

PLEASE READ & SIGN

Introduction

Please ensure that all artists and gallery minders read this document thoroughly in the lead up to the exhibition and again at Bump In.

Anglesea Art Space is run by the Surf Coast Shire and has been set up as a community art space. The space allows art practitioners to exhibit, perform, create and run workshops (proposals to be discussed with Coordinator).

The space is provided for three weeks, including three weekends, set up (BUMP IN) and dismantling (BUMP OUT).

We strive to support artists as much as possible to sell artworks, expand their networks, connect with other creative individuals and to widen their audiences.

Please Note: Where an artwork is related to First Nations Peoples or Culture and the artist is not Aboriginal or Torres Strait Islander, artists must demonstrate appropriate consultation with the applicable Registered Aboriginal Party (RAP), Traditional Owner consultant or First Nations organisation.

Artworks that directly reference First Nations iconography, symbology or story will not be displayed without evidence of this permission.

Costs

The costs associated with exhibiting at Anglesea Art Space are:

- \$135 rent per week inclusive of GST (or \$405 for the exhibition period).
- **A deposit of 33% of the rental fee is payable upon acceptance of your exhibition.** This deposit is not refundable should you cancel your exhibition within 60 days of the scheduled Bump In.
- The remainder of the rental fee will be invoiced by Council prior to Bump In and **must be paid in full prior to installation.**

Commission

- There is a 20% commission for sales over \$2000. This applies across solo **and** group exhibitions.

GST

GST Registered Artists

- are registered for GST, and
- make the sale in the course of running their business.
- responsible for setting the sale price inclusive of GST.
- Surf Coast Shire Council does not take responsibility for reporting GST on sales. This is the responsibility of the GST registered Artist.
- Surf Coast Shire must collect GST on commission received, and will charge GST on commission charged to artists.

NON GST Registered Artists

- responsible for setting the GST exempt sale price.
- If the Artist is not liable for GST, Surf Coast Shire must collect GST on commission received, and will charge GST on commission charged to artists sales, but the Artist does not have to pay GST on the sale.

More information can be found at: <https://shorturl.at/fmwN6>

Invigilation

Exhibiting artists are required to mind the Art Space for the duration of their show. The Coordinator works 12 hours per week (usually Tuesdays & Thursdays). You are not required to mind the Space when the Coordinator is working. The Coordinator will confirm the days artists are not required prior to the exhibition.

In the event of unforeseen circumstances:

If an exhibiting artist is unable to fulfil their responsibility to mind the Art Space for any reason (e.g. isolating in relation to Covid, illness, an unexpected commitment), they must arrange for someone to voluntarily fill their shift **or** arrange to place a notice on the door informing the general public that the Art Space is closed due to unforeseen circumstances.

- If closure is required, please notify the Anglesea Art Space Coordinator.

Conditions of Use

- The Surf Coast Shire Council agrees to provide use of the shop known as Anglesea Art Space to Shire artists.
- It is a condition of use that the space is used respectfully and professionally.

This includes keeping the space tidy, regularly cleaning the Anglesea Art Space as per the 'Daily Cleaning Checklist' during exhibitions, ensuring all walls and plinths are returned to original condition, including patching and repainting as required.

No nails, picture hooks, sticky tape or double-sided tape are to be attached to the walls.

- Council reserves the right for the Arts Development Officer to review any exhibition set up and dismantling in regards to these requests, safety issues and complaints.

This is a community space, not a private gallery. As such users of the space will:

- Have a person on site during their exhibition - to greet visitors, process sales and direct visitors with enquiries to contact the Coordinator or the Arts Team.
- Provide an area to display promotional materials for other arts events
- Keep a tally of visitors to the space on the form provided.
- Ask visitors to fill in the **Newsletter Sign Up form** provided and leave comments about their experience. This feedback is vital in generating data to demonstrate the importance of Anglesea Art Space to the community and creative economy, and directly informs Council's ongoing programming.
- Visitors will be subscribed to Council's quarterly email newsletter **Art Matters** and kept up to date with Council's Arts and Creative Economy programming.

Anglesea Art Space is not a retail shop. It is for exhibiting artwork as part of an exhibition. As such:

- Sold artwork is to be collected by the purchaser at the time of BUMP OUT, or by arranging collection at a later date in consultation with the Artist or Coordinator.
- If a person purchasing artwork does not live locally the work can be taken at the time of sale if:
 - the person sitting the Art Space can immediately draw on works by the artist/s to maintain the integrity of the exhibition.
- If the purchaser asks for the work to be posted, they must pay in full for the artwork, including packaging/postage/delivery costs.
 - It is the responsibility of the artist to define these costs and communicate this to all Invigilators prior to the exhibition opening.
 - **Please note:** Anglesea Art Space does not supply packaging.
- The sale of gift cards and unframed prints during the exhibition is permitted.

AGREEMENT AND CONDITIONS OF USE

- Plinths must not be removed from the space. All unused plinths can be stored behind the moveable wall or beside the back door adjacent to the toilet.
- Easy access to the toilet and backdoor for Emergency egress must be provided at all times.
- Protection of Floor: **Always** use two people to move plinths and/or use the trolley provided. As Council rents this space for the use of community, please avoid dragging or pushing objects and furniture, dropping heavy or sharp items or using any materials or mediums that might damage the floor (eg. Paint, oil, paint medium, methylated spirits, acids, dye, varnish, glue, adhesives, etc.)
- The toilet facilities are for **staff/ artists minding the gallery** and must be cleaned after each use.

General Conditions

- Parking: If you are minding the Art Space, **please park in Noble St or opposite the river** to help keep parking bays available for visitors and patrons to each of the businesses within the shopping strip.
- Lights: There are four light switches located on the wall outside the toilet. Switch on during the day and ensure they are off when exiting the space.
 - The lights in the windows are to be left on for security purposes - these are located inside the power box in case of emergency, otherwise please do not touch.
 - The light switches are to be cleaned with disinfectant before and after the exhibition.
- Air-conditioner/heating: If the air conditioner/heater is switched on during the day it **MUST** be set to 'OFF' before leaving the space. The control unit is on the wall above the stored wire frames and must be cleaned with disinfectant before and after the exhibition.
- Windows: If you would like the windows professionally cleaned please discuss with the Coordinator. It is \$40 cash, which is an out of pocket expense to the exhibiting artist.
 - If you would like to clean the windows yourself, some cleaning products are supplied, but we recommend warm soapy water and a squidgee.
- General cleaning: Please adhere to the cleaning documents supplied.
 - **If the Coordinator finds that the Art Space has not been left in the same or better condition than when it was provided professional cleaning fees may be charged.**
 - **Remove all your rubbish** at the end of each day and at the conclusion of the exhibition.

Storage: Please do not use the storeroom or cupboards to keep any of your items - these areas must be clutter free for safety purposes and to ensure easy daily cleaning. **Please do not remove or dispose of any items you find in the storage room without prior consultation with the Coordinator.**

Safety: If at any time you feel threatened by an individual or group, do not hesitate to contact the Police on 000. Other important contact numbers are provided on the [Exhibitor's Check List+ Sitting Instructions](#) document on the front table clipboard.

Sales

- No cash can be accepted.
- Artists must use the EFTPOS machine supplied by Surf Coast Shire Council for all sales.
- Sales must be recorded in the receipt book and Exhibition Sales forms are provided to ensure accurate financial records are maintained.
- At the end of each day a Transaction Record must be printed from the Eftpos machine and balanced against the sales sheet.
- Only one receipt is required for multiple items, but each item must be listed alongside the name of the artist who made the work.
- A 20% commission applies for sales of \$2000 and over. This will be calculated at the end of the exhibition period and the Exhibition organiser will be invoiced by Council.

AGREEMENT AND CONDITIONS OF USE

- Exhibition Sales form - include receipt number, the Eftpos Merchant receipt reference number, buyer details and phone number.
- Make sure that buyers are informed of the collection time for purchased works.
- Artists who have sold work will have the above fees deducted by Surf Coast Shire prior to reimbursement.

Insurance

- The Surf Coast Shire covers Public Liability Insurance for the Anglesea Art Space.
- Artists need to supply their own artwork insurance against theft and damage if required.

Workshops

Please talk to the Coordinator about regulations in the lead up to the exhibition.

If permitted, Council will require a current Working with Children (WWC) and insurance documents.

Workshops may or may not be permitted, depending on commitments. Bookings must be set-up online through 'Eventbrite'.

Council will support the exhibition by:

- Providing a large-scale poster for the Anglesea Art Space window. Artists must provide a high quality image and exhibition information (title, artists, opening date and time and days open) at least 8 weeks prior to the exhibition.
- Providing a promotional tile (square format ad) for sharing via social media.
- Promoting the exhibition through Anglesea Art Space and Surf Coast Art Matters social media – also shared to various Facebook community noticeboards throughout the region.
- Promoting (if timely) through the Surf Coast Shire's quarterly Art Matters e-news.
 - Assisting to format images for submission (if required) - can be discussed with the Coordinator.
- Providing assistance for an exhibition opening - please discuss with the Coordinator.
- Printing display labels to accompany your works (if required).

Please note, it is your responsibility to promote your exhibition as well. This is a key part in the success of an exhibition. This may include printing and distributing flyers, social media, video etcetera.

Hanging system & plinths**Please read these instructions carefully before using:**

- There are 43 hanging wires, 46 hooks & 38 magnetic hooks that attach to the roof grid.
- Use the step ladder to install the hanging wires - they hook into and off the rail - do not try to slide the wires.
- LARGE hooks are spring activated. Press top down and slide to desired place on wires.
- The SMALL hooks have a small screw to undo and then tighten.
- Do not bend the wires. Fold around in a circular motion if required.
- Larger wall works require at least 2 wires & hooks to ensure the artwork is safely hung.
- 14 plinths of various sizes are also available in the Anglesea Art Space. Unused plinths can only be stored in view at the back of the space, or behind the moveable wall if it is not in use elsewhere in the space.
- Plinths are not to be dragged across the floor.
- As noted above, the storeroom is only to be used for storage of equipment, chairs, supplies and toilet paper.

AGREEMENT AND CONDITIONS OF USE

- Seating: Plastic chairs are available
- Tables: There is one trestle table available, and a desk for the exhibition sitter.
- A stepladder: There is a three-step ladder for your use. Please follow health and safety guidelines provided by the Coordinator - ie, do not over reach when standing on the ladder, ask someone to hold it for stability, etc
- A tool kit: includes hammer, pliers, a level, hooks and hanging wire
- Blu Tac: Is often required to stabilise hanging works. It is the artist's responsibility to provide new Blu Tac for this purpose
- Flags: to be installed and removed each day the gallery is open.

Refer to the **Exhibition Checklist Sitting Instructions** for more information on daily procedures and sales details.

- Email all completed Booking Information documents to the Coordinator at hgibbins@surfcoast.vic.gov.au

It is your responsibility to ensure that you to meet Council's promotion deadlines and follow the procedures outlined herein to ensure smooth running of the exhibition.

Leave required documentation in the 'documents drawer box' on the shelf in the storeroom at the end of the exhibition - this is important to keep accurate records and collect statistics.

Anglesea Art Space Artist Agreement

Exhibition Title:	
Name of Exhibitor(s):	
Exhibition Dates:	
Bump In Date:	
Bump Out Date:	

YES ☐ **I have / We have, read and agree to the above Conditions** *(please tick box)*

Name (Primary Contact):	
Contact (Phone):	
Postal Address:	
Email:	

Signature(s): _____

Date: _____