

Hornsby Art Society Inc.

Hornsby Art Gallery- Gallery Hire Booking Form

208 Pacific Highway, Hornsby NSW 2077
 PO Box 642, Hornsby NSW 2077
 Open Wed-Sun from 10am - 4pm. Closed Mon & Tues. Phone: 9476 8869
 Email: hornsbyartgallery@bigpond.com Website: www.hornsbyartsociety.com.au

Contact details of Exhibiting Artist: (please complete a separate form for each additional artist, staple together, and submit with cheque for deposit)

Name:

Address:

.....

.....

Phone: **Mobile:**

Email:

Title of Exhibition:

Date /time of Opening event:.....

Dates of booking:

I have read the Terms and Conditions for Exhibiting art works in Hornsby Art Gallery and agree to abide by these.

Signature of artist.....**Date:**

Duration/rate charged:	HAS-members	Non- members
Per month	\$400	\$450
Per 3 weeks	\$325	\$375
Per 2 weeks	\$275	\$325
Per 1 week	\$200	\$250

Drop off date/time for works:

Collection date/time for works:

Deposit of 25% paid to secure booking:

Date paid:.....

Balance to be paid two months before the exhibition:

Please note, a penalty applies if the booking is cancelled within six weeks of the agreed hire period, and Hornsby Art Society will retain the deposit paid.

For office use only

Booking received and authorised by Hornsby Gallery Director:

Name: **Signature:**.....

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Invitation to Exhibit

Dear Artist,

The Hornsby Art Gallery, administered by the Hornsby Art Society, is a pleasant, well kept visual arts exhibition space which is available for hire, at reasonable rates, for emerging and established artists to show their work. It is suited to the display of paintings, drawings and small sculpture, and incorporates a Gift Shop, where items such as greeting cards, pottery and other small handmade items are offered for sale on a consignment basis.

We are currently taking bookings for solo and group exhibitions for 2010 and warmly invite you to submit your proposal for a showing of your own work.

If you wish to hire the gallery space, please contact the Gallery Director to discuss available dates. Hire of Gallery Booking Form can then be completed and your booking confirmed with payment of a 25% deposit.

We look forward to welcoming you as an exhibiting artist.

Paul Reilly

Gallery Director

Terms and Conditions for Exhibiting Art Works in Hornsby Art Gallery

Hornsby Art Gallery is a not-for profit volunteer-run community gallery. As such many individuals devote their time free of charge to ensure the gallery is maintained as a viable concern for the Hornsby and wider community.

Artists should be aware that certain aspects of the management of exhibitions at Hornsby Art Gallery are the responsibility of the artist. While some of these activities may not be required in other commercial galleries the hire fees for Hornsby Art Gallery take into account the artist involvement.

Please note that failure to comply with these conditions may result in the artist incurring additional charges.

A non-refundable deposit of 25% of the scheduled hire fee is required at the time of booking, to secure your exhibition dates. The final balance is due for payment two months prior to the opening date.

Hornsby Art Gallery charges 25% commission on all sales. Please ensure to allow for this in calculating your sale price. N.B. It is the responsibility of exhibitors to ensure that they comply with the requirements of the Tax Act.

In the case of more than one artist being involved in the exhibition, at least half the artists exhibiting must be members of the Hornsby Art Society in order to hire the Gallery at the HAS member discount rate.

Artists are responsible for costs incurred in delivery and collection of their artworks, and for insurance if required. Hornsby Art Gallery will take all due care, but accepts no liability for loss, theft or damage to artworks while in transit, storage, handling or on exhibition..

1. All works are to be hung by the HAS authorised hanging team (under the artist's supervision, if the artist so wishes). Artists are not to attempt to hang their works without the assistance of a member of the authorised hanging team. Artists who access the gallery without a member of the authorised hanging team and hang their works on their own will be liable for any damages to premises or other works caused by faulty hangings.

Artists are responsible for dismantling their exhibition and removal of unsold works.

2. All exhibits must be signed, original works of the artist. Works should be clearly labelled on the back with artist's name, the title and sale price (including commission and, if relevant, GST).
3. All paintings must be dry, framed or professionally presented, wired and ready to be hung using the Gallery's hanging system, with no projections on the canvas that could cause likely damage to other works. Frames or hanging devices requiring repair work will be rejected.

Presentation problems that will render works unacceptable for hanging

Works will be deemed to be poorly presented and may be rejected on delivery to the Gallery if they include **one** or more of the following defects:

- a. ordinary string, instead of proper hanging cord or wire (without protrusions)
- b. cord that stretches or breaks. The cord /wire must be tensioned firmly enough to prevent the gallery hooks from showing when the painting is hung.
- c. Screw eyes used or sharp projections present. Properly positioned "D" hooks/rings are preferred, but securely stapled cord is acceptable.

- d. Poorly positioned attachment points for cord/ wire. Cord or wire must be positioned low enough to avoid the gallery hooks being visible above the frame, but high enough to avoid the frame tipping forward (about 8-10 cm from the top on medium-size works, about one-fifth of the way down from the top on larger works).
- e. Dirty, discoloured or damaged frames or mounts, or works with untidy backing.
- f. untidy edges of unframed works on canvas. *Sides should be neat and either one colour, or in keeping with the painting*
- g. oversized* or overweight works
- h. unsigned works.

Size and weight restrictions

Hanging works are not to exceed 1800mm x 1500mm. This also includes a total area of 1800mm x 1500mm for multiple piece works (triptychs and diptychs).

* A weight restriction of 10 kg will be placed on artworks that are to be hung.

Other considerations

For exhibitions in which the Gallery is hired for private use, all advertisements, media releases, printing of invitations and catalogues are the responsibility of the exhibitor.

For the exhibition opening night/afternoon, the exhibitor should provide tea, coffee, drinks, nibbles, glasses and plates etc and ensure the Gallery kitchenette and bathroom are left clean and tidy. Garbage should also be removed from the Gallery. A bar fridge, microwave oven and urn are available for use. If alcohol is served, 'Responsible Service of Alcohol' requirements must be met.

Failure to ensure the gallery is left in a clean and tidy state after opening night may incur a cleaning charge.

Hornsby Art Society volunteers staff the Gallery each day the Gallery is open, but we recommend that artists be present during their exhibition to assist visitors and promote their artwork.

Collection of works

Displayed works and works sold may not be removed until the closure of the exhibition.

All unsold exhibits **must** be collected between 3.00pm-5.00pm on the closing day of the exhibition, by the exhibitor or an authorised agent. In the case of illness or extenuating circumstances only, the Gallery should be contacted immediately on 9476 8896 if it becomes necessary to make alternative arrangements for collection.

Images of Artworks

The artist authorises HAS to use images of the exhibited artworks for publication in the HAS Newsletter and any other media directly related to the advertising of the exhibition. If the artist does not wish images to be used they must notify the Gallery Director in writing.

Endorsed by Hornsby Art Society Committee 2009