



## **The Entrance Gallery Information Pack and Application Form**

The Entrance Gallery is a for-hire space located at The Entrance Community Centre, Battley Ave, The Entrance (the Gallery backs onto Norberta Street). It is a self-contained gallery space designed to allow artists and groups to showcase regionally and community-based art. Exhibitions range from one day to longer term.

Bookings for this venue are managed by the Gosford Regional Gallery. If you would like to hire The Entrance Gallery for an exhibition please read through the following information and submit the required form as an expression of interest.



### **Exhibition Fee Schedule**

The following are the hire fees for The Entrance Gallery for the 2025-26 financial year. Please note: if you are hiring on or after 1<sup>st</sup> July 2025 these fees are subject to change.

<b>1 Day</b>	\$140
<b>1 Week</b>	\$345*
<b>2 Weeks</b>	\$465*
<b>3 Weeks</b>	\$580*

\*includes designing and printing of 300 DL-sized invitations.

If required, hire periods of more than 3 weeks may be available.

### Gallery Specifications

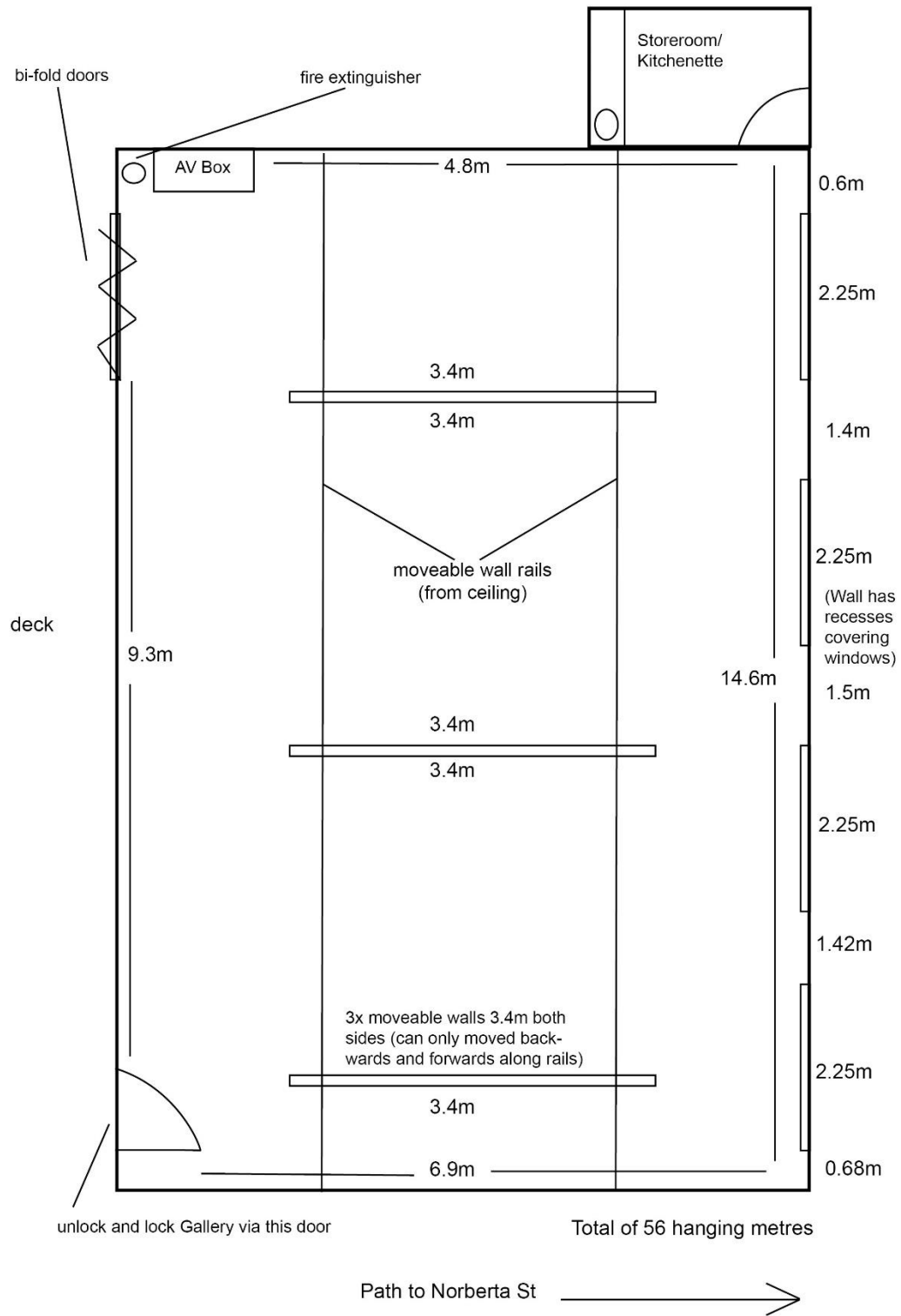
The Entrance Gallery is part of The Entrance Community Centre, a multi-purpose centre with manicured gardens and a children's playground. The Gallery is ideal for exhibitions as it has clean white walls, polished floor boards and is equipped with professional standard lighting and hanging systems.

The Entrance Gallery has approximately 40 running meters of hanging space including 4 moveable walls down the centre of the room. Equipment provided in the Gallery includes:

- Approx 160 hanging wires and 290 hooks for hanging artworks
- Adjustable lighting
- A selection of plinths for displaying 3D objects
- Rolling ladder
- Folding tables
- Approx. 20 chairs
- Kitchenette/small storage area
- In-built sound-system
- Small bar fridge
- Approx. 40 wine glasses
- Split system air conditioning
- Some tools for hanging artworks may be available, but it is recommended that hirers bring their own
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The Gallery is adjacent to a large, partially covered deck area which is a shared space. This space can be used informally but needs to be booked for workshops or events. Workshops are not to be held in the Gallery itself, but an adjacent workshop is available for hire for such purposes. Events such as exhibition openings, artist talks, etc. can be held in the Gallery.

### The Entrance Gallery Floorplan



### The Entrance Gallery Hire Application Form

<b>Artist/organisation/ group name (if applicable)</b>	
<b>Contact person</b>	
<b>Email address</b>	
<b>Phone</b>	
<b>Mailing address</b>	
<b>Title of proposed exhibition</b>	
<b>A brief outline of the proposed exhibition</b>	
<b>Names and contact details for co- organisers of the exhibition (if applicable)</b>	
<b>Names of artists involved in the exhibition (if applicable)</b>	

**The Entrance Gallery Hire Application Form (Continued)**

<p><b>Exhibition length (check box)</b></p>	<p>1 day 1 week 2 weeks 3 weeks</p>
<p><b>Proposed hire dates</b></p>	
<p><b>Proposed exhibition dates</b></p>	
<p><b>Proposed exhibition opening days and times (e.g: Tues – Sat 9am – 3pm)</b></p>	
<p><b>Proposed exhibition opening date and time (if applicable)</b></p>	
<p><b>Do you intend to hold any other events during your exhibition? E.g: artist talk, workshop etc. Please provide details</b></p>	
<p><b>Signature</b></p>	<p>I agree to the terms and conditions for The Entrance Gallery exhibitions</p> <p><b>Signed:</b></p> <p><b>Date:</b></p>
<p><b>Attachments required</b></p>	<ul style="list-style-type: none"> <li>• 5 images of examples of the type of artwork to be included in the exhibition.</li> </ul>

**Submission:**

Proposals should be submitted to: the Community Gallery Officer, Gosford Regional Gallery, 36 Webb Street, East Gosford NSW 2260 or Enquiries can be emailed to Gosford Regional

Gallery at [gallery@centralcoast.nsw.gov.au](mailto:gallery@centralcoast.nsw.gov.au)

## Terms and Conditions of Use

### Deposit and Payment

Exhibition organisers must pay a \$250 deposit within 30 days of the issue of the invoice in order to confirm their booking. The remaining balance is required to be paid one month before the booking date. Payment options include BPAY, or paying in person at Gosford Regional Gallery in East Gosford, by cheque or EFTPOS

### Cancellation

Exhibitions cancelled by the hirer with less than two months' notice will forfeit their deposit. The Gosford Regional Gallery reserves the right to cancel a Confirmed Booking at any time if there is a force majeure, or any other event, which in the reasonable opinion of Staff, causes the Gallery premise to be unsafe or inappropriate to hold a function.

### Venue Access

If you would like to view The Entrance Gallery before the hire period please contact the Gallery to arrange a time. Unless there is an exhibition being held, there will be no one onsite to give you access to the building unless pre-arranged.

The venue hire period is inclusive of days needed to deliver, install, de-install and remove the artworks. If you would like access to the venue earlier this will incur extra hire fees, and can only occur if the venue is not occupied by another hirer

Hirers are provided with keys to the venue which need to be collected and returned to The Gosford Regional Gallery before and after the hire period. The keys are the responsibility of the hirer during the hire period.

### Opening Hours

We allow hirers of The Entrance Gallery to choose the opening hours for their exhibition (with approval) upon the condition that the Gallery is always open during the hours that are agreed upon and advertised. We recommend hirers choose opening times between 9am and 4pm, and at least 5 days a week. (e.g: 10am – 3pm Tuesday – Saturday)

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.

### 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. Hirers are permitted to adjust lighting direction only (by rotating movable Gallery lights). The venue will be checked after the hire period has finished. If there is any damage to the venue, equipment is missing, or the Gallery is left dirty, an invoice may be issued to cover repair, cleaning and/or replacement.

### Promotion

The exhibition fee includes the design and printing of 300 exhibition invitations as well as the promotion of the exhibition through other channels where possible, including the Gosford Regional Gallery website. An example of the invite template and requirements can be found in Attachment A. The exhibition organiser must provide one hero image of print-quality (resolution of 300dpi), with

caption (Artist, Title, Date, Medium), name of the exhibition (if not already provided), a short description of the exhibition (no more than 50 words) and any other requested information, at least eight weeks prior to the exhibition, for which they grant Gosford Regional Gallery permission to use and reproduce in publications and on its website. The hirer will be sent a proof of the invitation before it goes to print, and will have one opportunity to request changes. Unless otherwise specified by the hirer the Gosford Regional Gallery may keep approximately 30 of the 300 printed invitations to have display at the Gosford Regional Gallery in East Gosford.

### **Insurance**

Insurance of artworks 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.

### **Exhibition Opening Events**

Opening events must be approved in advance with the Community Gallery Officer. The hirer is responsible for catering and service. Service of alcohol must comply with current NSW Liquor Laws. For more information visit [www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au).

Wine glasses are provided in the venue and are available in the cupboard in the Kitchen/Storage. A small bar fridge is also available. It is recommended hirers bring their own catering equipment as this is not available in the venue.

All opening functions must conclude by 10pm. 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. Gosford Regional Gallery does not take commission from sales at The Entrance 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.

### **General Conditions of Use**

The use of The Entrance Gallery is solely for exhibitions with the exception of exhibition opening events. If you wish to hold workshops or other events please discuss this Gosford Regional Gallery staff.

