

## Terms and Conditions of the Strathnairn Homestead Gallery

The successful applicant, herein known as the 'Exhibitor', shall be permitted to use the Strathnairn Homestead Gallery (herein known as the 'Gallery') for the purpose of a self developed artistic exhibition as outlined in the Expression of Interest, and adhere strictly to the Terms and Conditions as outlined below.

### **Exhibition Agreement and Deposit**

The Exhibition Agreement form must be completed in full and returned to the Gallery with full payment of a deposit to ensure exhibition booking confirmation. A deposit of half the gallery hire cost is payable to the gallery one month after confirmation of the gallery program.

The cost of hiring one gallery space will be \$40 per weekend.

The successful artist/s exhibition will be confirmed on payment of the deposit.

The remainder of the gallery hire fee must be paid by the last weekend of the exhibition.

\*The deposit will only be repaid to the Exhibitor if a cancellation is made less than 30 days before the proposed exhibition.

### **Installation & De- Installation**

Exhibitors are responsible for installation of the exhibition. Installation can be arranged from 9am on the Tuesday preceding the opening night.

Wall works must be ready to hang.

The hanging system and lighting track system will be demonstrated and is simple to operate.

Removal of works at the end of the exhibition period is also the responsibility of the Exhibitor. This must occur between 4.30 and 6pm on the closing date of the exhibition (if possible) or as otherwise agreed with the Manager/ caretaker.

Exhibitors must return the space to the condition in which it was found.

De-installation and removal of **sold** artworks are the responsibility of the Exhibitor and purchaser, including packaging and transport.

The purchaser is to collect their artwork between 4.30 and 6pm on the closing date of the exhibition (if possible) or as otherwise agreed with the Manager/ caretaker.

The Gallery is not responsible for artworks that have not been collected by this time unless previously arranged with the Manager/ caretaker.

Purchasers are informed of their obligations with regards to collection of artwork at time of purchase.

### **Sale of Artworks**

There is a 20% commission charged on sales made by the artist.

### **Openings**

- Openings are organised by the Exhibitor.
- The opening can be either in the afternoon (from 4pm, Friday to Sunday) unless an alternate time and day is agreed by the Strathnairn Arts Association Committee.

- Catering and beverages for the opening are at the expense of the Exhibitor, unless an alternate agreement has been made.
- The Exhibitor is responsible for any preparation and clean up.
- Glasses and platters are available from the kitchen.
- A fridge is available for drinks and oven and microwave for heating food.

## **Publicity**

- Strathnairn gallery and Arts Association have an Administrator who can assist Exhibitors in obtaining free publicity for their exhibition.
- Exhibitors will be asked to share the cost of paid advertising.
- Hard copy invitations are the responsibility of the Exhibitor.
- The Administrator can assist you to produce a simple DL invitation and provide samples of previous invitations.
- All invitations must properly reference the ACT government and therefore **must be approved by the Administrator prior to being printed.**
- The Administrator will send a media release and online invitation on the Exhibitors behalf to our gallery mailing list.
- The Administrator can send hard copy invites to either the VIP list and/ or the Strathnairn Arts Association members list if requested by the Exhibitor and at the expense of the exhibitor.
- The Administrator will list the exhibition on the Strathnairn Arts Association web site.

## **Exhibitor Obligations**

The Exhibitor must provide:

- A list of works including title, medium and price
- 2D artworks must be ready to hang
- Invite a guest speaker to open the exhibition
- Liaise with the Administrator and Manager/ caretaker on all aspects of the exhibition and be available to provide assistance where required

## **Exemption of Liability**

The Gallery is not responsible for:

- Expenses incurred by the Exhibitor
- Any claims or damages made against the Exhibitor as a result of the Exhibitor's use of the gallery
- If the artist is not present and the Exhibitors space is being minded by a SCOOP member, no responsibility is accepted for breakages or theft

## **Indemnity**

*The exhibitor agrees to indemnify the Gallery in respect of any or all liabilities that the Gallery may incur arising directly or indirectly from the failure of the Exhibitor to comply with all the conditions outlined in this agreement.*

## **Reservations**

The Gallery reserves the right to use the Gallery for other purposes outside the Gallery's open hours without prior notice being provided to the Exhibitor.

## **Contact**

For further information or queries contact the Administrator or Manager/ caretaker on 02 6254 21434 or Email: [info@strathnairn.asn.au](mailto:info@strathnairn.asn.au)

# Exhibition Agreement

This Agreement is made between

**Strathnairn Arts Association/ Strathnairn Homestead Gallery**

AND

\_\_\_\_\_  
(the Exhibitor)

Of

(address) \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

With regard to the exhibition from (start date) \_\_\_\_\_

To (end date) \_\_\_\_\_

At Strathnairn Homestead Gallery in gallery # \_\_\_\_\_

I \_\_\_\_\_ (the Exhibitor) have read and agree to the Terms and Conditions of the Strathnairn Homestead Gallery.

Signed by the Exhibitor

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of the Strathnairn Arts Association

\_\_\_\_\_  
Leah Molony, Administrator Date \_\_\_\_\_

90 Stockdill Drive, Holt, ACT 2615  
ABN: 31 432 150 630  
All mail to: PO Box 4746 Higgins ACT 2615  
Phone: 02 6254 2134  
Fax: 02 6254 6924  
info@strathnairn.asn.au  
www.strathnairn.asn.au

Office Use Only

Copy of agreement given to Exhibitor/Date sent	
Deposit Paid on:	Receipt #
Duration of exhibition:	
Remainder of hire fee paid on:	Receipt#