

## **COMMUNITY ACCESS GALLERY** **TERMS AND CONDITIONS**

The Community Access 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/community activities through an active and diverse exhibition program. Applications will be assessed inline with the Gallery's and Wollongong City Council's social and community values.

The Community Access Gallery is provided as a space for hire under the general rules applied to all Council facilities. As such the Gallery has provided an opportunity for a reduction or waiving of the Facility hire fees (this does not include staff wages for after hours work). **Three (3) exhibitions a year** will be eligible for this reduction or waiving of fees if they satisfy and are approved under the guidelines set out by Wollongong City Council's *Reduction or Waiver of Hire Fees* policy.

### **ASSESSMENT CRITERIA**

The Gallery will not accept exhibition applications whose sole purpose is to offend or vilify individuals, groups, organisations or other parts of the community.

The Gallery will not accept exhibitions which constitute a health hazard or OHS risk to its staff or visitors.

The Gallery reserves the right to remove any such work or works if installed and/or to close the exhibition down completely. The Gallery will contact the Exhibitor/Hirer should such an action be taken.

### **FEES AND CHARGES/ACCEPTANCE**

Exhibition fees and charges for the hire of the Community Access Gallery is \$600 (excludes GST and is subject annual review). This fee includes a 3 week exhibition period, access to cables and hooks and other installation equipment as well as instruction on the use of some equipment. (Digital Projectors not included)

Payment of the hire fee must be within 10 days of the exhibition application being accepted. Failure to pay within the required time will forfeit the booking and the Gallery will approach another applicant to exhibit or make alternative arrangements.

The Community Access Gallery is located on level 4 and has 24.4 linear running metres of hanging space. Exhibition fees and charges are for the hire of this space only.

## **DURATION OF EXHIBITIONS**

Exhibitions scheduled in the Community Access Gallery will run for a period of 4 weeks only. This 4 week period includes installing and demounting.

## **DELIVERY AND COLLECTION OF WORK**

The Gallery usually allows two (2) days to install an exhibition, and one (1) to demount. The Exhibitor/Hirer is responsible for all costs associated including insurance with transporting work to and from the Gallery. All artworks are to be removed immediately following the exhibition demount.

## **INSTALLATION**

**Hanging System:** The Gallery has installed a hook and cable hanging system in the Community Access Gallery which is available for use by the Exhibitor/Hirer.

The Exhibitor/Hirer will need to have the works framed with 'D rings' to use the hanging system. If this type of system poses any problems, alternative hanging methods can be discussed with Gallery Staff.

The Gallery may have frames for hire to Exhibitor/Hirers. Frame hire must be negotiated in advance of the exhibition. Hire is subject to availability. These frames are for works on paper only. Frame hire is at \$5 a frame per week.

Assistance with hanging or display can be provided at an additional charge of \$40 per hour.

**Exhibition Equipment and Furniture:** The Gallery may have plinths available for use. This will need to be discussed and negotiated with Gallery Staff in advance of the exhibition installation.

The Exhibitor/Hirer is responsible for the care of any tools or equipment brought onto the premises. The Exhibitor/Hirer should ensure their own tools and equipment are clearly labeled. The Gallery will not accept responsibility for any loss or damage to Exhibitor/Hirers tools or equipment.

## **PROMOTION**

All costs associated with the promotion of the exhibition are the responsibility of the Exhibitor/Hirer. Promotion includes but is not limited to invitations, advertising, and printing of catalogues or flyers and labels to identify the artworks.

The Exhibitor/Hirer is required to forward to the Gallery prior to the exhibition opening a list of all works to be displayed stating title, size and medium with insurance prices.

An artist statement / biography, exhibition description and contact phone numbers will need to be supplied to the Gallery prior to the exhibition opening to assist with enquiries at the Customer Services desk.

It is the responsibility of the Exhibitor/Hirer to arrange any catering / entertainment / drinks to be served at the opening of the exhibition. All costs associated with catering, and entertainments are the exhibitor's responsibility. At the conclusion of the opening all food must be removed from the building.

## **STORAGE**

As the Gallery has limited storage, all packaging (crates/bubble-wrap/boxes) brought in by the Exhibitor/Hirer must be removed from the Gallery once the exhibition is installed.

## **DOCUMENTATION OF WORKS**

If the Exhibitor/Hirer wishes to document the exhibition this will be the sole responsibility of the Exhibitor/Hirer and should take place before the day designated for de-installation.

## **SALE OF WORKS**

If the Exhibitor/Hirer chooses to sell his or her artwork throughout the exhibition, it is his or her sole responsibility to manage the sales including negotiations, payments and delivery of work at the conclusion of the exhibition. The Gallery will not process or reserve works for interested parties. No artwork prices are to be displayed in the exhibition space. The Gallery will however provide any interested parties with the exhibitor/Hirer's contact details.

Any artworks sold during the exhibition will remain on display at Wollongong City Gallery until the closure and demount of the exhibition. It is the responsibility of the Exhibitor/Hirer to distribute any works sold once the exhibition has left the Gallery.

The Gallery takes no responsibility from any disagreement arising between Exhibitor/Hirer and the buyer as a result of the sale of any artwork.

## **QUESTIONS**

The process of exhibiting is complex and often confusing. It is recommended that Exhibitor/Hirer 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, installation schedules and arrangements, opening times, deliveries, catering and adjustments to works on display must be directed to the Gallery.

## **DISCLAIMER**

The Gallery will take no responsibility for any arrangements made or actions taken by the Exhibitor/Hirer that fall outside the parameters of this agreement without prior consultation and/or approval of the Gallery.