

GALLERY LANE COVE

EXHIBITION HIRING TERMS AND HIRING AGREEMENT WITH CENTREHOUSE INC

PO Box 4083, Lane Cove NSW 1595

Upper Level, Longueville Road, Lane Cove NSW 2066

Hire Period

Exhibition dates 23 November – 16 December

Monday 21 November - Artworks to arrive in the gallery between 9am and 10am, installation assistance by staff members will be available until 5pm.

Tuesday 22 November - Exhibition installation to continue as required (by artist or artist group only, please note installer assistance is for Monday only) 10am-4:30pm

(If install is complete on Monday, the exhibition will open to the public on Tuesday depending on who else is hiring the space with you).

Wednesday 23 November – Opening 6-8pm (exhibition can open to the public from lunchtime onwards if completed)

Friday 16 December – Exhibition Closes 4.30pm

Saturday 17 December - Exhibition De-installation between 10am – 1pm.

Rate of Hire

Please refer to page 11 for the costs of hiring the space. We are offering a 30% discount for these exhibition dates.

The hire rate excludes additional fees such as extended Saturday hours, Sunday hours, or public holiday opening hours. These options are to be discussed and finalized with the Manager with applicable fees, terms and conditions signed as an addendum of this contract.

There will be signage to indicate your exhibition is now showing in the outdoor plinth on the ground level of the gallery building and vinyl signage inside the Gallery's wall facing the entrance.

Once your application has been assessed we will notify you to go through everything including the issuing of the contract and invoice

We look forward to receiving your application exhibition.

Kind regards

Gallery Team

1. EXHIBITION GUIDELINES

1.1 Hire Period

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

1.2 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 6pm – 8pm
- 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
- Plinths- hirers are welcome to use our inventory of plinths
- One on site meeting with exhibition installer to discuss installation requirements.
- Supervision of the Gallery during opening hours from Tuesday – Saturday.

The Hire fee does NOT include:

- exhibition staff to install beyond Monday or dismantle the exhibition
- insurance of artworks or public liability
- openings, including catering, glasses hire, RSA and waitstaff
- 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 phones, computer, photocopier, postage etc.
- returning the exhibition space to the condition in which it was provided. This must be done by the Hirer.

1.3 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. The Hire fees is to be paid within 7 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.

A Tax Invoice will be issued for this amount and a receipt will be provided.

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 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.

1.4 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.

1.5 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.

1.6 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, Tuesday – Friday and on Saturday 10am – 2.30pm. However, Centrehouse takes no responsibility for the artworks. Hirers are welcome to sit the exhibition and staff will take sales of the work during the period of the exhibition.

1.7 Installation and de-installation

Installation and de-installation must occur on the assigned day and times listed on the first page of this contract. Failure to do so will incur charges to cover costs for dismantling the exhibition at the rate shown in the Fees & Charges schedule.

Gallery staff are reserved the right to refuse works that may potentially damage the Gallery space. Staff will be available for one on site meeting prior to install day, and are available for one install day only. Deinstall is to be completed by the Hirer only.

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

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.

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.

1.8 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 and double sided tape is prohibited. Blue tack only can be used to adhere text panels or artist labels.

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 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 are not to adjust the lighting system or, this is assigned to Gallery staff only.

1.9 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 by Gallery Lane Cove.

1.10 Promotional Material

The exhibition can be listed on the Centrehouse Art Centre & GALLERY LANE COVE website. A listing of 2 lines must be submitted to the Arts Administrator by November 11.

A copy of all promotional material **must** be provided to the Gallery Administrator for approval by 11 November 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.

1.11 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.

1.12 Exhibition Openings

The Hirer is required to make security arrangements at their own cost if required, although Gallery Staff 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 Gallery Administrator in regard to other items which may be provided. Glasses, bottle openers, serving dishes etc, will not be provided.

Food and beverages, serving, cleaning up and entertainment are the responsibility and cost of the Hirer.

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

Hirers must ensure they and their guests have left the exhibition space by no later than 8pm on their assigned Opening evening.

1.13 Sales

GALLERY LANE COVE is responsible for processing all sales and charges a 27.5% commission on sale. This includes the 10% GST the GALLERY must pay to the Australian Tax Office on the commission of artworks sold. An excel spreadsheet to assist with the calculations of the artists prices will be provided by the GALLERY and the GALLERY can advise artists about appropriate pricing upon request. There are EFTPOS and credit card facilities available at the registration desk. Please note while the gallery staff make every effort to engage with visitors, ours is not a commercial operation and aggressive sales tactics are not pursued.

Funds from the sale of works will be forwarded to the each individual artist's nominated bank accounts within 7 business days on receipt of a tax invoice. Artists are to send their invoices 14 days after the close of the exhibition. Please note in the instance that full payment has not been made on an artwork, the invoice can only be processed after the gallery receives outstanding payment. Each artist in the group must provide an ABN number and their GST status on the form at the end of this document. If an ABN number cannot be provided then a Statement by Supplier form from the Australian Taxation Department must be completed accordingly.

1.14 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.

1.15 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.

1.16 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.

1.17 Noise control

No amplified music is to be played after 8pm. Hirers and their visitors are asked to consider the nearby residents and leave the premises quietly.

1.18 Parking

There is after hours parking at the rear of the building only, this is not guaranteed. There are no assigned spots available for hirers. 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.

1.19 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 practices.

1.20 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.

1.21 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.

1.22 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:

1. Art works on exhibition by the hirer are at the hirer's own risk. While Gallery Lane Cove + Creative Studios has a fine art insurance policy, it is limited in nature and value. We cannot guarantee reimbursement of the full value of artworks in the event of theft and/or accidental damage. Exhibitions are included in our public liability coverage.
2. Hirers are responsible for the costs and organisation of insurance of their artworks in transit. All hirers must provide a copy with this signed agreement and if not, they are acknowledging that damages in transit are their responsibility.
3. The Gallery Manager will provide curatorial advice regarding the exhibition. The Exhibition Installer will physically assist exhibitors in hanging artworks. Hanging of the work and set up of the exhibition is to occur during Gallery Lane Cove + Creative Studios business hours only.
4. 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.
5. The exhibition hire fee includes the exhibition dates as listed on the first page of the document, including days for install and de-install. A fee of 27.5% 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. The artwork pricing spreadsheet must be signed prior to the opening to ensure the artist and the gallery are in agreeance with the commission paid
6. Gallery Lane Cove + Creative Studios takes no responsibility for the promotion of the exhibition beyond its standard marketing outlets - listing it on the gallery website, e-newsletter, printed and e- invitation, gallery social media and listing in The Village Observer (if accepted by the Editor) and Art Guide. Any promotion of or advertising for the exhibition in addition the Gallery' standard marketing channels will be the responsibility of the hirer. While the Gallery Manager and Administrator can assist with suggestions of various platforms and design advice, the work of putting together separate media profiles for targeted platforms will be the responsibility of the Hirer. All promotion and advertising about or relating to the exhibition organised by the artist and his/her associates need to be reviewed and approved by Gallery staff.
7. The opening hours of the exhibition are from Tuesday – Friday from 10am – 4.30pm and Saturday 10am – 2.30pm, unless otherwise organised with the Gallery Manager. Extended opening hours will incur additional charges. A schedule of rates is available should this option be required. Once confirmed, an appendix regarding additional charges for extended opening hours should be completed, signed and attached to this exhibition agreement.
8. 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. Alternatively, we can recommend a person with RSA to assist on the night but payments must be made directly to the person. No alcohol can be sold on the premises.

9. The Hirer will not use the gallery space for any of the following activities unless expressly authorised elsewhere in this agreement:
 - A. Any activity which may pollute the environment or be contrary to State or Federal statutes or 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 Gallery Manager.
 - C. Any unlawful activity.
 - D. Sub-letting or leasing or licensing of the facility.
10. Gallery Lane Cove + Creative Studios 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 programming direction of the organisation or public interest. Disputes may be referred to the Centrehouse President whose decision shall be final.
11. 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 Inc 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.
12. 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.
13. In the event that the Hirer requests a reschedule of the dates of the exhibition, this will be considered by the GALLERY and all reasonable attempts to reschedule will be made, subject to availability of exhibition time and space. A rescheduling fee of 30% of the hire fee will be charged to cover administrative costs.
14. Gallery Lane Cove reserves the right to reschedule the dates of an exhibition, alter the duration of an exhibition or cancel an exhibition at its discretion. Any reschedule, alteration or cancellation will be done in consultation with the Hirer where it is considered reasonable. In those circumstances, the Manager has the discretion to decide whether any Hiring Fees that have been paid will be transferred to the new exhibition dates or will be refunded to the Hirer.

15. If at any time the Hirer is in breach of a material term of this Agreement, Gallery Lane Cove + Creative Studios 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 for breach of a material term 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 GALLERY LANE COVE. 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, lighting, 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 Gallery Manager. Registered guide dogs are exempt.

Agreement with Centrehouse Inc (ABN 76 264 736 581) trading as Centrehouse and/or GALLERY LANE COVE and/or Gallery Lane Cove + Creative Studios.

I/We have read and agree to all the terms and conditions of (i) this Exhibition Hiring Agreement and Conditions of Hire; and (ii) the Gallery Lane Cove Exhibition Policy.

I/We agree with the exhibition Hire dates as stated on the first page of this agreement.

I/We agree to pay the applicable Hire fee

- a) The full payment
- b) Provide credit card details on the day of the install as a guarantee against any damages to the walls, equipment or furniture of the gallery. No charges will be made on the card. If however, any costs arise from having to repair damages caused by the artist/the exhibition, the hiring artist will be informed before their credit card is charged.

Hirer's Name: _____

Signed: _____ Date: _____

Accepted by Gallery Lane Cove +Creative Studios Manager on behalf of **Centrehouse Inc**
Please note : A formal contract will be drawn up on acceptance of an application.

HIRING RATE SHEET FOR EXHIBITION SPACE

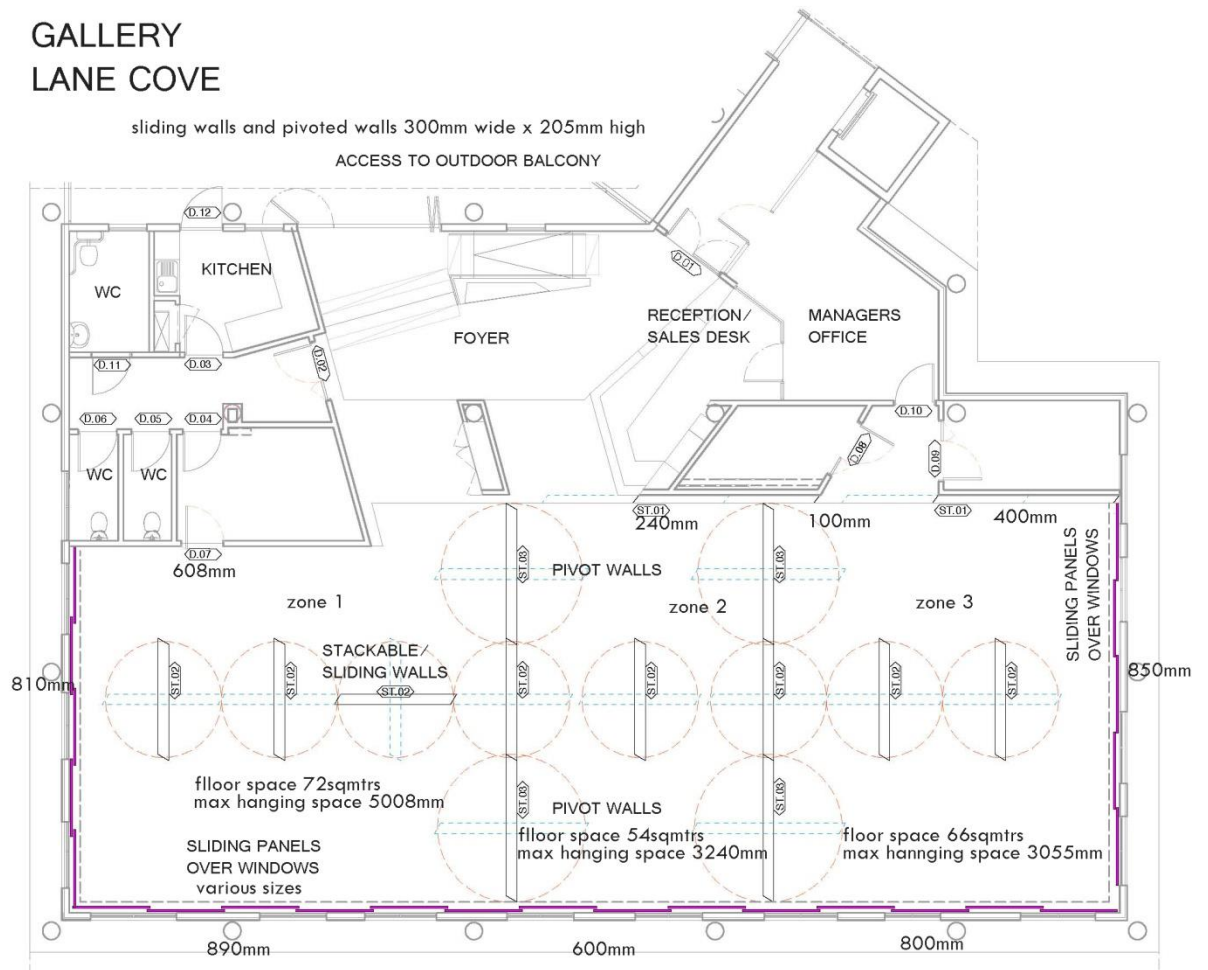
These rates are subject to change at the discretion of Centrehouse Inc t/a Gallery Lane Cove + Creative Studios and with reasonable notice to Hirers.

Hire Rates 2022	1/3 Gallery 2 possible configurations 72 sqm approx 66 sqm approx	2/3 Gallery 2 possible configurations 126 sqm approx 120 sqm approx	Full Gallery 192 sqm approx
Group Rate	\$1650/four week exhibition or* (\$412.50/week) Plus 27.5% commission	\$2580/four week exhibition* (\$645/week) Plus 27.5% commission	\$3930/ four week exhibition*(\$982.50/week) Plus 27.5% commission
Single Artist Rate	\$1230/four week exhibition * (\$307.50/week) plus 27.5% commission on sales	\$1830/four week exhibition* (\$457.50/week) plus 27.5% commission on sales	\$2880/four week exhibition* (\$720/week) plus 27.5% commission on sales/

* a week represents 5 days Tuesday – 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 gallery to make an appointment 02 9428 4898 or info@gallerylanecove.com.au

FREQUENTLY ASKED QUESTIONS

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

Yes, Gallery Lane Cove does not have its own glasses. You can order your wine through Porters at Northwood, who will deliver the wine with glasses for a \$10 washing fee per tray of 20 glasses. Porters can also provide ice and buckets as well.

2. 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. White wine, red wine, orange juice and mineral water are standard. At times, chips, dips and a cheese platter are included.

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

Our hanging system uses 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.

4. 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 our website, the Art Guide or Art Almanac 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. As per exhibition agreement, please discuss any marketing plans with the Gallery Manager which needs to review all marketing material about the exhibition and where the Gallery is referenced. Please speak with the Manager who is happy to discuss options with you.

5. 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 artwork and installations to promote the exhibitions and the Gallery. Please see the Manager in relation to opportunities for displaying artworks in the outdoor plinth.

6. Can I decorate the inside of the gallery?

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