



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, specifically the Community Gallery Officer who also manages bookings for The Community Gallery (onsite at the Gosford Regional Gallery) and the Erina Centre Gallery (foyer of the Erina Library). If you are interested in hiring The Entrance Gallery for an exhibition please read through the following information and discuss dates with the Community Gallery Officer (contact details provided after application form)



Exhibition Fee Schedule

The following are the The Entrance Gallery hire fees for the 2022-23 financial year. Please note: if you are hiring on or after 1st July 2023 these fees are subject to change.

1 Day	\$125
1 Week	\$305*
2 Weeks	\$410*
3 Weeks	\$510*

*includes designing and printing of 300 DL sized invitations.

If required, hire periods of more than 3 weeks are available upon discussion.

Gallery Specifications

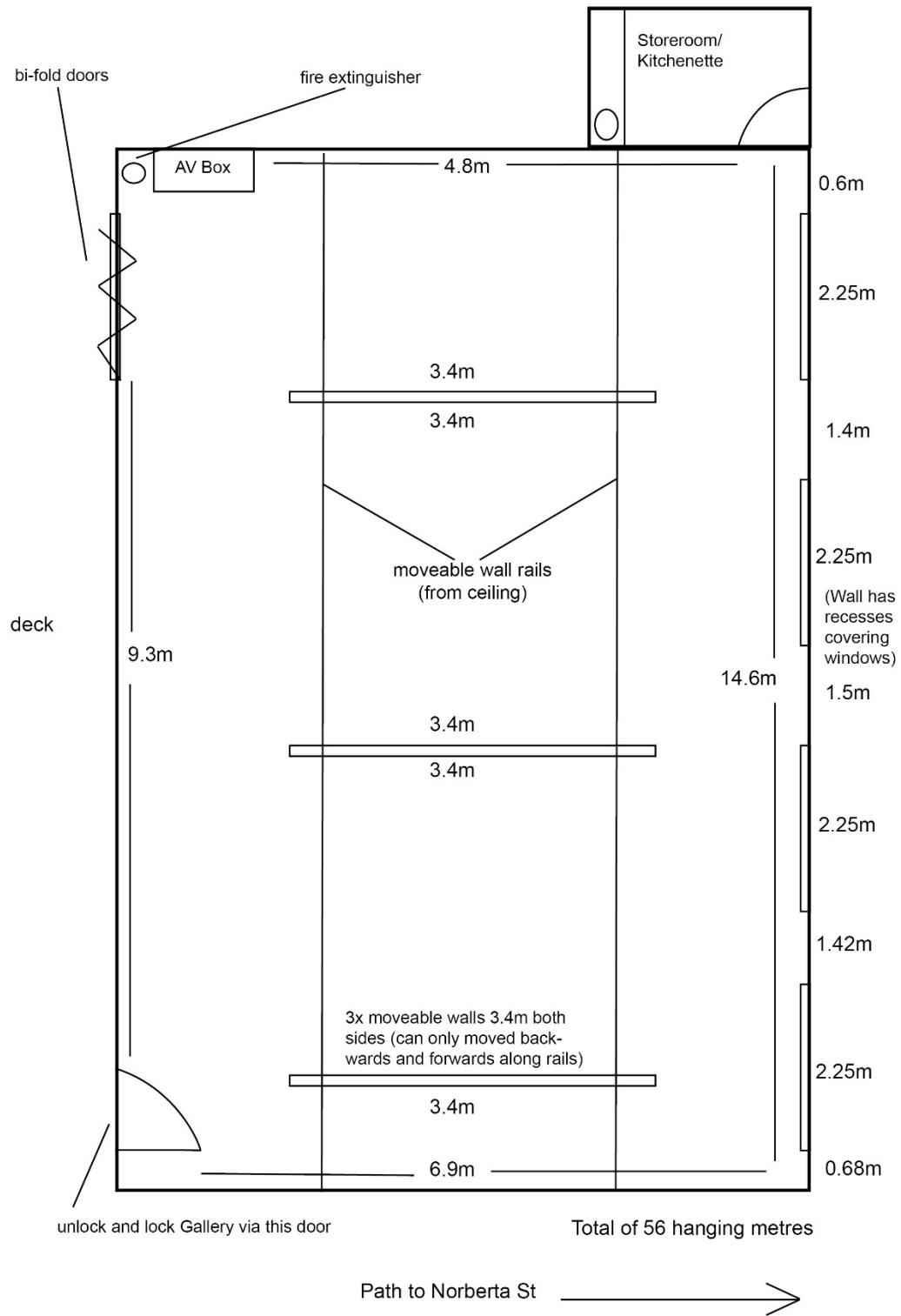
The Entrance Gallery is part of The Entrance Community Centre, a multi-purpose centre with manicured gardens and a children's playground. The Gallery is ideal for exhibitions as it has clean white walls, polished floor boards and is equipped with professional standard lighting and hanging systems.

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
- Some plinths for displaying 3D objects
- Rolling ladder
- Folding tables
- Approx. 20 chairs
- Kitchenette/small storage area
- In-build sound-system
- Some tools for hanging artworks (it is recommended hirers bring their own)
- Small bar fridge
- Approx. 40 wine glasses
- Split system air conditioning

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, a nearby 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:

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

The Entrance Gallery Hire Application Form (Continued)

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

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

Deposit and Payment

Exhibition organisers must pay a 25% deposit of the hire fee within 30 days of the issue of the invoice in order to confirm their booking. The remaining balance is required to be paid upon collection of the keys. Payment options include Cash, Cheque and EFTPOS (bank transfer is not possible) and can be paid at the Gosford Regional Gallery

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 Community Gallery Officer to arrange a time. Unless there is an exhibition being held there will be no one on site to give you access to the building unless pre-arranged.

The venue hire period is inclusive of days needed to set-up, if you would like access to the venue earlier this will incur extra hire fees.

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 their 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 unless approved.

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, or equipment is missing an invoice may be issued to cover repair and/or replacement.

Promotion

The exhibition fee includes design and print of 300 exhibition invitations and promotion of the exhibition through the other channels where possible, including the Gosford Regional Gallery website and e-news. An example of the invite template and requirements can be found in Attachment B. 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 exhibition opening details, 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. If agreed by the hirer the Gosford Regional Gallery can keep 50 of the

300 printed invitations to have available in the Main Gallery foyer if desired by the hirer.

Insurance

Insurance of artworks is the responsibility of the exhibition organiser. The Gosford Regional Gallery and Central Coast Council does 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.

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.

Wine glasses are provided in the venue hire 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.

COVID19 Implications

Due to the recent Covid19 Pandemic the hire of The Entrance Gallery, and activities that occur during the hire period, may be subject to restrictions set in place by the NSW Government. As these restrictions change regularly please check www.nsw.gov.au for updates and how to remain compliant. The Gosford Regional Gallery and Central Coast Council reserves the right to intervene and possibly cancel an event and exhibitions should we believe hirers are not taking appropriate steps to ensure the health and safety of the community.

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 with the Community Gallery Officer.

ATTACHMENT A:

Below is an example of the invitation design layout. Please send the following information at least 8 weeks prior to your exhibition:

- Artist/group name
- Exhibition title
- Exhibition dates
- Exhibition opening event date and time
- 50 word blurb about your exhibition (e.g: what the exhibition is about, what’s included, who is involved etc)
- Contact for enquiries (name and phone number)
- 1 or several large, high resolution images for use on the flyer and website.
- Image credits for images used (e.g: name of artist and title of work)

The image shows a template for an exhibition invitation. On the left is a vertical green leaf image with text: "One hero image to be inserted here." and "Image should ideally be portrait otherwise cropping may be required". To the right is a white area with a blue header "Exhibition Title Here", followed by "Exhibition text here. Should be a maximum of 50 words." and several lines of placeholder text. Below that are fields for "Opening: e.g. Saturday 15 October, 4pm", "Exhibition dates: e.g. 14 - 23 October, 10am - 4pm", and "Contact: Contact name P. 04xx xxxxx". A blue circular logo for "Central Coast Council" is on the right. At the bottom is a dark blue footer with "The Community Gallery" on the left and "Gosford Regional Gallery, 36 Webb Street, Gosford gosford.nsw.gov.au/galleries 4304 7550" on the right.