Gallery and will be responsible for costs and work associated with making good any such significant alterations
- Any repairs must be carried out to the satisfaction of the Exhibitions Officer/Program Director. Additional costs of repairs to the Gallery will be invoiced to the hirer.
- The Exhibitor/Hirer is responsible for the production of any invitation, catalogue, poster or other promotional material and/or advertising associated with the Exhibition/Project.

- The Exhibitor/Hirer is responsible for all catering materials and arrangements for the opening/launch. Alcohol can be consumed but not sold. The Exhibitor/Hirer must ensure responsible service of alcohol rules are observed at all times

***The Gallery***

- The Gallery will provide cables and hooks and other installation equipment as well as instruction on the use of equipment to assist the Hirer/ Exhibitor to install the exhibition.
- The art work will be covered by the Gallery’s insurance while on exhibition at the Gallery but not during transit, installation or demount.
- The Gallery will provide 3 staff for security and/or hospitality service during the opening/launch function (max 3 hours including function clean up) Charges will be made for use of staff outside this period and/or any damage to the Gallery facility or equipment or extra cleaning expenses incurred by the Gallery.
- All supplied Gallery staff are RSA certified.
- The Gallery will provide the Education centre as a separate adjoining space for the opening/launch function.
- The Gallery will provide tables, table cloths, wine glasses, cutlery, crockery as appropriate and available for the opening/launch function.
- The Gallery will provide a microphone and PA system for the opening/launch function.
- The Gallery will provide a distribution point for the Exhibitor/Hirer’s invitation and other promotional material from the Gallery’s front desk.
- The Gallery will maintain visitor access to the exhibition throughout the exhibition period.

Exhibitor/Hirer has read the Community Access Gallery Exhibition Terms and Conditions and accepts them.

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

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

