

Application for Community Gallery exhibition 2024



Application form for Community Gallery hire 2024

Application Dates

Round 1: 1 August 2023 for exhibitions between 1 May and 31 December 2024

Round 2: 1 March 2024 for exhibitions between 1 January and 30 June 2025.

The Community Gallery is located at the Gosford Regional Gallery. It is a self-contained gallery space for hire, designed to allow artists and groups to showcase regionally and community-based art.

Due to sustained high demand for exhibition opportunities we have implemented a new system and guidelines for applications.

- Applicants may apply for two bookings per year, however, these will only be approved if space permits, please prioritise one.
- Applicants should specify the length of exhibition they want, however there is no guarantee that this will be able to be accommodated.
- Applicants should specify their preferred month and if there are specific dates required to coincide with another activity eg. National XXX Week, this information should be included in the application.

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Exhibition Fee Schedule 2023-24 financial year

The following are the Community Gallery hire fees for the **2023/24 financial year so are indication only.**

Weekend (Thurs – Sun)	\$660
1 Week	\$715
11 Days	\$950
2 Weeks	\$1000
3 Weeks	\$1110
25% Discount	There is a 25% reduction in the hire fee for solo or 2 person exhibitions. This rate is to promote better opportunities for individual artists.

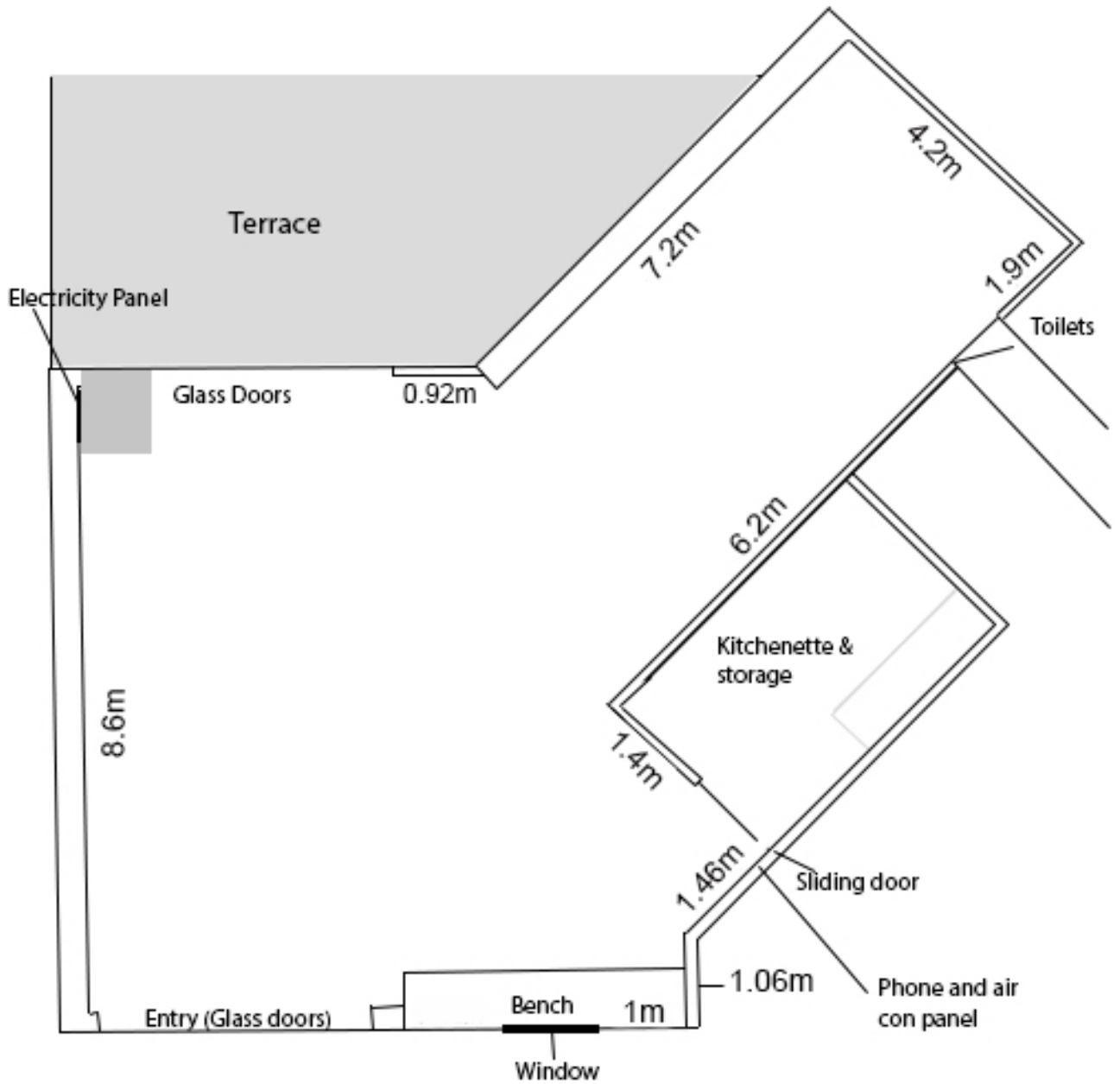
Access Times

Access to the Community Gallery begins from 9:30am on the first day of your booking, and ends at 10pm on the last day of your booking. Bookings begin on Thursdays and depending on the length of your booking ends on either a Sunday or Wednesday.

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		
Weekend																							
1 week																							
11 days																							
2 weeks																							
3 weeks																							

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Community Gallery Floor Plan



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.

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Community Gallery Exhibition Application Form (fillable):

Contact name(s)	
Organisation/ group name (if any)	
Email address	
Phone number	
Mailing address	
Please give a brief outline of the proposed exhibition	
Preferred exhibition length.	<input type="checkbox"/> Weekend <input type="checkbox"/> 1 week <input type="checkbox"/> 11 days <input type="checkbox"/> 2 weeks <input type="checkbox"/> 3 weeks
Please indicate your preferred month(s) for exhibition.	
Do you require specific dates provide reasons.	



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<p>Please provide:</p> <ol style="list-style-type: none">1. names of the participating artists, or the website of a group and how many you expect to participate.2. Up to 10 examples of the work that will be exhibited (images can be sent via email with the application, or links to websites or social media pages is acceptable)3. Individual CV's may be included if you wish.	
<p>Signature</p>	<p>I agree to the terms and conditions for Community Gallery exhibitions (type name if filled out online)</p> <p>Signed: _</p> <p>Date_</p>

Community Gallery Exhibition Application (Continued)

Submission:

Proposals should be submitted to: the Community Gallery Officer, Gosford Regional Gallery, 36 Webb Street, East Gosford NSW 2260 or emailed to gallery@centralcoast.nsw.gov.au

Terms and Conditions of Use

Hire fees and payment

Deposit

A deposit of \$255 is required to secure your booking of the Community Gallery. An invoice for this will be sent out several months prior to your hire period. This is payable via the instructions on the invoice (Bpay is now available). Payment is due 30 days from the issue of the invoice. If it hasn't been paid by then automatic reminders will be sent out.

Balance

An invoice for the balance of the venue hire will be issued 30 days out from the first day of your hire period. This needs to be paid on or before your arrival on the first day. Again, if it is not paid automatic reminders will be sent out.

Changes in hire fees

Central Coast Council updates its hire fees per new financial year. Therefore, if you are hiring the Community Gallery after June 30 the fees may be subject to a small percentage increase. Confirmation of the new hire fees is not available until the June prior to the change of financial year. Staff will update you on any changes to the fees as soon as possible.

Cancellation policy

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

Promotion

The exhibition fee includes the following promotion:

- design and print of 300 DL sized exhibition invitations for your distribution (you may leave some at the gallery for the Welcome Desk).
- a listing on the Gosford Regional Gallery website.
- A Facebook event on the Gosford Regional Gallery's Facebook page.
- A TV slide on the gallery and libraries advertisement tv screens during the exhibition.
- A poster which will put in the notice board outside the Community Gallery in the lead up to the exhibition, and 2 posters will be supplied for the 2 sandwich boards during the exhibition.

You will be asked to provide the following to the Gallery to promote your event prior to your exhibition:

- Artist/group name
- Exhibition title
- Exhibition dates
- Exhibition opening date and time
- 50 words or less paragraph about the exhibition.
- Contact details for enquiries
- 1 or several high resolution images

- Image credits (i.e: artwork, title)

You are welcome to undertake your own promotion of the exhibition including directly contacting the local news outlets (we cannot do this on your behalf). Please ensure you refer to the Gallery by its correct name: **Gosford Regional Gallery** (this is very often incorrect on advertisement done by external hirers. If you wish to refer to the garden in your advertisement 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. The Gallery does not accept any responsibility for loss or damage during the hire period

Access and Opening Hours

Time of access

Your access begins at 9am on the first day of your hire period, and finishes at 9pm on the last day of your hire period. If you need access to the venue earlier please contact the Community Gallery Officer in the lead-up to your hire period. The Gosford Regional Gallery is open from 9:30am daily, staff are generally onsite by 9am so if you arrive and cannot get into the building, please call the Gallery on (02)4304 7550 (number is on the front of the building).

If you need to stay late to pack up on the last day of your hire period, you have until 9pm to be completed and out of the space. If you need to do this please discuss it with the reception staff that day as you will need to have a key signed out to you, in which you will have to arm the security, lock the door, and put the bollards back in before leaving, and you will need to return the key the next day.

The hire period is **INCLUSIVE** of your installation and de-installation, so you need to plan accordingly. No artworks can be dropped off prior 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.

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. If it is not open during the advertised times organisers will be called.

Bollards

You may remove the bollards at the reserve end of the precinct so you can unload your vehicles. Ask for the key to the bollards from reception and return the key once the bollards are removed. Please do this and remove your vehicle promptly, this is a shared space. Please put the bollards back in place as soon as possible.

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.

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 available upon request.

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. The Community Gallery Officer will arrange a time to come in and adjust the lighting when you have completed setting up artworks.

If any equipment, including plinths, is not packed away at the end of the hire period an additional cleaning fee will be charged.

Exhibition Opening Events

Opening events must be approved in advance with the Community Gallery Officer. 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 or 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).

Wine glasses are provided in the venue hire and are available in the cupboard in the Kitchen/Storage.

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 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

The Community Gallery will be cleaned by cleaning staff prior to your hire period. It is the responsibility of exhibition organisers to ensure that the space is left in a clean and tidy condition each day. The cleaners 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, 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 the Community Gallery Officer.

ATTACHMENT A:

Invite template. Information needed:

- Name of group/artist/organisation
- Title of exhibition
- Exhibition dates (flyer will also day: Open daily 9:30am – 4:00pm)
- 50 words or less paragraph explaining the exhibition (i.e: who, what, why)
- One or several high-resolution images
- Image credits. (i.e: *Untitled* by Artist Person)
- Exhibition opening and/or other event details (should events be allowed to occur)

Example of a Community Gallery flyer:



Artist/group presents
Exhibition Title

A 50 words or less description about your exhibition
This should be who, what, why plus participating artists names and other details

A 50 words or less description about your exhibition

Friday 5 May 2023 – Wednesday 17 May 2023
Open daily 9.30am – 4.00pm
Official opening event date and time
The Community Gallery, Gosford Regional Gallery,
36 Webb Street, East Gosford.

Enquiries: contact name 0000 000 000



The Community Gallery

Image: artwork by artist.