Proposal to exhibit at Belconnen Community Gallery

Capital Region Community Services

This form should be completed after reading the accompanying Conditions of Hire. Capital Region Community Services (CRCS) oversees the Belconnen Community Gallery and the Belconnen Community Centre in which it is located.

I am applying as: ☐ **An Individual Artist/Group** ☐ **A Community/Non-Profit Organisation**		
Working Title of Exhibition:		
Name of Applicant/Contact:		
Name of Organisation: (if applicable)		
Mailing Address (incl p/code):		
Email:		
Phone:	**Mobile:**	**Other:**
Alternate contact	**Name:**	**Phone:**
I am interested in hiring: ☐ **Gallery only** ☐ **Showcases Only** ☐ **Gallery and Showcases**		
Number of Weeks: (2 week minimum)	☐ **Business Hours Opening** (Optional weekday celebration *subject to availability)	☐ **After Hours Opening ($100 fee)** (Optional weeknight celebration *subject to availability)
Total Fees: (x) + = Number of weeks x rate + optional opening celebration price		
Group or Solo Show:	**Approximate number of works:**	
Preferred Dates (minimum 2 working weeks):		
100 word artist statement outlining any themes or goals of your exhibition (for CRCS advertisement purposes):		

Please note that preferred dates cannot be guaranteed; please contact us if you have specific requirements.

Please attach the following with your application:

- 2-4 images of artwork in JPEG format of at least 1MB size (for CRCS advertisement purposes). Please provide at least one Landscape orientation, and one portrait orientation image) NB attachments should be provided by email, please discuss alternative file sharing if necessary
- Current CV of potential exhibitors (optional)

Assessment of Applications: Applications will be considered against availability, consistency with the CRCS vision, mission and guiding principles with a focus on community engagement. Applicants will be notified within 4 weeks if their application has been accepted. **Please read the conditions of hire before completing this EOI, then forward electronically to contact@crcs.com.au or deliver to the Community Centre front office or post to Belconnen Community Gallery, Capital Region Community Services, PO Box 679, Belconnen, ACT, 2616.**

The hirer is responsible for payment of all bookings. Cancellation is required 4 weeks in advance or fees apply; see terms and conditions for details.

1. **INDEMNITY** - I hereby indemnify, and covenant at all times to keep indemnified, the Belconnen Community Centre, its officers, servants and agents against all actions, proceedings, claims and demands whatsoever which may be brought, made or prosecuted against it or them by any person or persons; in respect of loss, damages or injury arising out of the use of the Centre howsoever arising (including negligence), and against all costs, damages and expenses which may be incurred by the Belconnen Community Centre, its officers or agents in defending any actions, proceedings, claims or demands.
2. I have read the "Conditions of Gallery Hire", and confirm that I accept them for and on behalf of the organisation/hirer stated above
3. I understand that in accordance with this booking form, should my application be accepted I will be invoiced for the amount of $ 6 weeks prior to this exhibition and agree to pay this amount in full 5 weeks prior to the exhibition commencing.

Name of Applicant: Signature of Applicant: Date:

CONDITIONS OF GALLERY HIRE

Exhibition Curation
Exhibitors are expected to install and curate their own exhibition on the first day of the gallery hire, with de-installation taking place on the last day of hire. The Gallery can include wall hanging, some light ceiling hanging, white plinths (column pedestals) and a glass fronted showcase. A room plan with measurements or an in-person walk through can be provided on request. A CRCS staff member will generally be available to assist with exhibition bump in and can provide resources and some general advice on installation.

Safety Check, and Explicit Material
Though we do not wish to censor the type or subject matter of artwork exhibited, it is important to consider that the gallery is in a community centre which holds a childcare centre and provides programs for various vulnerable groups in our community. CRCS reserves the right to request removal of material which is deemed by us to be reasonably expected to cause offence or distress to our participants or wider community. For safety reasons, there should be no sharp or dangerous objects installed at a height that can be reached by children. Any sharp or dangerous objects should be discussed with CRCS prior to installation so a risk management plan can be put in place. Should there be explicit or potentially offensive material in the exhibition, we ask that warning signs be put on the gallery doors and that the explicit material be hung in such a way that it is not visible from outside the gallery. A safety check will be conducted by a CRCS staff member at the time of installation to ensure there is no threat to visitors.

Equipment available
Lights, plinths (varying sizes, painted white); ladder; tape measure; hooks and panel pins for framed works; push pins for unframed works; fishing wire; white paint; rollers and trays; filler and sandpaper; table and chairs may be available by prior arrangement for artists curating their works.

Staffing of Exhibition
CRCS provides informal surveillance of exhibitions through the course of the work of its employees during opening hours but the gallery itself is not directly supervised. The Hirer shall be responsible for any damage caused directly or indirectly by the actions of the hirer, their invited guests and/or visitors to the gallery. Both for security of works and for audience information, CRCS suggests exhibitions be staffed by the Artist/Exhibitor. Interactive displays or opportunities to engage the public in art making have proven successful in past exhibitions.

Exhibition Costs
All costs relating to the mounting, demounting and any cleaning or repairs as required at the conclusion of the exhibition are the responsibility of the hirer.

Maintenance
The Hirer shall be responsible for cleaning the gallery after the exhibition, removing any rubbish and for the proper repair of walls, floors, ceilings, lights, furniture and other fixtures or property used, marked or damaged in any way by the Hirer or the Hirer's guests or visitors during the course of the Gallery hiring period. All markings or damage must be restored by the concluding date for the exhibition. Cleaning materials, including a dustpan and brush and access to the CRCS waste skip can be. The Gallery and all equipment must be returned to the condition in which it was found, with all due allowance made for reasonable wear and tear.

Insurance and Liability
Belconnen Community Gallery (and CRCS) is unable to accept responsibility for insurance of works on exhibition. The Hirer agrees that the Belconnen Community Gallery and CRCS shall not be responsible for any loss or damage to any works of art or any other property which the Hirer brings onto the premises during the period of hire or before or after that period.

Publicity
Hirers must provide the gallery with a **100 word written artist statement in a Word Document format and at least two JPEG format images of the artwork (approx. 1MB, at least one landscape and one portrait orientation)** when submitting their EOI**.** CRCS will create a Facebook event for the exhibition on the Belconnen Community Gallery Facebook Page. Exhibitors grant CRCS the right to use the supplied image for promotional and reporting purposes. Promotional reasons may include publications, social media posts, web-page content and intranet sites. Reporting reasons include reports and applications to external stakeholders including sponsors and funding bodies for CRCS and Belconnen Community Gallery. The Gallery will promote the exhibition through CRCS channels and you are encouraged to arrange other promotions. Please inform us of whom you have contacted to promote your exhibition to avoid cross posting. Publicity may also be provided on the Exhibitions and Events section of the CRCS website (www.crcs.com.au). PLEASE NOTE: Any financial or in kind support provided to you by Belconnen Community Gallery/CRCS should be acknowledged in promotional material, including logos where appropriate.

Sales and Commission
Artists wishing to sell their work must do so themselves, while we can assist in putting prospective buyers in touch with the artist, the Gallery is not able to accept money from a buyer, and/or hold works for collection by the buyer after the exhibition is finished. We suggest that each hirer provides a number of artwork catalogues along with purchase forms complete with artist contact details and appoints someone to look after sales at the opening. **NB:** We are also partnered with the Federal Governments Artbank

program which purchases artworks for government buildings. You can invite them to your exhibition or send them your images and pricelist. For more information and full requirements visit https://www.artbank.gov.au/artist-support

Exhibition Opening Celebration
Belconnen Community Gallery offers opportunities for an exhibition opening to take place either during or after business hours depending on availability of Community Centre space and CRCS staff. After hours openings celebrations may take place from Tuesday to Thursday, with a preference for Wednesday at 5:30pm and must not run later than 7:30pm. Dates and times of exhibition openings are to be negotiated for security purposes with CRCS staff, as there must be a staff member in attendance at openings. Openings held during business hours must be open to the wider community to participate in. The Hirer may cater the opening themselves or request catering options from the Community Centre Cafe at an additional negotiated cost. Alcohol may be consumed only at afterhours opening, CRCS can provide wine glasses for the function. All Glasses must be placed in the dishwasher after the opening.

Opening Hours
Gallery opening hours are: weekdays 9.00 am – 5:00 pm. The Belconnen Community Centre is *not open* as a Centre after hours or on weekends. The Gallery is locked at 5:00pm each weekday.

Cancellation Fees
If the Hirer wishes to cancel their gallery booking, charges may be incurred on the following basis.

Cancellation 6 or more weeks prior to booking	No Charge incurred
Cancellation 6-3 weeks prior to booking	%50 of the Total Hire Charge incurred
Cancellation less than 3 weeks prior to booking	%100 of Total Hire Charge incurred

Hire Contractual Agreement and invoicing
This agreement contains the whole understanding of the parties and supersedes any prior agreement. Any modification or termination of this agreement must be in writing and signed by the Hirer and Belconnen Community Gallery / CRCS. The contract must be signed and returned to Belconnen Community Gallery either in hard copy at the Belconnen Community Centre reception (Swanson Crt Belconnen) or by scanning and emailing to contact@crcs.com.au.

The Hirer agrees that if the Hirer is in breach of the agreement, Belconnen Community Gallery and CRCS may exclude the Hirer from the premises. Under these circumstances, any money paid by the Hirer may be retained by the Belconnen Community Gallery and CRCS and extra costs incurred charged back to the Hirer. There are no storage facilities available at the end of the Hire period. Any of the Hirer's artworks remaining in Belconnen Community Gallery after the exhibition dates risk being removed and disposed of (unless prior arrangements are made). No responsibility can be accepted for damage to uncollected works.

Once the contract is returned, an invoice will be provided 6 weeks prior to the exhibition date. Invoices must be paid 5 weeks prior to the date of the exhibition unless alternative arrangements are made with the Community Development Manager. Unpaid invoices will jeopardise the exhibition and may result in replacement exhibitions by other hirers being scheduled.

Suggested Promotion Ideas

Three weeks before exhibition, contact:
- **CANBERRA TIMES** free listing in What's On: Music, Theatre & Arts
  NB: If you would like to be featured in an editorial you must contact the Canberra Times at least a month in advance of your exhibition
- **ART SOUND ARTS DIARY** for a free listing
- **CITY NEWS** for a free listing in the Arts & Entertainment section
- **CANBERRA WEEKLY** for free listings and editorials in the Entertainment: Exhibitions section

One week before exhibition:
- Share the **Belconnen Community Gallery** Facebook event through your social media networks
- Invite friends and family to your opening celebration

Office Use Only

☐ Approved ☐ Not Approved By: _____
(Name of Employee)

Date Exhibition logged in calendar: / / signed:

Date Applicant notified: / / signed:

Date Applicant invoiced: / / (copy to be attached to this form) signed:

Date Payment Received: / / Rcpt No: signed: