

# Gosford Community Gallery Exhibition application

## Application Dates

Apply by 1 June 2024 for exhibitions to be held between 1 January and 31 December 2025.



Individuals and groups are invited to submit applications for exhibitions in 2025. The Community Gallery is a high-profile exhibition space located at the Gosford Regional Gallery. The purpose of this space is to provide opportunities to present local artists 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 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 artists and proposed artwork
- Benefits to local artists

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

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


**Gosford Community Gallery Exhibition Application Form:**

Contact name(s)			
Organisation/ group name (if any)			
Email address			
Phone number			
Mailing address			
Proposed exhibition title (or working title)			
Please provide any website or online profile of you work.			
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	Do you have a preferred month?	
Do you require specific dates? If so, provide reasons, e.g. National XXX Week,			

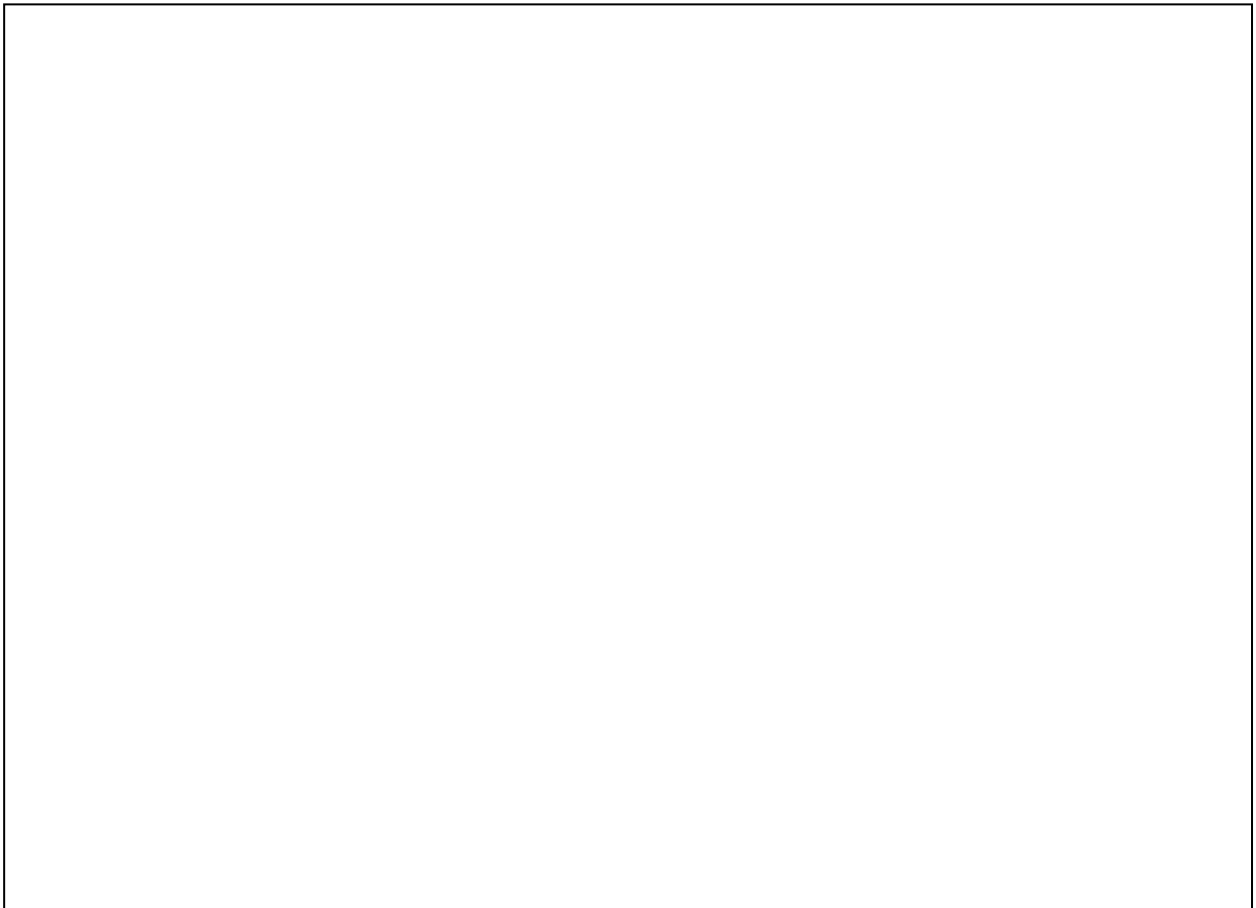
. Please answer the following questions

1. Please describe the exhibition outline. (150 words)

2. How will the exhibition engage the Central Coast Community? (150 words)



3. How will the artists and artworks be selected? Will you have a selection process to ensure high quality artwork? (150 words)



4. How will this exhibition benefit the artists involved? (150 words)

- a. Please attach a short CV for each artist ½ page (up to 10 artists ) or a description of the activities of your group
- b. up to 10 images that are representative of the proposed exhibition

I agree to the terms and conditions for Community Gallery exhibitions and have attached the required documents.

Signed: \_\_\_\_\_ (type name if completing online)

Date: \_\_\_\_\_

**Submission:**

Proposals should be submitted to: the Gosford Regional Gallery, 36 Webb Street, East Gosford NSW 2250 or emailed to [gallery@centralcoast.nsw.gov.au](mailto:gallery@centralcoast.nsw.gov.au)

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**Exhibition Fee Schedule 2024-25 financial year**

The following are the Community Gallery hire fees for the **2024/25 financial year, and so are an indication only**. Please see the Term and Conditions on Page 5 for more information.

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

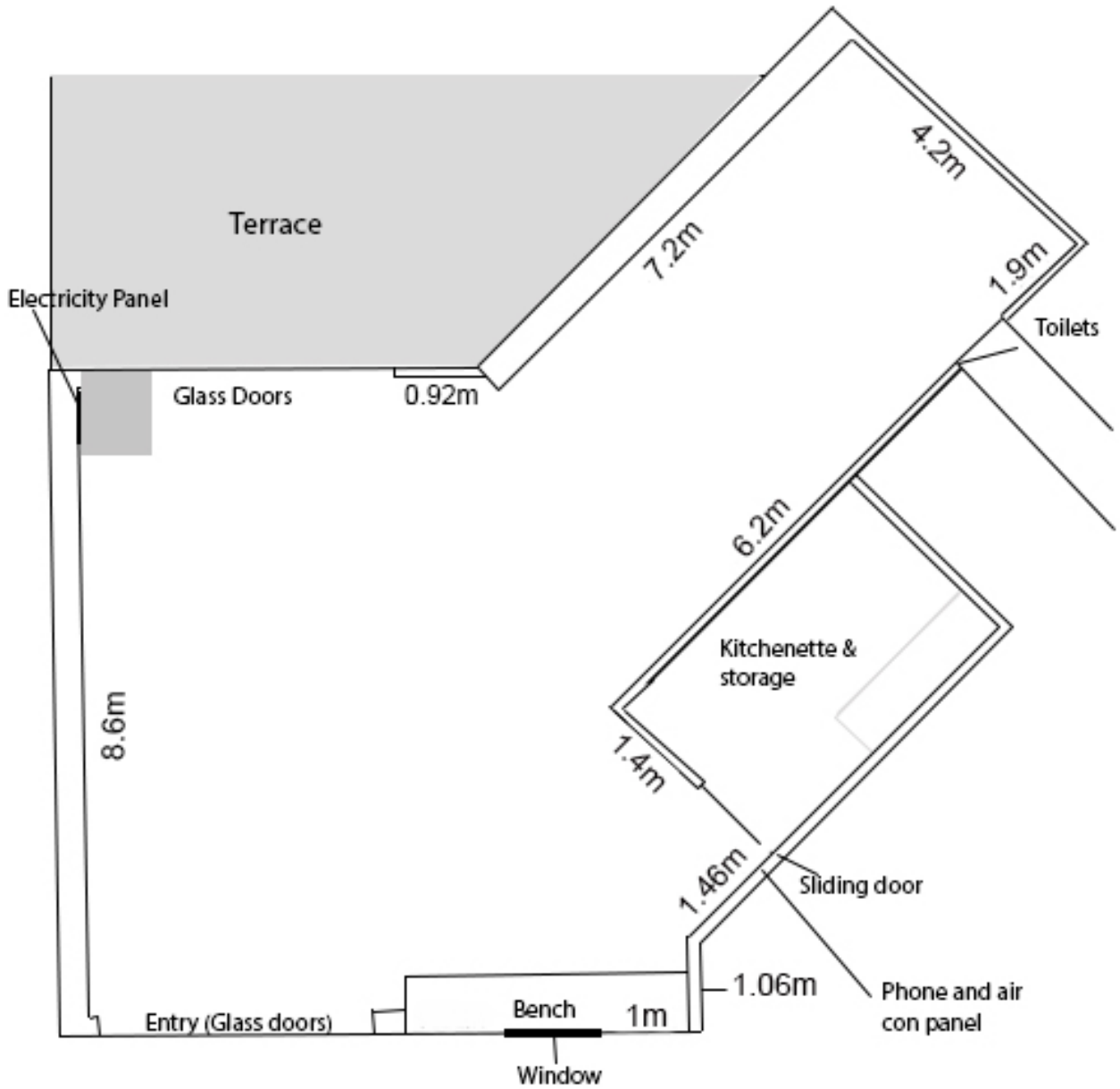
Community Gallery hire periods																					
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
<b>Weekend \$700</b>																					
<b>1 week \$760</b>																					
<b>11 days \$1000</b>																					
<b>2 weeks \$1060</b>																					
<b>3 weeks \$1175</b>																					

The Community Gallery is part of a network of community spaces provided by Central Coast Council. You may also wish to consider exhibiting in these venues.

- The Entrance Gallery  
Applications for this space are currently under review, contact the Gosford Regional Gallery for more information.
- Gallery Container, Toukley Village Green  
A dedicated creative space for the community, booked in three-month blocks. Apply at [www.lovecentralcoast.com/creative-spaces](http://www.lovecentralcoast.com/creative-spaces)
- The Art House  
A dedicated exhibition space within the Art House complex at Wyong. There is no hire fee. Email [info@theartousewyong.com.au](mailto:info@theartousewyong.com.au) or call on 4335 1485
- Toukley Gallery  
Managed by Toukley & Districts Art Society. Email [toukleyartgallery@gmail.com](mailto:toukleyartgallery@gmail.com)

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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.

## Terms and Conditions of Use

### Hire fees and payment

A deposit of \$255 is required to secure your booking of the Community Gallery. An invoice for this amount will be sent out on acceptance of your application. This is payable via the instructions on the invoice (BPAY is now available). Payment is due 30 days from the issue of the invoice.

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.

### Changes in hire fees

Central Coast Council updates its hire fees each new financial year. Therefore, if your hire period is after June 30<sup>th</sup>, the fees may be subject to a small percentage increase. Confirmation of the new hire fees is not available until a few weeks 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 printing of 300 DL sized exhibition invitations for your distribution (you may leave some for display at Gosford Regional Gallery).
- An exhibition listing on the Gosford Regional Gallery website.
- A post on Gosford Regional Gallery's social media.
- A slide on the Gosford Regional Gallery TV screen.

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 (flyer will also say: Open daily 9:30am – 4:00pm)
- Exhibition opening and/or other public event details, including date and time
- 50 words or less 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
- Image credits (e.g. *Artwork Title* by Artist Name)

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

The hire period is INCLUSIVE of your 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.

### 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.

### 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 remove your vehicle promptly, as this is a shared space. The metal flaps must be used to cover the holes left by the bollards at all times. Please put the bollards back in place while you are loading/unloading your vehicle.

## **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 is available on 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, 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, 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).

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

### **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, 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:

Invite template. Information needed:

- 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, including date and time
- 50 words or less paragraph about the exhibition
- Contact details for enquiries (either email or phone number. note that this will appear on the flyer)
- One or several high resolution images
- Image credits (e.g. *Artwork Title* by Artist Name)

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

Image: *artwork* by artist.