



BELCONNEN ARTS CENTRE

INCORPORATED  
118 Emu Bank BELCONNEN ACT 2614

## Gallery and Outdoor Gallery Conditions of Hire

The exhibition space/s are available for hire to individual artists and community organisations through an application process which is based on merit and availability of dates.

The aims of the Belconnen Arts Centre exhibition program are to provide the public an opportunity to see and experience contemporary artwork primarily made by or for the Belconnen community. Students, emerging and professional artists are all invited to exhibit in Belconnen Arts Centre spaces. In addition to the Gallery and the Outdoor Gallery, artworks may be displayed on some corridor walls and in the foyer space.

The Dance Studio also acts as a site for multi-media installations having total black-box capacity, on application.

### Definitions

“Hirer”, “Exhibitor”, “Artist” refers to the person/s hiring the Belconnen Arts Centre gallery and any person/s whose artworks will be on exhibition.

“Manager” refers to Belconnen Arts Centre Incorporated.

“Public Program” refers to any accompanying activity/ies to the exhibition or use of the Belconnen Arts Centre such as a workshop, talk, seminar, demonstration, presentation or performance.

“Hire” is equivalent to a “sub-licence” whereby the hirer must comply with the conditions of the Crown lease and the Licence Agreement between the ACT Government and the Manager.

### Bookings

The minimum exhibition hire period is three (3) weeks, including up to three (3) days for installation and one (1) day for de-installation. The hire period begins on a Tuesday, and ends on a Monday. A 20% deposit is required to secure the booking.

Occasional hiring of the gallery is available where such an event does not clash with exhibits and is agreed to by the main hirer.

### Cancellations

Cancellations will only be accepted if more than three weeks (15 business days) notice is given prior to the date of the event. Cancellations made after this time incur the cancellation fee. The deposit will act as the cancellation fee.

### Hire Rates and Deposits

All prices quoted are in AUD and are GST INCLUSIVE.

Gallery - sole hire	Minimum three (3) week period	\$726.00	Additional week	\$363.00
Gallery - shared hire (per person)	Minimum three (3) week period	\$440.00	Additional week	\$220.00
Outdoor Gallery	Minimum three (3) week period	\$440.00	Additional week	\$220.00
Gallery and Outdoor Gallery – occasional hire	Per hour	\$88.00		
<b>A non refundable deposit of 20% of the hire fee is required to secure the booking.</b>				

### Payment

The balance of the hire fee minus the deposit will be invoiced two (2) weeks prior to the start date of the hire period unless otherwise negotiated and agreed in writing.

### Commission

The Manager will take a 27.5% (including GST) commission on all works sold during the exhibition. The balance of sales will be forwarded to the artist within 4 weeks of the conclusion of the exhibition.

### **Installation and Removal of Exhibition**

The exhibitor will be required to set up their exhibition, with some assistance and support from Belconnen Arts Centre staff. They will also be required to remove their exhibition from the gallery and restore it to the condition in which it was presented to them.

### **Gallery Sitting**

Reception staff will mind the gallery when Belconnen Arts Centre is open to the public. Please note however that there will not be someone *inside* the gallery. The hirer or exhibitor is to sit the gallery or sculpture court for at least one (1) day in each week of hire, preferably occurring on weekends.

### **Selling Work**

Where work is for sale, the Manager will process sales, manage cash handling, and credit card facilities.

Sold works will not be available for collection until after the exhibition has closed, unless otherwise arranged with the Manager.

To enable the Manager to manage the sales, at least two (2) weeks prior to the opening of the exhibition, the hirer must provide clear pricing for all artworks. Hirers or exhibitors must provide their ABN and declaration of tax status. Where hirers or exhibitors are hobbyists, a *Statement by a supplier* form, available from the Manager or the ATO must be attached to this contract and be accepted by the Manager.

### **Insurance**

Artwork/s on exhibition in the Belconnen Arts Centre gallery will be covered up to a combined value of AUD \$50,000 and are insured for the agreed duration of the hire period. At least two (2) weeks prior to the start of the hire period, the hirer will advise the Manager of the total combined value of the artworks. If their collective value is in excess of \$50,000.00 the Manager will take out additional insurance and will forward any associated costs to the hirer.

The artwork/s will be subject to a Condition Report upon arrival at Belconnen Arts Centre, and on departure.

The hirer or artist is responsible for transportation and freight of the art work/s to and from Belconnen Arts Centre, and as such they are responsible for insuring the art work/s for travel. The Manager will not be held responsible for any damage to art work/s in transit.

### **Security**

Due to the outdoor position and height of surrounding fences to the Outdoor Gallery, the Manager advises that the security of works displayed in this location cannot be guaranteed. It is recommended that works displayed in the Outdoor Gallery be of sufficient size and weight to minimise risk of removal.

### **Interpretative Material**

At least two (2) weeks prior to the start of the hire period the artist/s will provide an artist's statement, or an exhibition statement to go in the gallery as an interpretative aid for viewers. The statement should be a minimum of 300 words, and not more than one (1) A4 typed page. The Manager reserves the right to edit the statement, in consultation with the artist/s where possible. The statement should be provided digitally as a Word Document on a CD, or emailed.

At least two (2) weeks prior to the start of the hire period, the artist/s will submit an inventory of works (see template attached) which will include for **each piece of work** a clear photograph or a brief description accompanied by the following specifics:

- Name of Artwork
- Year it was executed
- Media used
- Dimensions (cm)
- Weight if applicable

The Manager will provide a simple, printed price list.

Handling methods should accompany all delicate or heavy works.

Special plinth or installation requirements must also accompany all artwork descriptions.

### **Invitations**

The Manager will produce an invitation for the exhibition. Invitations will be mailed out to the Belconnen Arts Centre mailing list, and some will be placed within the building for visitors to pick up. 50 invitations will be given to the hirer to distribute.

Additional invitations can be arranged with suitable notice at cost to the exhibitor.

### **Exclusion**

The Manager reserves the right to exclude works from exhibition or to require rehangng of works that are not presented at an acceptable standard. This will be undertaken at the expense of the exhibitor.

### **Gallery Furniture**

Belconnen Arts Centre has three partitions, each H300cm x W300cm x D50cm which are generally always in the gallery, and can be arranged or removed to suit the exhibition.

Selected plinths and stock frames will be available for use, but must be booked when the deposit is paid.

There may be some chairs or similar that can be moved around within the gallery to suit the exhibition.

### **Making Good Damages**

As part of removing the exhibition from the gallery, the exhibitor will be required restore the walls, plinths, gallery furniture and floors to the condition in which they were presented. This will be at the cost of the exhibitor and will occur under the supervision of the Manager. It is extremely important that the correct materials are used to make good damages and in most cases they will be provided by the gallery, when a large amount of material is used to make good any damages the exhibitor will be required to replace materials or make a donation to replenish them.

### **Cleaning**

Hirers are expected to leave the gallery in the condition and state of cleanliness that they found it in. Any extra cleaning that is required after the gallery has been vacated will be undertaken at the cost of the hirer.

### **Opening Event or Reception**

Opening event dates should be decided in consultation with the Manager at the time of booking.

### **Catering**

Hirers must organise their own catering and refreshments (including alcohol) for opening events. Hirers will have access to the Belconnen Arts Centre kitchen to prepare food, note that it is a domestic style kitchen, not a commercial kitchen. It is the responsibility of the hirer to ensure that all food handlers will observe *Food Safety Practices and General Requirements*, details below. Fact sheets are available from the Manager, however it is the responsibility of the hirer to seek their own up to date information.

ACT Health

Ph 02 6205 1700

[.health.act.gov.au](http://health.act.gov.au)

### **Liquor Permit**

The Manager will obtain a Liquor Permit to cover the service of alcohol at events. The service of alcohol will be supervised by the Manager. Only people over the age of 18 will be allowed to serve alcohol.

Hirers must organise their own alcohol to be served at an event, unless otherwise arranged with the Manager.

### **Storage**

Storage space at Belconnen Arts Centre is limited, and storage is not included or assumed in conjunction with any gallery hire unless by prior arrangement with the Manager.

### **Use of Multimedia Systems**

Any use of the multimedia displays or audio system must be discussed with Management before acceptance of this contract. Any work to be displayed or presented using these systems must be provided to the Manager at least two (2) weeks prior to the commencement of the hire period and such work must conform to the guidelines which apply to all other exhibition works.

## Summary of Responsibilities

<b>Gallery Responsibilities / Checklist</b>	
Design and print invitations for the exhibition and provide 50 invitations for the artist. Post out invitations to the BAC mailing list – numbers to be confirmed at the time of agreement.	
Promote the exhibition internally, on the Belconnen Arts Centre website, electronically via the mailing list, in any other publications where appropriate e.g. Newsletters etc., and possibly on the exterior of the Belconnen Arts Centre.	
Produce a media release and distribute to media contacts.	
Insure the exhibition works up to the collective value of AUD\$50,000.00 for the agreed duration of the hire period. Obtain additional insurance where the total collective value of art works exceeds AUD\$50,000.00.	
Provide some assistance with the installation of the exhibition.	
Provide use of its plinths, stock frames, partitions and other gallery furniture.	
Mind the gallery during the Centre's opening hours.	
Manage and process the sale of works from the gallery and forward the balance to the artist as soon as possible after the conclusion of the exhibition.	
Provide the BAC domestic style kitchen to prepare food and refreshments for an opening event or reception.	
Provide Liquor Permit for opening event if required.	
Provide some gallery materials for the hirer to use in making good damages to plinths, partitions, and the gallery in general. Some monetary contribution may be required from the hirer if a large amount of materials is required.	

<b>Artists Responsibilities / Checklist</b>	
Complete the application or expression of interest form and all accompanying documents.	
Complete and sign <i>Belconnen Arts Centre Gallery Contract</i> .	
Provide the Manager with a proposal for an accompanying public program of activity such as public talk, workshop, demonstration, performance to accompany the exhibition.	
At least five (5) weeks prior to the opening of the exhibition, provide five (5) high resolution images (min 300dpi) for use in invitations and promotional material. Electronic files only on separate disk in .eps and .jpg formats with at least one being a small format for use on the website.	
At least two (2) weeks prior to the start of the hire period, provide clear pricing for all artworks which are available for sale.	
At least five (5) weeks prior to the opening of the exhibition provide an artist's statement or exhibition statement to the Manager. Minimum 300 words, maximum one A4 typed page. Send on a CD or email as a Word Document.	
At least two (2) weeks prior to the start of the hire period, the artist/s will submit an inventory of works (see template attached) which will include for <b>each piece of work</b> a clear photograph or a brief description, and details for labels.	
Inform the Manager of the total combined value of artworks for insurance purposes. Where the total combined value exceeds AUD\$50,000.00, the hirer will be responsible for the additional costs.	
Transportation / freight of work to <i>and</i> from Belconnen Arts Centre, and insurance for these periods.	
Installation and removal of exhibition. Some assistance will be provided by the Belconnen Arts Centre and some tools will be available.	
Have the exhibition ready to open on time, and vacate the gallery at the agreed time and date.	
Endeavour to be available for interviews etc. with the media.	
If there is going to be an opening event or function, the hirer is responsible for its organisation and all associated costs.	
Sit the exhibition on at least one (1) day each week, preferably on weekends.	