

APPLICATION FOR STUDIO GALLERY EXHIBITION 2012

Continued...

All exhibiting artists' names and addresses:

1.

2.

3.

4.

5.

6.

Exhibition length: (please circle)

3 weeks

2 weeks

10 days

1 week

Weekend

Preferred start date:

Start date / /

Is your preferred start date flexible? (please circle) YES / NO

If No, why not?

Please note: if your dates are not flexible then our capacity to schedule your exhibition is limited

Signature:

I agree to the terms and conditions for Studio Gallery exhibitions (see attached)

Signed:

Date:

Please attach with your application the following (as a **CD** or **email**)

- **An artist's CV (resume) for each exhibiting artist** (max. 1 page each)
- **10 images of previous artworks** that relate to the proposed exhibition
- **An image list** for the 10 images that includes Artist, Title, Medium, Size and Date made.

Please submit application and CD to:

The Curator
Gosford Regional Gallery
36 Webb Street, East Gosford NSW 2260

Or email to: gallery@gosford.nsw.gov.au

GOSFORD REGIONAL GALLERY & ARTS CENTRE STUDIO GALLERY TERMS AND CONDITIONS OF USE

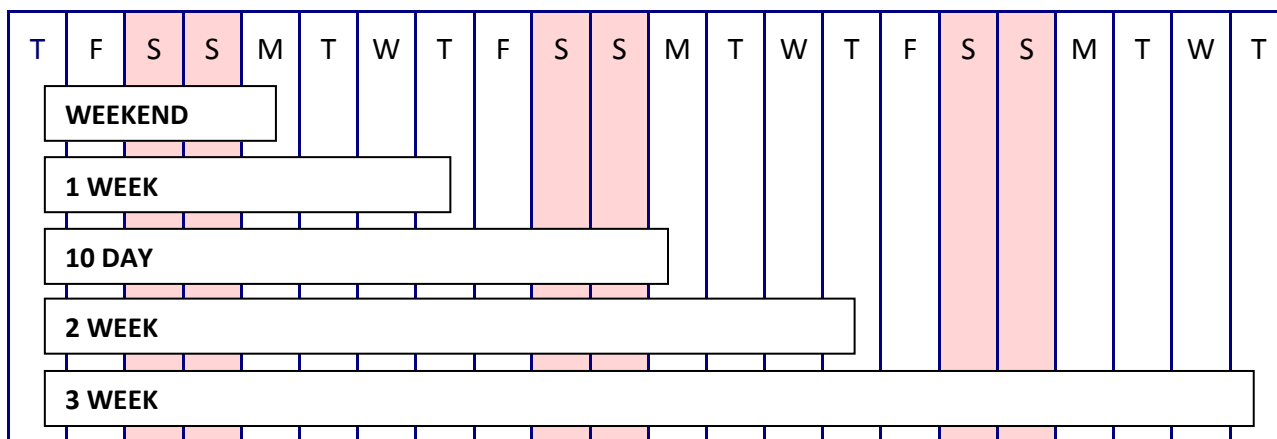
STUDIO GALLERY FEE SCHEDULE JULY 2012 - JUNE 2013

Hire period	Fee (Jul 2012 – Jun 2013)
Weekend	\$330
1 Week	\$425
10 Days	\$625
2 Weeks	\$670
3 Weeks	\$825

Marketing Fee (all exhibitions)
\$200

Studio Gallery Hire periods

Installation commences **4pm** on a Thursday:



De-installation finished by 12pm on the final day of the booking (a Thursday or a Monday depending on exhibition length). Any extra time required will be charged at an hourly rate of \$18 per hour. Three weeks is the maximum duration for Studio Gallery exhibitions.

Marketing Fee

A compulsory marketing fee of **\$200** applies to every exhibition for the design and print of 300 exhibition invitations and promotion of the exhibition on the Gosford Regional Gallery website, promotional brochures and mailout.

DEPOSIT

Exhibition organisers must pay a 50% deposit within 14 days of the issue of the hire fee invoice in order to confirm their booking.

CANCELLATION POLICY

Exhibitions cancelled with less than two (2) months notice will forfeit their deposit.

INSURANCE

Insurance of artworks in the studio is the responsibility of the exhibition organiser. The Gallery does not accept any responsibility for loss or damage during the hire period.

ACCESS AND OPENING HOURS

The exhibition organiser will be provided with a key to The Studio Gallery and access information for the alarm system upon commencement of the hire period. It is a requirement that exhibition hours are consistent with the operating hours of Gosford Regional Gallery & Art Centre: 10am to 4pm Mon to Sun. Any modification to these hours must be approved by Gallery Management.

The exhibition must be fully supervised while it is open to the public and it is the responsibility of the exhibition organiser to arrange this. Exhibition organisers will need to provide the Gallery with the roster of attendants (please refer to **Attachment A: Template for Roster of Attendants**)

Visitor statistics to the exhibition must be recorded by the attendants and a copy issued to Gallery management at the conclusion of the exhibition period.

INSTALLATION/ DE-INSTALLATION

Delivery/collection and installation/ de-installation of artwork is the responsibility of the exhibition organiser and should take place within the hire period. Artworks may not remain in the studio after the hire period. Storage charges may apply for material left in the Studio Gallery after the exhibition.

Drilling, stapling, drawing or marking the walls of the Studio Gallery is prohibited. Blu-tac is the only permissible adhesive to use on the gallery walls.

The exhibition layout must meet requirements for wheelchair accessibility. Fire exits must not be blocked at any time.

The following equipment is supplied as part of your hire:

Lighting; plinths; clear-tape hanging system with allen-key adjustable hooks; ladder; three (3) easels; cleaning equipment; paint for painting plinths, painting roller and tray; screens (upon request to the Central Coast Art Society)

Additional equipment may be hired for a fee and must be negotiated with the gallery prior to the exhibition date.

EXHIBITION OPENING EVENTS

Opening events must be booked in advance with the Assistant Curator (02) 4325 0056

The exhibitor is responsible for catering which may be self-catered or professionally catered through the Caroline Bay Brasserie (02) 4324 8099 located within the Gosford Regional Gallery & Arts Centre complex. The Caroline Bay Brasserie has exclusive catering rights. No food or alcohol is to be **sold** on the premises.

All opening functions must conclude by 10:00 pm. Please ensure that guests leave the premises with as little disruption as possible to Gallery neighbours.

SALE OF WORKS

Artworks may be for sale and this will be the responsibility of the exhibition organiser. Do not leave any cash in the Studio Gallery overnight.

CLEANING/WASTE DISPOSAL

The Studio Gallery will be cleaned by cleaning staff prior to your hire period. It is the responsibility of exhibition organisers to ensure that the studio is left in a clean and tidy condition each day. Exhibition organisers are responsible for the disposal of waste during the hire period and following any opening function.

CONDITION INSPECTION

A condition inspection will take place following the completion of the exhibition hire period. The studio must be left in a similar condition to which it was found at the commencement of the hire.

MARKETING REQUIREMENT

The exhibition organiser must provide an image of print-quality (resolution of 300dpi), with caption (Artist, Title, Date, Medium), 6 months prior to the exhibition, for which they grant Gosford Regional Gallery permission to use and reproduce in promotion and education materials, publications and on its web site.

GENERAL CONDITIONS OF USE

There is no smoking permitted in The Studio Gallery or anywhere inside the Gallery or Garden complex, including the outdoor terrace adjacent to The Studio Gallery.

ATTACHMENT A: TEMPLATE FOR ROSTER OF ATTENDANTS

Print extra copies of this page if the exhibition is longer than five days

Example

DATE	AM 10am – 1pm	PM 1pm – 4pm
16.11.2011	Sarah (ph 4444 4444) Tim (ph 0444 444 444)	John (ph 5555 5555) Cath (ph 6666 6666)
	Number of visitors: 28	Number of visitors: 34

EXHIBITION NAME:

DATE	AM	PM
/ /2012	Gallery attendants name / ph:	Gallery attendants name / ph:
	Number of visitors:	Number of visitors:
/ /2012	Gallery attendants name / ph:	Gallery attendants name / ph:
	Number of visitors:	Number of visitors:
/ /2012	Gallery attendants name / ph:	Gallery attendants name / ph:
	Number of visitors:	Number of visitors:
/ /2012	Gallery attendants name / ph:	Gallery attendants name / ph:
	Number of visitors:	Number of visitors:
/ /2012	Gallery attendants name / ph:	Gallery attendants name / ph:
	Number of visitors:	Number of visitors: