



Community Gallery Application

Terms and Conditions for 2027 Community Gallery exhibitions.

Individuals and groups are invited to submit applications for exhibition at the Community Gallery in 2027.

The Community Gallery is a high-profile exhibition space located at Gosford Regional Gallery. This space provides opportunities for local artists to present their work in a regional context.

The aims of the Community Gallery are to:

- Promote the breadth and diversity of local artists
- Provide a platform for artists to develop their work
- Stimulate the community through the provision of interesting and diverse exhibitions

The Community Gallery is a self-contained gallery space of approximately 30 lineal meters. Included in the hire is access to a professional hanging and lighting system, basic tools, and exhibition plinths. Exhibiting artists are to independently curate, install and supervise their exhibition, and manage their own sales.

Applications will be assessed by a panel, based on the following selection criteria.

- Interesting and diverse exhibition content
- Relevance to, and engagement with, the Central Coast community
- Quality of the proposed artwork
- Benefits to local artists

Selected applicants will be allocated exhibition times based on preference and availability.

Gosford Regional Gallery reserves the right to program exhibitions into the Community Gallery that help to deliver its aims and create a diverse program. These may include educational exhibitions, in-house curated exhibitions, and joint projects with other community organisations.

Terms & Conditions Community Gallery exhibitions 2026

Exhibition Fee Schedule 2026

There is a 25% reduction for solo or two-person exhibitions.

Note: fees are indicative and subject to change in 2027.

Community Gallery hire periods																								
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T			
1 week \$805																								
11 days \$1070																								
2 weeks \$1125																								
3 weeks \$1250																								

The Community Gallery is part of a network of community spaces provided by the Central Coast Council.

We also offer opportunities to exhibit at The Entrance Gallery: a dedicated space within the Entrance Community Centre.

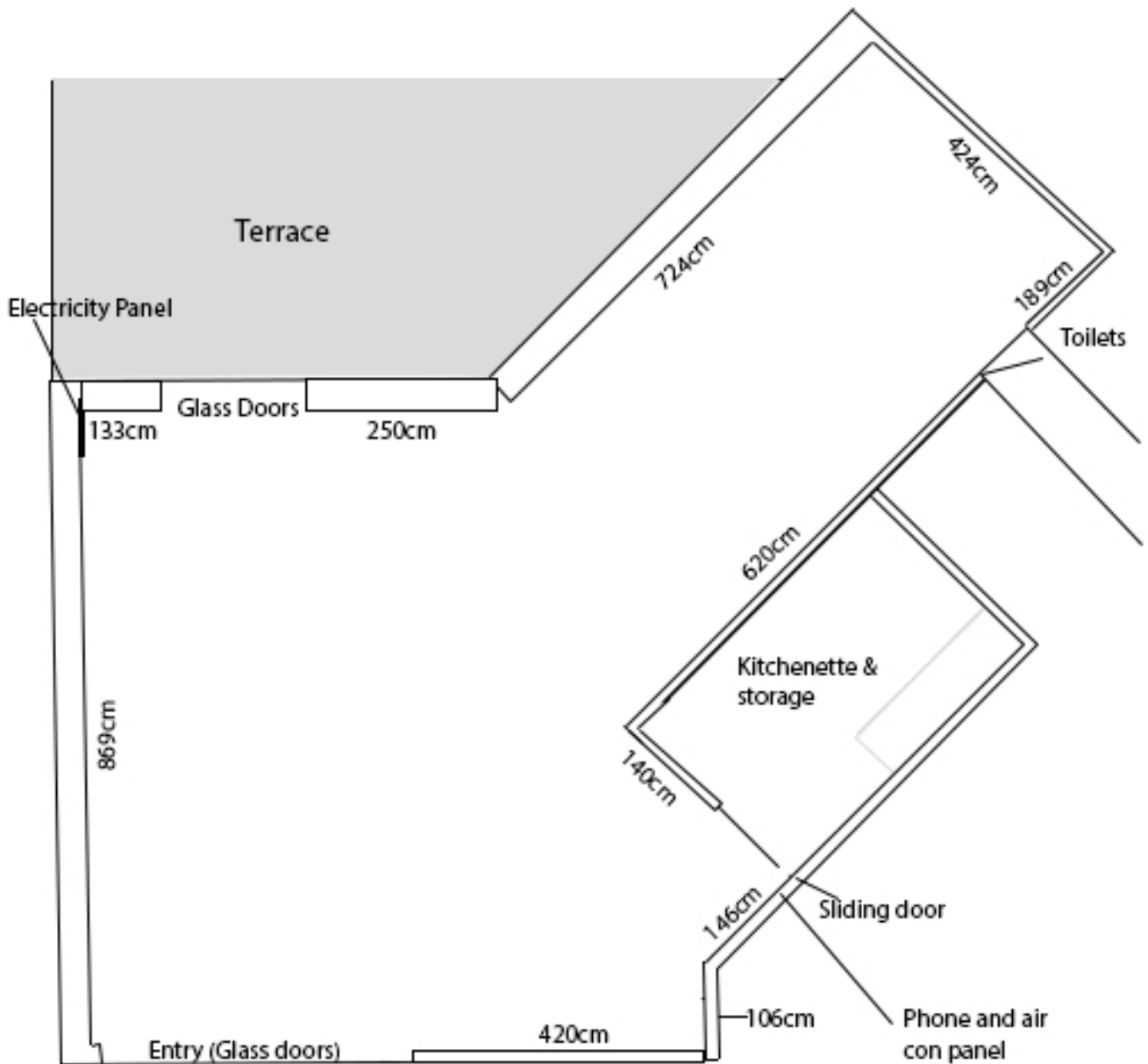
For more information and to apply to hire the space, see <https://www.gosfordregionalgallery.com/page/exhibit-us>

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Community Gallery Floor Plan

Below is the floor plan for the Community Gallery.

Please note: the space in front of the Electricity Panel needs to be kept clear of artworks and plinths as access to the panel is often required. All doors also need to be kept clear.



Terms and Conditions of Use

Hire fees and payment

An invoice for a \$250 deposit will be sent out on acceptance of your application. Exhibition organisers must pay this deposit within 30 days of the issue of the invoice in order to confirm their booking. The remaining balance is required to be paid two months before the booking date. Payment options include BPAY, or paying in person at Gosford Regional Gallery in East Gosford, by cheque or EFTPOS

Cancellation policy

Exhibitions cancelled with less than four months' notice will forfeit their deposit.

Promotion

The exhibition fee includes the following promotion:

- Design and printing of 300 single sided DL-sized exhibition invitations for your distribution (including up to 50 for distribution at Gosford Regional Gallery),
- An exhibition listing on the Gosford Regional Gallery website.
- A post on Gosford Regional Gallery's social media.

You are welcome to undertake your own promotion of the exhibition including directly contacting local news outlets (we cannot do this on your behalf). Please ensure you refer to the Gallery by its correct name: **Gosford Regional Gallery**. If you wish to refer to the garden in your publicity, the correct name is **Edogawa Commemorative Garden**. We are located at 36 Webb Street, East Gosford.

Insurance

Insurance of artworks in the studio is the responsibility of the exhibition organiser. Gosford Regional Gallery and Central Coast Council do not accept any responsibility for loss or damage during the hire period. Hirers may need to have their own Public Liability insurance depending on the type of group or organisation and depending on the type of activity. We cannot provide advice on this or other insurance matters.

Access and Opening Hours

The hire period is INCLUSIVE of your delivery, installation and de-installation, so you need to plan accordingly. No artworks can be dropped off before or picked up after the hire period dates. The Community Gallery is generally booked back-to-back; therefore, it is likely there will be hirers in the gallery the day before and the day after your hire period. Please extend to them the same courtesy you would expect.

Time of access

Your access begins at 9am on the first day of your hire period and finishes at 10pm on the last day of your hire period. Gosford Regional Gallery is open from 9:30am daily, with staff generally onsite from 9am – 5pm. If you arrive and find the building locked, please call the Gallery on (02) 4304 7550 for access.

Opening hours:

The Community Gallery opening hours must be the same as the Gosford Regional Gallery's opening hours, which are daily 9:30am – 4:00pm, seven days a week. Gosford Regional Gallery is open most public holidays, except Good Friday and Christmas Day.

Signage

The Community Gallery has exhibition banners which hang out the front of the building. No other signage is permitted in the reserve or forecourt.

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 be dropped off to the Gallery before the hire period, nor remain in the Gallery after the hire period.

Drilling, stapling, drawing or marking the walls of the 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, and access to the electricity panel must be kept clear.

The following equipment is supplied as part of your hire: lighting, plinths, wire hanging system with push button hooks, ladder. Cleaning equipment and paint and painting equipment for painting plinths is available on request with prior arrangement.

Hirers are permitted to adjust lighting direction only (by rotating movable Gallery lights). Should lighting need to be added, removed or relocated this must be done by a Gosford Regional Gallery staff member. Please give prior warning if you wish for this to occur, as not all staff members are authorised to work with lighting.

If any equipment, including plinths, is not packed away at the end of the hire period, or if the gallery is not left as it was found, an additional cleaning fee will be charged.

Exhibition Opening Events

Opening events must be approved in advance by the Gallery. The hirer is responsible for catering and service. Alcohol can be served at opening events without a Liquor Licence provided you are not charging for drinks, nor taking donations, and provided alcohol is only served and consumed within the Community Gallery venue.

Exhibition openings are considered a private event. If you wish to charge entry, or charge / take donations for alcohol, you must have a Liquor Licence and alcohol must be served by someone holding a current Responsible Service of Alcohol card (RSA).

A limited number of wine glasses are available. You are responsible for checking whether these are sufficient for your needs and obtaining additional glasses if required. You are also responsible for cleaning and replacing the glasses in the cupboards after your event and

keeping the kitchen clean and tidy at all times.

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

Openings are restricted to the Community Gallery area and not permitted in the gardens.

Sale of Works

Artworks may be for sale and this will be the responsibility of the exhibition organiser. Gosford Regional Gallery does not take commission from sales at the Community Gallery. Please do not leave any cash in the Gallery overnight. Collection of sold works should occur during the hire period or arranged to be collected from another location after the exhibition. The Gosford Regional Gallery will not accept responsibility for collection of sold works.

Cleaning/Waste Disposal

It is the responsibility of exhibition organisers to ensure that the space is left in a clean and tidy condition each day. The Gallery's cleaners will clean the toilets once daily. They also will empty the rubbish bin at the conclusion of the hire period, but exhibition organisers are responsible for any additional disposal of waste required 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 Community Gallery must be left in a similar condition to which it was found at the commencement of the hire, or an additional cleaning fee will be charged. Materials supplied as part of the venue hire will be audited after each use to ensure all items are accounted for. Hirers may be charged the value of items if it is deemed the items have gone missing during their hire period.

Additional Charges

Hirers may be charged extra after their exhibitions if they have not taken away their artworks and rubbish, have not packed away the plinths, have caused damage to the venue or equipment, and/or have lost the keys to the venue.

General Conditions of Use

The use of The Community Gallery is solely for exhibitions, with the exception of exhibition opening events. If you wish to hold workshops or other events, please discuss this with Gallery staff prior to your booking period.

ATTACHMENT A:

Below is an example of the invitation design layout. You will be requested to submit the following information 3 months prior to of your exhibition, through a webform so please begin preparing this as soon as your application is accepted.

- Artist/group name
- Exhibition title
- Exhibition dates (flyer will also say: Open daily 9:30am – 4:00pm)
- Exhibition opening and/or other public event details, if applicable, including date and time
- 30-words (or shorter) paragraph about the exhibition
- Contact details for enquiries (note that this will appear on the flyer – if you have privacy concerns, you might wish to use an email address rather than a phone number)
- One or several high resolution images
- Logo if applicable
- Image credits (e.g. *Artwork Title* by Artist Name)

Example of a Community Gallery flyer:



Central Coast Potters Society

Monochrome

This exhibition explores the theme of Monochrome, using black, white and grey or shades of a single hue through clay, to produce works from domestic wares to sculptural pieces. 24 artists from the Central Coast Potters Society have collaborated to create the exhibition.

Friday 8 May
to Wednesday 20 May

Opening: Saturday 9 May at 2pm

Open daily: 9:30am-4.00pm

The Community Gallery,
Gosford Regional Gallery
36 Webb St, East Gosford

Further information:
www.ccpotters.org

Featured artworks: Untitled by Annis Seymour,
Untitled by Claire Halon and Jars by
Marianne Stollery. All images by Chris Allen.

CENTRAL COAST
POTTERS SOCIETY

Central
Coast
Council

The
Community
Gallery