



Application for Community Gallery Exhibition 2020

The Community Gallery

The Community Gallery is a for-hire space located at the Gosford Regional Gallery. It is a self-contained gallery space designed to allow artists and groups to showcase regionally and community based art. Exhibitions range from one weekend to three weeks long.

The Community Gallery officer at the Gosford Regional Gallery also manages the Erina Centre Gallery (foyer of the Erina Library) and The Entrance Gallery (located at The Entrance Community Centre). If you are interested in holding an exhibition in one of these spaces please contact the Community Gallery Officer for an application form.



Exhibition Fee Schedule 2019-20 financial year

The following are the Community Gallery hire fees for the 2019-20 financial year. Please note: if you are hiring the Community Gallery on or after 1st July these fees are subject to change.

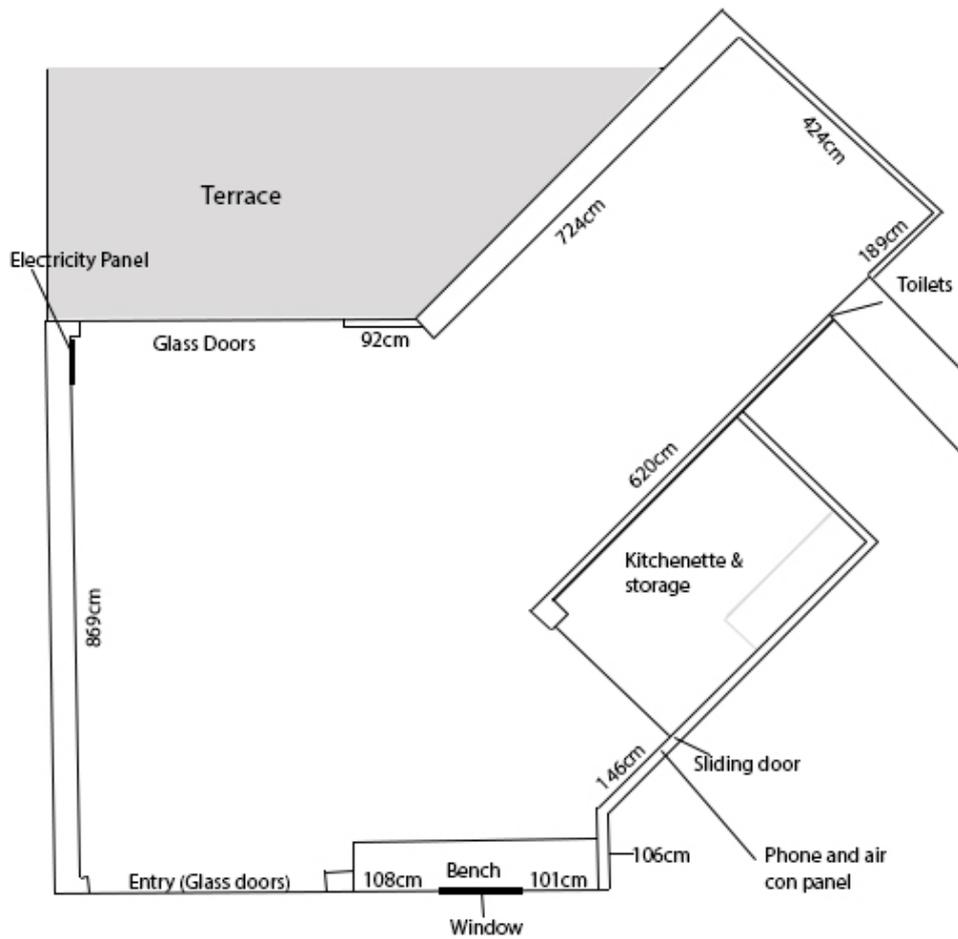
Weekend (Thurs – Sun)	\$625
1 Week	\$700
11 Days	\$950
2 Weeks	\$1,000
3 Weeks	\$1,150

Access Times

Access to the Gallery is from 9:30am on the first day of your booking and finishes at 10pm on the last day of your booking.

Community Gallery hire periods																									
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Weekend																									
1 week																									
11 days																									
2 weeks																									
3 weeks																									

Community Gallery Floor Plan



The Community Gallery was recently refurbished which included the removal of a large counter, filling in of slat walls, removal of old curtains and installation of a wall and doorway to the kitchenette and storage area. New tile flooring was added, plus a new bench and cupboard area and new cupboards in the kitchenette. A new desk, chairs and an ottoman have been added to the space.

Community Gallery Exhibition Application Form:

Name	
Organisation/ group (if any)	
Email address	
Phone	
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)	

Community Gallery Exhibition Application (Continued)

Exhibition length (check box)	Weekend 11 days 1 Week 2 Weeks 3 Weeks
Preferred start date	
Proposed exhibition opening date and time	
Is your preferred start date flexible? (check box)	Yes No
If not, please can you provide an explanation	
Signature	I agree to the terms and conditions for Community Gallery exhibitions Signed: Date:
Attachments required	Please attach with your application the following: <ul style="list-style-type: none"> • Artist's CV (resume) for each exhibiting artist (max. 1 page each) • 10 images of artworks that relate to the proposed exhibition with accompanying information such as Artist, Title, Medium, Size and Date made etc.

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

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), 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 will keep 50 of the 300 printed invitations to have available in the Main Gallery foyer

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

It is a requirement that exhibition hours are consistent with the operating hours of Gosford Regional Gallery which are 9:30am to 4pm Monday to Sunday. 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 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. 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. Some cutlery and plates are provided but it is recommended hirers bring their own. A small bar fridge is also available.

All opening functions must conclude by 10pm. Please ensure that guests leave the premises with as little disruption as possible to Gallery neighbours.

If you wish to outsource catering we encourage hirers to use The Top Point Café (Gallery Café). Contact them on (02) 4324 8099 to discuss options.

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.

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:

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)

