



GALLERY LANE COVE

EXHIBITION HIRE APPLICATION, HIRING TERMS AND AGREEMENT WITH CENTREHOUSE INC

PO Box 4083, Lane Cove NSW 1595

Upper Level, Longueville Road, Lane Cove NSW 2066

Call for Applications: Exhibit at Gallery Lane Cove in 2021 and 2022

Please read our terms and conditions before applying and sign and return a copy of the Terms and Conditions with your application via email to info@gallerylanecove.com.au

Gallery Lane Cove + Creative Studios is a Lane Cove Council facility managed by Centrehouse Inc., a not-for profit community arts organisation which has been a key contributor to the cultural fabric of Lane Cove for over 45 years. The gallery's mission is two-fold – to stimulate the growth of the visual arts in Lane Cove and the greater North Shore; and to contribute to the city-wide, national and international production, exhibition and discussion of contemporary art practice. Its program of exhibitions and public events encourages diverse disciplines and while supportive of traditional art forms, is geared towards contemporary art including experimental and innovative practices, research focused approaches and social practice that engages the community at large.

Artists at all stages of careers are welcome to submit exhibition proposals. We are also interested in collaborations with curators, academics and researchers to stage projects. Proposals will be selected on the basis of merit and how well they integrate with the programming focus of the year.

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 2021 and 2022. 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 Gallery Manager/ Curator.

Applications are typically reviewed within 6 weeks. You will be notified via email if your application has been accepted.

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

EXHIBITION APPLICATION FORM

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:	

<p>A max 500 word synopsis of your exhibition concept:</p>	

<p>A max 300 word description of your exhibition including media and dimensions:</p>	
<p>Section 3: Support material</p>	
<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 _____



GALLERY LANE COVE EXHIBITION POLICY

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1. EXHIBITION GUIDELINES

1.1 Hire Period

GALLERY LANE COVE is available **for hire for a minimum period of four weeks**. This includes one day for installation, another day to complete installation if required and up to two hours for de-installation, with the assistance of Gallery staff. 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.

1.2 Gallery Hiring Guidelines

The weekly hire fee rate (as set out in Hire Rate) 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
- Subject to the timing of the exhibition, advertising in the GALLERY LANE COVE+CREATIVE STUDIOS term program brochures which are delivered to 11,000 homes and businesses.
- advertising of the exhibition on the GALLERY LANE COVE +CREATIVE STUDIOS website, Facebook, instagram, online newsletter, ArtGuide and where resources permit, on other online platforms
- electricity, lights and air conditioning
- cleaning of gallery space and bathrooms
- curatorial and marketing advice from the Gallery Manager; marketing and promotional support from the Gallery Administrator and installation advice and assistance from the Exhibition Installer
- Supervision of the Gallery during opening hours from Monday – Saturday.
- 250 (for solo/ 500 for groups) printed invitations and email invite, gallery sales list and wall labels as per the Gallery design. (the gallery retains 125/250 copies for its distribution).

The Hire fee does NOT include:

- insurance of artworks or public liability
- opening night costs, including catering, glasses hire, wait staff
- security
- advertising of the exhibition other than in the GALLERY LANE COVE +CREATIVE STUDIOS programs, websites, Facebook, online newsletter, ArtGuide and pre-agreed online platforms
- catalogues and other promotional material
- painting and/or cleaning of exhibition space after de-installation;
- the use of equipment such as additional plinths, phones, computer, photocopier, postage etc.
- returning the exhibition space to the condition in which it was provided at the time of installation – 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, together with a Tax Invoice, which is to be paid in 2 equal instalments. A deposit of 50% of the Hire fees is to be paid within 28 days of receiving the letter of confirmation. A receipt will be provided. If the deposit is not received by this date GALLERY LANE COVE may cancel the booking.

At least 28 days prior to the exhibition opening, the balance of the Hire fee and the Bond (see below) is required to be paid. A Tax Invoice will be issued for this amount and a receipt will be provided. If the balance of the Hire fee is not received by at least 28 days before the exhibition opening, GALLERY LANE COVE reserves the right to cancel the booking, and the Hirer will forfeit the 50% deposit paid.

Bond

In addition to the hire fees, a Bond is also required. Please see 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 of the gallery 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 + CREATIVE STUDIOS
PO Box 4083, LANE COVE NSW 1595

By Credit Card

Download Payment form from info@gallerylanecove.com.au and email or mail 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 the account provided on the invoice and include your name on the transfer.

1.4 The Hire Agreement

The “*Exhibition Hiring Agreement and Conditions of Hire*” is a binding contract between the Hirer and Centrehouse Inc (ABN 76 264 736 581) trading as Centrehouse and/or GALLERY LANE COVE and/or Gallery Lane Cove + Creative Studios. A signed “*Exhibition Hiring Agreement and Conditions of Hire*” must be sent to the Manager, GALLERY LANE COVE with the payment of the total amount (no further amount owing) together with a copy of the Hirer's Public Liability Insurance. The “*Exhibition Hiring Agreement and Conditions of Hire*” 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

The gallery will be open during business hours 10am – 4.30pm, Monday – Friday and on Saturday 10am – 2.30pm. Extended hours on a Saturday can be negotiated and approved by the Manager but additional operational costs calculated for every extended hour is payable to the GALLERY in addition to the hire fee listed in this exhibition agreement. This includes one-off extended Saturday opening hours for the exhibition's public events. A schedule of these fees is available upon request.

Whilst all reasonable care is taken of the art works by Gallery Lane Cove staff, the Gallery takes no responsibility for any loss, damage or breakage of the art works. Hirers are welcome to invigilate the exhibition. There will always be a gallery staff member at the front desk and the gallery will manage and process sales of the work during the period of the exhibition.

1.7 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 assist with the installation and the de-installation of the exhibition (a 6-7 hour allocation), however the primary responsibility of installation and de-installation is the Hirer's.

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 Gallery Lane Cove + Creative Studios.

The Hirer must dismantle the exhibition and remove all works on the Monday 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.

Gallery Lane Cove + Creative Studios is not responsible for any artworks or materials left behind after an exhibition. Gallery staff reserves the right to dispose of all artworks and exhibition material if not removed by the Hirer within 7 days of the close of the exhibition, unless otherwise agreed with the Manager.

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.

Use of nails, tacks and double sided tape (3M Brand only) has to be approved by the Gallery Manager on a case-by-case basis.

White tack (the non-staining type) can be used only to adhere text panels or artist labels.

Three step ladders are available plus spirit levels, tape measures and white gallery gloves.

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

Gallery staff will set up the lighting for the artworks and check that all lights are working prior to the opening of the exhibition. Exhibitors are not allowed to set up or adjust the lighting unless prior approval is provided by the Gallery Manager. If the Hirer notices that any particular light is not working, it is the responsibility of the Hirer to inform Gallery Staff as soon as possible.

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 roomsheet with prices, title of works, dimensions, year, exhibition statement and artist biographies will be printed by GALLERY LANE COVE and made available to visitors. All wall labels will be printed by GALLERY LANE COVE.

1.10 Promotional Material

GALLERY LANE COVE will design and print 250 double sided invitations and will send out to a selected mailing list. The Hirer is responsible for sending invitations to their personal contact list. An email version of the invitation will be sent out to the GALLERY's contact list. The GALLERY can send email invitations to the Hirer's personal list if provided 6 weeks in advance of the exhibition opening. If this option is selected, the artist's list will be incorporated into the GALLERY'S mailing list.

The exhibition will be listed on the GALLERY LANE COVE + CREATIVE STUDIOS website. A listing of up to 300 words must be submitted to the Manager and Administrator at least 6 weeks prior to the exhibition. The Manager reserves the right to edit the listing prior to publication and the Manager may in her discretion determine the final form and expression of the listing.

A copy of all promotional material **must** be provided to the Manager for approval at least 6 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 relating to the exhibition will need to be discussed with the Manager or Administrator and verified by the GALLERY staff, including avenues pursued separately by the artist and his/her associates. Proposed advertising that refers to Centrehouse, GALLERY LANE COVE and/or Gallery Lane Cove + Creative Studios may only be published with prior approval of the form and expression of the advertising by the Manager.

1.11 Storage

There are no storage facilities for Hirers at GALLERY LANE COVE. All art packaging and all other materials used in installation must be removed from GALLERY LANE COVE after installation and kept off-site for the duration of the exhibition.

1.12 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.

Exhibition openings are typically shared with an adjacent exhibition on the same night. Please note that in light of Covid-19 safety measures, there will be restrictions in the number of people who can be attend based on NSW Health's public health regulations. Opening nights maybe replaced by Saturday Open Days.

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.

1.13 Sales

GALLERY LANE COVE is responsible for processing all sales and charges a 27.5% commission on sales. GST of 10% must also be added and included in 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 can advise artists about appropriate pricing upon request. There are EFTPOS and credit card facilities available at the registration desk.

The GALLERY is required to charge 10% GST on all items sold from the Gallery. When pricing your work, please add in your GST component as 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 cannot be provided then a Statement by Supplier form from the Australian Taxation Department must be completed accordingly.

1.14 Use of Outdoor Balcony

The terrace outside the gallery can be made available as an extended, outdoor exhibition space at an extra fee of \$250 for 4 weeks. If this option is of interest, the planned artwork has to be discussed with and approved by the Gallery Manager at least 6 months in advance of the exhibition. The artwork(s) on the terrace should be an extension and a part of the main exhibition in the gallery. An appendix to be completed and signed will be attached to this exhibition agreement if you decide to proceed with hiring the terrace for your exhibition.

The terrace 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 Public Program

A free public program event needs to accompany each exhibition. The manager and curator will develop this with the exhibiting artist. It can take the form of an artist talk, discussion panel, seminar, demonstration or workshop. Additional events can be proposed and presented, in consultation with the Gallery management. This can include paid workshops.

1.16 No Smoking Policy

There is no smoking on the premises of Centrehouse and GALLERY LANE COVE. The building is owned by Lane Cove Council and smoking is prohibited in all Council buildings, including the lift, stairs, storage areas, toilets and areas that are within 10 metres of Council premises. This also means no smoking on the balcony.

1.17 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 in advance of the function.

1.18 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.

1.19 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. Other options include Little Street car park also operated by the local Council.

1.20 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.

1.21 Cleaning

GALLERY LANE COVE will be given to the Hirer in a clean condition and Gallery staff 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 must keep all areas tidy, clean and to a professional standard at all times while installing and de-installing the exhibition. The Hirer must bring the exhibition space back to the standard of cleanliness and repair that it was in at the time of installation by the Hirer.

1.22 Access & Security

GALLERY LANE COVE will brief the Hirer on security procedures that exist at the GALLERY when entering and leaving the building (if applicable and only for the purposes of the Hirer's 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 that occurs during normal business hours and will contact the Hirer as soon as possible. Centrehouse Inc is not responsible for any damage to or theft of art works or Hirer's belongings should a break-in occur.

1.23 Emergencies

The Hirer shall follow the reasonable direction of the Manager, Administrator or 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: <Insert>

Artist/Organisation Hirer: <Insert Name>

Hire Dates (includes bump-in and bump-out): <Insert Dates>

1. Art works on exhibition by the hirer are at the hirer's own risk. Gallery Lane Cove + Creative Studios 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. Hirers are responsible for the costs and organisation of insurance of their art work in transit.
4. The Gallery Manager will provide curatorial advice regarding the exhibition. The Exhibition Installer will physically assist exhibitors in hanging artworks (for 6-7 hours on the Monday), however artists/exhibitors have prime responsibility for the outcome and are expected to assist and work alongside install staff. Hanging of the work and set up of the exhibition is to occur during Gallery Lane Cove + Creative Studios during 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 with the dates as listed on the first page of the document. 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. 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.
7. 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-invitations and listing in The Village Observer and ArtGuide or Art Almanac. Any promotion of or advertising for the exhibition in addition the Gallery's 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.
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. 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.

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 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.
12. 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.
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 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.
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. 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.
16. 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.

17. 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.
18. 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).
19. 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.
20. 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 and enclose \$ which is comprised of:

- a) the deposit of 50% of the gallery hire of four weeks at a rate of \$ week (\$)
- b) and a refundable bond of \$.

The balance of the Hire fee, in the amount of [\$] is to be paid by <insert date>.

Please make any cheques out to Centrehouse Inc.

Bond Refund will be paid, after inspection of the exhibition space and check against the Condition Report, as follows:

Cheque: Payable to (Name).....
 (Address) OR
 1. Direct Deposit (Provide Name of Account Holder)
 BSB..... Account No.

Hirer's Name: _____

Signed: _____ Date: _____

Accepted by Gallery Lane Cove +Creative Studios Manager on behalf of **Centrehouse Inc**

HIRING RATE SHEET FOR EXHIBITION SPACE

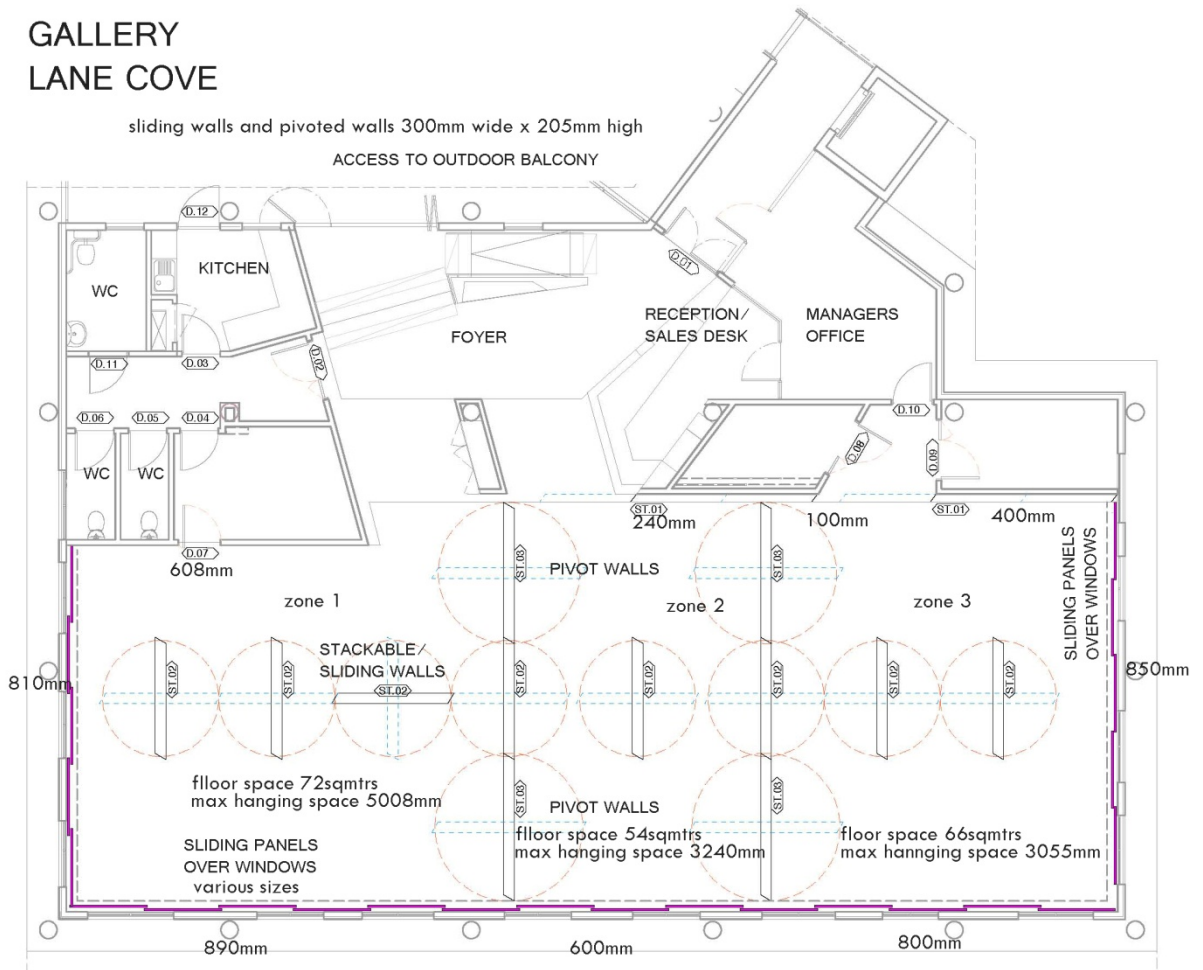
These rates are subject to change at the discretion of Centrehouse Inc t/a Gallery Lane Cove + Creative Studios and with reasonable notice to Hirers.

Hire Rates (2021)	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 and bond	\$2580/four week exhibition* (\$645/week) Plus 27.5% commission and bond	\$3930/ four week exhibition*(\$982.50/week) Plus 27.5% commission and bond
Single Artist Rate	\$1230/four week exhibition * (\$307.50/week) plus 27.5% commission on sales/ plus bond	\$1830/four week exhibition* (\$457.50/week) plus 27.5% commission on sales/plus bond	\$2880/four week exhibition* (\$720/week) plus 27.5% 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, unless otherwise suggested by the gallery.

GALLERY LANE COVE



Please note the dimensions should be in centimetres not millimetres as is shown in the plan reproduced above.

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 & Curator to make an appointment on 02 9428 4898 or info@gallerylanecove.com.au.

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 its 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. At times, chips, dips and a cheese platter are included.

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. 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.

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 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. 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 other than the exhibits 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
- 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