



Gosford Regional Gallery

Proudly owned and operated by Central Coast Council

Application for Community Gallery Exhibition 2018-2019

The Community Gallery

This community exhibition space can be hired for a fee at Gosford Regional Gallery. It is designed to showcase regionally and community based art. Exhibitions range from one weekend to three weeks long. Applications for exhibitions in the Community Gallery are assessed twice yearly.

Terms and Conditions of Use

Deposit

Exhibition organisers must pay a 25% deposit on the hire fee within 30 days of the issue of the invoice in order to confirm their booking.

Cancellation policy

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

Promotion

The exhibition fee includes design and print of 300 exhibition invitations and promotion of the exhibition through 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), four months prior to the exhibition, for which they grant Gosford Regional Gallery permission to use and reproduce in publications and on its website.

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.



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Access and Opening Hours

The exhibition organiser will be provided with a key to The Studio Gallery and access information for the alarm system upon commencement of the hire period. It is a requirement that exhibition hours are consistent with the operating hours of Gosford Regional Gallery and Art Centre: 10am to 4pm Mon to Sun. Any modification to these hours must be approved by Gallery management. 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. Visitor statistics to the exhibition must be recorded by the attendants and a copy issued to Gallery management at the conclusion of the exhibition period.

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 remain in the studio after the hire period. Storage charges may apply for material left in the Studio Gallery after the exhibition. Drilling, stapling, drawing or marking the walls of the Studio 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; clear-tape hanging system with allen-key adjustable hooks; ladder; three easels; cleaning equipment; paint for painting plinths, painting roller and tray; screens (upon request to the Central Coast Art Society).

Additional equipment may be hired for a fee and must be negotiated with the Gallery prior to the exhibition date. If any equipment, including plinths, is not packed away at the end of the hire period an additional cleaning fee will be charged.

De-installation should be finished by 9pm on the final day of the booking. Any extra time required will be charged at an hourly rate of \$25 per hour. Three weeks is the maximum duration for Community Gallery exhibitions.



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Exhibition Opening Events

Opening events must be booked in advance with the Curator (02) 4304 7550. The exhibitor is responsible for catering which may be self-catered or through the Point Café Japanese Gardens P 4324 8099. 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 Studio Gallery overnight.

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.

General Conditions of Use

There is no smoking permitted in the Community Gallery or anywhere inside the Gosford Regional Gallery or Garden complex, including the outdoor terrace adjacent to the Community Gallery.



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Submission:

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

Exhibition Fee Schedule

Weekend	\$625
1 Week	\$700
10 Days	\$925
2 Weeks	\$950
3 Weeks	\$1,100

Access Times

Access to the space commences 9am on a Thursday																									
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																									
10 DAY																									
2 WEEK																									
3 WEEK																									



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Community Gallery Exhibition Application

Contact Details			
Name			
Organisation (if any)			
Email address			
Phone		Mobile	
Address			
Title of proposed exhibition			
A brief outline of the proposed exhibition			
All exhibiting artists' names and addresses			



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Community Gallery Exhibition Application Continued

Contact Details	
Exhibition length (please circle)	3 weeks 2 weeks 10 days 1 week Weekend
Preferred start date	
Is your preferred start date flexible? (please circle)	Yes No
If not, please can you provide an explanation	
Signature	I agree to the terms and conditions for Community Gallery exhibitions Signed _____ Date _____



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Attachments required	Please attach with your application the following (as a CD or email) Artist's CV (resume) for each exhibiting artist (max. 1 page each) 10 images of previous artworks that relate to the proposed exhibition An image list for the 10 images that includes Artist, Title, Medium, Size and Date made
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ATTACHMENT A: Template for roster of attendants. Please print extra copies of this page as required to cover the length of the exhibition.

Example

Date	AM 10am – 1pm	PM 1pm – 4pm
16.11.2011	Sarah (P 4444 4444)	John (P 5555 5555)
	Number of visitors: 28	Number of visitors: 34

Date	AM 10am – 1pm	PM 1pm – 4pm
	Gallery attendant's name	Gallery attendant's name
	P	P
	Number of visitors:	Number of visitors:

Date	AM 10am – 1pm	PM 1pm – 4pm
	Gallery attendant's name	Gallery attendant's name
	P	P
	Number of visitors:	Number of visitors:

Date	AM 10am – 1pm	PM 1pm – 4pm
	Gallery attendant's name	Gallery attendant's name
	P	P
	Number of visitors:	Number of visitors:

