



GALLERY LANE COVE EXHIBITION APPLICATION FORM 2018
EXHIBITION HIRING TERMS AND HIRING AGREEMENT WITH CENTREHOUSE INC
PO Box 4083, Lane Cove NSW 1595
Upper Level, Longueville Road, Lane Cove NSW 2066

Call Out for Applications to exhibit at Gallery Lane Cove for 2018.

Please read our terms and conditions before applying and sign and return a copy of the Terms and Conditions with your application or you can **NOW APPLY ONLINE**

GALLERY LANE COVE is an initiative by Lane Cove Council that aims to stimulate the cultural and creative precinct of Lane Cove, offering artists and community groups quality infrastructure to assist and nurture diverse and creative expression through exhibitions, installations, presentations and events.

Centrehouse Inc. is a community based, not-for-profit arts and leisure centre and has been a key contributor to the cultural fabric of Lane Cove for over 40 years. Centrehouse has a management agreement with the Lane Cove Council to oversee the day-today operations and build an annual program of exhibitions and events.

Centrehouse aims to provide a stimulating and accessible program of exhibitions and cultural events for GALLERY LANE COVE that explore the concepts of contemporary art, engaging the community in a wide range of cultural activities and experiences.

The following documents outline the process of applying to exhibit in GALLERY LANE COVE. This includes the guidelines for exhibiting, the application form, the fees and charges as well as the hiring agreement that will be engaged into if your application is accepted. Once your application is accepted, you will be forwarded the hiring agreement for signing.

We are calling for exhibition proposals from artists, groups and curators for exhibitions to take place in 2018. If you have any questions, please do not hesitate to contact us on 02 9428 4898. If you would like to discuss the space or your proposal please make an appointment with the Manager.

Due Date for Applications is by close of business Tuesday 31 October 2017. You will be notified if your application has been accepted by 7 November. If you do not hear from us via email, by this date, please contact us.

No late entries will be accepted.

If you want to view the gallery space, please call and organise an appointment with the Gallery Manager on 02 9428 4898.

If you would like to see photos of previous exhibitions please go to the Gallery Lane Cove Facebook site or www.gallerylanecove.com.au. You can also view our video here.

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1. EXHIBITION APPLICATION FORM 2018

Section 1: Applicant details	
Name:	
Email:	
Phone:	Home: Mobile:
Postal address:	
Website:	
Proposed Exhibition Dates	

Please tick which category you are applying for and the amount of space you wish to hire

- | | | | |
|-------------------|-----------------------------------|-----------------------------------|------------------------------------|
| Group rate | 1/3 gallery <input type="radio"/> | 2/3 gallery <input type="radio"/> | full gallery <input type="radio"/> |
| Individual Artist | 1/3 gallery <input type="radio"/> | 2/3 gallery <input type="radio"/> | full gallery <input type="radio"/> |
| Corporate rate | 1/3 gallery <input type="radio"/> | 2/3 gallery <input type="radio"/> | full gallery <input type="radio"/> |

Section 2: Your proposal	
Exhibition title:	
Curator/curatorial team:	
List of participants/ Artists/ collectives:	



CENTRE
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GALLERY
LANE COVE 

<p>A max 250 word synopsis of your exhibition concept:</p>	



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<p>A max 250 word description of your exhibition including media and dimensions:</p>	
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Section 3: Support material

<p>A CD or file a presentation of 10 images/ 15 images for group shows (include only 1 image per slide and no text)</p>	<p><input type="radio"/> Included with proposal</p>
<p>An image list with a brief description of each of these images. Include dimensions and date</p>	<p><input type="radio"/> Included with proposal</p>
<p>A one page CV per participating artist or curator</p>	<p><input type="radio"/> Included with proposal</p>

In submitting this application I/we acknowledge that I/ we have read the Exhibition Policy and Hiring Guidelines of GALLERY LANE COVE (including its aims and objectives).

Signed _____

Name _____

2. EXHIBITION GUIDELINES

2.1 Hire Period

GALLERY LANE COVE is available **for hire for a minimum period of four weeks**. This includes one day for installation and one day for de-installation. Gallery opening hours are Monday to Friday 10am – 4.30pm Saturday 10am – 2.30pm. Installation will be on a Monday and openings will be on Wednesday evening.

2.2 Gallery Hiring Guidelines

The weekly hire fee rate (as set out in Section 7) includes the following:

- use of the hanging system
- access to the space for installation and dismantling the exhibition
- hire of space during the exhibition period and one opening evening on a Wednesday from 5pm – 8pm
- Subject to the timing of the exhibition, advertising in the Centrehouse & GALLERY LANE COVE term program brochures which are delivered to 11,000 homes and businesses.
- advertising of the exhibition on the Centrehouse and GALLERY LANE COVE website, facebook, blog site, online newsletter and in other social media
- electricity, lights and air conditioning
- cleaning of toilets and gallery space
- advice from the Gallery Manager and Arts Administrator
- Supervision of the Gallery during opening hours from Monday – Saturday.
- 500 printed invitations and email invite, gallery sales list and wall labels as per the Gallery design.

The Hire fee does NOT include:

- exhibition staff to install or dismantle the exhibition
- insurance of artworks or public liability
- openings, including catering, glasses hire, wait staff
- security
- advertising of the exhibition other than in the Centrehouse & GALLERY LANE COVE programs and websites
- catalogues & other promotional material
- painting and cleaning of exhibition space after de-installation;
- the use of equipment such as plinths, phones, computer, photocopier, postage etc.
- returning the exhibition space to the condition in which it was provided. This must be done by the Hirer.

2.3 Confirmation of Hire, Payment of Fees and Bond

Once the exhibition is confirmed a letter will be sent to the Hirer outlining the cost of the full hire period which will be paid in 2 instalments. A deposit of 50% of the Hire fees is to be paid within 28 days of receiving a Tax Invoice. A receipt will be provided. If the deposit is not received by this date GALLERY LANE COVE may cancel the booking.

The balance of the Hire fee and the Bond (see below) is required at least 28 days prior to the exhibition. A Tax Invoice will be issued for this amount and a receipt will be provided.

Bond

In addition to the hire fees, a Bond is also required. Please see Section 7: Hiring Rate Sheet for amounts. At the end of the Hire period, the exhibition must be de-installed and the gallery space returned to good order, including all hanging furniture returned. Hirers must leave the gallery in the same condition as it was hired. A Condition Report will be completed at the beginning and end of the Hire period. At the end of the hire period an inspection will be made and any damage must be promptly repaired to the satisfaction of gallery staff prior to the next hire period. This includes patching and repainting walls, cleaning floors, replacing damaged exhibition furniture etc . Once the gallery is in good order the Bond will be repaid to the Hirer's specified bank account.

Payment of Fees

In Person

Cheque/Cash/Credit Card/GALLERY LANE COVE, Top Level, 164 Longueville Road, Lane Cove during the hours of 10am – 4.30pm Monday – Friday.

By Mail

Cheques made payable to 'Centrehouse Inc' and sent to:
The Manager, GALLERY LANE COVE
PO Box 4083, LANE COVE NSW 1595

By Credit Card

Download Payment form from Centrehouse@bigpond.com and Mail, email or fax as listed on Form. Marked: attention Manager, GALLERY LANE COVE. Credit card payments can also be made over the phone on 02 9428 4898.

By EFT

Please transfer fees to following Account. Account Name: Centrehouse Inc. BSB #082 254. Acct # 509305675. Please include your name on the transfer.

2.4 The Hire Agreement

A signed Hire Agreement (see section 5) must be sent to the Manager, GALLERY LANE COVE with the payment of the total amount together with a copy of the Hirer's Public Liability Insurance The Hire Agreement Form must be signed by a person aged 18 years and over.

2.5 Delivery & Collection of Work

Hirers are responsible for all costs associated with transporting work to and from GALLERY LANE COVE, including transit insurance. There is no storage for artworks or other artist materials.

2.6 Supervising the Exhibition

Centrehouse staff are based in the office of GALLERY LANE COVE and the gallery will be open during business hours 10am – 4.30pm, Monday – Friday and on Saturday 10am – 2.30pm. However, Centrehouse takes no responsibility for the artworks. Hirers are welcome to sit the exhibition and Centrehouse will take sales of the work during the period of the exhibition.

2.7 Installation and de-installation

Installation and de-installation must occur on the allocated weekday during business hours and when Gallery staff, if required, can be present.

Gallery staff will provide advice on installation of artworks, particularly if such installation may potentially damage the gallery space or its equipment. Gallery staff will not install or de-install the exhibition for the Hirer.

Any special requirements for the installation process must be detailed in the application form and approved by the Manager.

All Occupational Health and Safety standards must be observed during the installation and de-installation process, as detailed in the Risk Assessment forms provided by Centrehouse.

The Hirer must dismantle the exhibition and remove all works the day after the exhibition has closed. Failure to do so will incur charges to cover costs for dismantling the exhibition at the rate shown in the Fees & Charges schedule.

Centrehouse is not responsible for any artworks or materials left behind after an exhibition. Gallery staff will dispose of all artworks and exhibition material immediately.

2.8 Hanging system, lights and equipment

GALLERY LANE COVE is equipped with professional track lighting and hanging systems. The hanging system requires 2 D works to have suitable 'D' rings attached.

Walls are not to be penetrated. Use of nails, tacks, blue tak, double sided tape is prohibited.

3 step ladders are available plus 2 x levels and 2 x tape measures and white gallery gloves.

Hirers are responsible for their own equipment. Centrehouse will not accept responsibility for loss or damage of exhibitor's equipment.

Gallery staff are responsible for the lighting and will check that all lights are working prior to the opening of the exhibition. Should lights require changing the Hirer must notify staff immediately. Hirers should not touch lighting system.

2.9 Wall labels, price lists and catalogues

The Hirer is to provide the Manager by email with any exhibition material, such as catalogues, price lists etc prior to printing for checking at least 1 week before the exhibition.

A floor sheet with prices, title of works and dimensions will be printed by the Gallery and will be made available to visitors. All wall labels will be printed and placed by Gallery Lane Cove staff.

2.10 Promotional Material

Gallery Lane Cove will design and print 500 double sided invitations and will send out to a selected mailing list. The Hirer is responsible for sending invitations to their personal list. An email version of the invitation will be sent out to the galleries select list with the Hirer responsible for sending on to their own personal list.

The exhibition can be listed on the Centrehouse Art Centre & GALLERY LANE COVE website. A listing of 2 lines must be submitted to the Manager & Arts Administrator at least 4 weeks prior to the exhibition.

A copy of all promotional material **must** be provided to the Manager for approval at least 4 weeks before the opening of the exhibition to ensure that it complies with these guidelines. Changes to the material may be requested.

Any special advertising will be the responsibility of the Hirer. All advertising material will need to be verified by the gallery staff.

2.11 Storage

There are no storage facilities at GALLERY LANE COVE. All art packaging etc must be removed from the GALLERY LANE COVE during the exhibition.

2.12 Exhibition Openings

The Hirer is required to make security arrangements at their own cost if required, although Gallery Staff and volunteers will be available at the sales desk.

A kitchen with refrigerator, oven and dishwasher are on site for use.

The Hirer is advised to check with the Manager in regard to other items which may be provided. Glasses, bottle openers, serving dishes etc, will not be provided.

Food and beverages are the responsibility of the Hirer.

All costs associated with catering, serving, cleaning up and entertainment are the Hirer's responsibility.

Hirers are asked to be considerate of residents next door to GALLERY LANE COVE when arriving and leaving the premises.

Hirers must ensure everyone has left the exhibition space prior to leaving the building. This includes checking the toilets in the Gallery.

2.13 Sales

Centrehouse is responsible for taking all sales and charges a 25% commission on sales and the GST of 10% must also be added to the final sales price. An excel spreadsheet to assist with the calculations of the artists prices will be provided by the Gallery and the Gallery is happy to advise artists on pricing. There are EFTPOS and credit card facilities available from the registration desk.

If artists are not registered for GST, GALLERY LANE COVE will pay the GST on your behalf. When pricing your work, please add in your GST component as the gallery is required to charge GST on all items for sale. Funds from the sale of works will be forwarded to the Hirer's nominated bank account within 7 business days on receipt of a tax invoice from the artist. The artist must provide an ABN number, if an ABN number can not be provided then a Statement by Supplier form from the Australian Taxation Department, must be filled out accordingly.

2.14 Use of Outdoor Balcony

There is an exterior balcony outside the exhibition space. Its use as an exhibition space would best suit well-secured, weather proof, robust sculpture. There is an exterior gate from street level that leads up to the balcony and as such the space should be treated as a public space. At no time should a sculpture or furniture such as chairs or tables block access to the stairs.

2.15 No Smoking Policy

Smoking is prohibited in all Council buildings, the lift, stairs, storage areas, toilets and within 10 metres of Council premises. This also means no smoking on the balcony.

2.16 Alcohol

The Hirer is responsible for all aspects of serving free alcohol including prevention of under age drinkers and providing a server with a Responsible Alcohol Service qualification. If the Hirer wishes to sell alcohol they must acquire a Limited license – single function from the Office of Liquor, Gaming & Racing and provide a copy to GALLERY LANE COVE.

2.17 Noise control

No amplified music is to be played after 9pm. Hirers and their visitors are asked to consider the nearby residents and leave the premises quietly.

2.18 Parking

There is after hours parking at the rear of the building only. There is limited on-street parking but directly opposite GALLERY LANE COVE is the Lane Cove Market Square car park, a Council owned facility which can be used during business hours, weekends and evenings. Currently there is three hours free parking in this car park.

2.19 Rubbish

The Hirer is to remove all rubbish from the opening, installing and dismantling the exhibition. Rubbish can be placed in the appropriate Council bins on site. Hirers are to comply with the appropriate recycling practises.

2.20 Cleaning

GALLERY LANE COVE will be given to the Hirer in a clean condition and Centrehouse will arrange for the cleaning of the toilets, kitchen and gallery during the hire period. Please note any spillage to the surfaces should be cleaned by the Hirer during exhibition period. The Hirer, however, must keep all areas tidy, clean and to a professional standard at all times while installing and de-installing the exhibition.

2.21 Access & Security

Lane Cove Gallery will brief the Hirer on security procedures that exist at the Gallery when entering and leaving the building (if applicable and only during installation/de-installation). The building is connected to the Lane Cove Council's Back to Base Alarm. Gallery Staff should be informed immediately of any damage which occurs during normal business hours and will contact the Hirer as soon as possible. Centrehouse is not responsible for any damage/theft to art works or Hirer's belongings should a break-in occur.

2.22 Emergencies

The Hirer shall follow the reasonable direction of a designated staff member when there is an emergency situation or to prevent an accident. Where no staff member is present, the Hirer shall undertake responsibility to respond to an emergency by clearing the Facility, contacting emergency services and minimising the hazard as appropriate and where safe to do so.

If there is an emergency the Hirer should ring 000 or Chatswood Police on 9414 8499

EXHIBITION HIRING AGREEMENT & CONDITIONS OF HIRE

Exhibition Title:

Artist/Organisation Hirer:

Hire Dates (includes bump-in and bump-out):

1. Art works on exhibition by the hirer are at the hirer's own risk. Centrehouse takes no responsibility for the care of art works whilst in the gallery. Any lost or damaged items are the responsibility of the hirer.
2. There is no storage availability for artists and all packaging materials must be removed from the gallery after installation.
3. Hirer's are responsible for the costs and organisation of insurance of their art work in transit. All hirers must have their own Public Liability Insurance and must provide a copy with this signed agreement.
4. Gallery staff will provide curatorial advice regarding the exhibition but will not physically assist exhibitors in hanging artworks. Hanging of the work and set up of the exhibition is to occur during Centrehouse and Gallery business hours only.
5. The hirer is responsible for the costs associated with any changes or damages that were made during the hanging of the exhibition (this includes repainting or patching walls, replacing exhibition furniture). Any repairs will need to be carried out to the satisfaction of the Gallery. Any additional costs or repairs will be deducted from the Bond.
6. The exhibition hire fee includes a four week exhibition only. A fee of 25% commission on sales applies to all works sold during the period of the exhibition (including any pre-opening and opening period). Unless otherwise agreed with the Gallery Manager, all money from the sale of the artworks will be handled through the Gallery. All works must have a 10% GST component added to the final sale price and the GST can be paid on behalf of the artist if the artist is not GST registered. Gallery Lane Cove is registered for GST and must charge 10% GST on all goods sold in the Gallery. The artist fee will be paid to the artist on receipt of a tax invoice from the artist.
7. Centrehouse takes no responsibility for the promotion of the exhibition. Any promotion of or advertising for the exhibition will be the responsibility of the hirer.
8. The opening hours of the exhibition are from Monday – Friday from 10am – 4.30pm and Saturday 10am – 2.30pm, unless otherwise organised with the Gallery Manager.
9. All opening functions are conducted on a Wednesday evening from 6pm – 8pm, unless otherwise organised through the Gallery Manager. All food and beverages for the opening function are the responsibility of the hirer who must provide a person with an RSA to serve any alcohol. No alcohol can be sold on the premises.
10. Cleaning after the opening function and installation/de-installation is the responsibility of the hirer. The area must be left in a clean and presentable state at the end of the night. Any additional cleaning charges incurred by the gallery, will be charged to the hirer.

11. The Hirer will not use the gallery space for any of the following activities unless authorised elsewhere in this agreement:
 - A. Any activity which may pollute the environment or be contrary to State or Federal regulations.
 - B. The holding of any fireworks display or the ignition of fireworks, or bringing into the building explosives, fuel or flammable liquid or substance, ammunitions, firearms or weapons of any kind without express prior written consent of the Centrehouse Manager.
 - C. Any unlawful activity.
 - D. Sub-letting the facility.
12. Centrehouse reserves the right to refuse any application for use of GALLERY LANE COVE where the Manager believes such a booking to be contrary to the public interest. Disputes may be referred to the Centrehouse President whose decision shall be final.
13. The Hirer shall not damage any portion of the facility including buildings, the lift, furniture, fittings, grounds and landscaping. The Hirer hereby agrees to indemnify Centrehouse for any damage sustained by the facility during the currency of the Agreement where such damage arose from the activities of the Hirer and was reasonably preventable by the Hirer. All damage to be reported to the Manager no later than the next working day. If the damage is not satisfactorily rectified the Hirer will forfeit the Bond.
14. Cancellations by the Hirer must be in writing (or emailed). Verbal cancellations will not be accepted. In the event of cancellation by the Hirer the percentage of the fee forfeited will be as follows:
 - More than 30 days from commencement of hire period – 50% deposit forfeited.
 - Less than 30 days from commencement of hire period – all of deposit forfeited.
15. If at any time the Hirer is in breach of a material term of this Agreement, Centrehouse may, in its own absolute discretion, cancel the hire of the venue by giving written notice of such cancellation to the Hirer. Should the hire of the venue be cancelled the full hire amount specified in the Hire fee schedule shall be payable by the Hirer.
16. If either party to the agreement is rendered unable wholly or in part or carry out their obligations under this Agreement, both parties will utilise reasonable endeavours to mitigate the effects of a force majeure event. Subject to availability of the Venue, an event may be rescheduled at the discretion of Centrehouse. Costs associated with any form of relief granted under a force majeure event shall be borne by the Hirer. (A “force Majeure” event may refer to an act of God, a strike, a lockout, an act of public enemy, civil commotion, war, blockage, riot, state of emergency, lightning, fire, storm, flood, washout, explosion, Government restraint, or any form of Governmental intervention and any other cause which is not within the control of the party alleging it).
17. Children must be supervised within GALLERY LANE COVE at all times and are not permitted to move unsupervised into other areas of the facility, the lift or outdoor balcony.
18. No pets, animals or birds are allowed in the Gallery without written permission from the Centrehouse Manager. Registered guide dogs are exempt.

I/We have read the Gallery Lane Cove Exhibition Policy and the Conditions of Hire and accept the conditions for hire and exhibition at Gallery Lane Cove.

Hirer's Name: _____

Signed: _____ Date: _____

Accepted by Centrehouse Manager _____

SECTION 7.

HIRING RATE SHEET FOR EXHIBITION (these rates are subject to change)

Rates	1/3 Gallery 2 possible configurations 72sqmtrs approx 66sqmts approx	2/3 Gallery 2 possible configurations 126sqmtrs approx 120sqmtrs approx	Full Gallery 192sqmtrs approx.
Group Rate	\$1540/four week exhibition or* (\$385/week) Plus 25% commission and bond	\$2470/four weeks exhibition* (\$617.50/week) Plus 25% commission and bond	\$3820/ four week exhibition*(\$955/week) Plus 25% commission and bond
Single Artist Rate	\$1120/four week exhibition * (\$280/week) plus 25% commission on sales/plus bond	\$1720/four week exhibition* (430/week) plus 25% commission on sales/plus bond	\$2770/four week exhibitoin* (\$692.50/week) plus 25% commission on sales/plus bond
Bond	\$155	\$190	\$250

* a week represents 6 days Monday – Friday 10am -4.30pm and Saturday 10am – 2.30pm.

PLEASE NOTE ONLY 4 week exhibitions accepted

GALLERY LANE COVE



Please note the dimensions should be in centimetres not millimetres as is shown in this document.

Gallery Lane Cove is a very flexible space and has three different zones. Zone 1 OR Zone 3 can be booked out as the 1/3 space configuration. A combination of Zone 1 & Zone 2 OR Zone 2 & Zone 3 can be booked out as the 2/3 space.

The dimensions on this floor plan are approximate.

The central sliding walls and the 4 central pivot walls are 300mm wide and 205mm high.

The sliding walls along the three boundary walls are all various sizes and cover the windows. The natural light can be modified depending on your requirements and all boundary spaces can be hung if required. The light temperature of gallery lights is 3000.

It is recommended that you visit the site to establish your requirements. Please contact the Manager to make an appointment 02 9428 4898 or centrehouse@bigpond.com.

FREQUENTLY ASKED QUESTIONS

1. Why so artwork prices include GST if I am not GST registered?

Under the Australian Taxation Office (ATO) legislation, Gallery Lane Cove operates under a Sale and Return premise where 10% GST must be added to the final price of the artwork sold. If the artist is registered for GST, the GST component will be forwarded to the artist, on receipt of a tax invoice from the artist, which includes the GST component. If the artist is not GST registered, Centrehouse & Gallery Lane Cove will pay the GST component to the ATO.

2. Do I need to provide glasses for the opening?

Yes, Gallery Lane Cove does not have it's own glasses. You can order your wine through Porters at Northwood, who will deliver the wine with glasses for a \$10 washing fee for all glasses. Porters can also provide ice and buckets as well.

3. Should I/we provide food for the exhibition opening?

This is entirely up to you, however the Gallery does not find it necessary that you provide food at the openings. Usually people provide white wine, red wine, orange juice and mineral water.

4. What is the best way to hang my work on your hanging system.

Our hanging system uses has quite thick hanging clips with a safety mechanism built in. The best way to keep your work level and secure is to have large to very large d-rings attached to your frames and the d-rings slot into the clips. Wire and string causes the work to slip and the work does not hang level. You should always hang the work from the D-ring.

Please refer to our document on professional hanging for more information.

5. Do I need to do my own marketing?

For optimum results we suggest you do your own marketing outside the local area. Gallery Lane Cove will publish your exhibition on Raven website, the Art Guide publication, local press and across our local network, however for a wider spread and to get more visitors we suggest that you research into other marketing. Please speak with the Manager who is happy to discuss options with you.

6. Can I decorate the outside of the gallery?

The Council does not allow any promotional material, signs, balloons or other decorations, hanging off any part of the Gallery Building or in the courtyard area due to possible hazards for visitors. The Gallery has a large plinth outside in the forecourt area, where it displays art work and installations to promote the exhibitions and the Gallery. Please see the Manager in relation to opportunities for displaying artworks in the outdoor plinth.

7. Can I decorate the inside of the gallery?

Gallery Lane Cove does have one vase of flowers in the foyer area and there is one plinth available for one vase of flowers in the gallery, if you would like to provide. There are to be no other forms of decoration ie balloons, plants, etc in the gallery during an exhibition. As this is a purpose build gallery, we expect hirers to upkeep a professional standard of exhibition presentation.

8. Can I store my packaging material at the gallery?

The gallery does not have any storage area for artists and all materials must be removed after installation of the exhibition.

9. How can I improve my chances of selling?

If one of your main goals is to sell your work, we suggest that you have the following as a minimum:

- List of people who have bought your work before
- List of potential buyers such as interior decorators, Artbank, architects, designers, commercial galleries that may be interested in your work etc
- High quality photographs of your work for printing invites, catalogues and online. We recommend you use a professional photographer to get the best results to promote your work. If the images are blurry, low res, out of focus, photographed with distracting background ie carpet, floor etc then this does not give a good impression of your work.
- A website or blog that has high quality images of your work and information about you and your art practice
- Look up art grants that may help with promotion of your exhibition
- A solid artist statement about the exhibition and your work