

BROADHURST GALLERY EXHIBITION PROPOSAL

Forms and information



Hazelhurst Regional Gallery and Arts Centre are currently accepting proposals for March 2018 to March 2019

The Broadhurst Gallery, located within Hazelhurst Regional Gallery and Arts Centre, is a high profile public exhibition space. The purpose of this space is to encourage, stimulate and promote local and regional cultural activities through an active and diverse exhibition program.

The Broadhurst Gallery is located adjacent to Hazelhurst's dedicated art studios. The exhibition space is a thoroughfare for the centre including the studios, theatrette, café and Regional Gallery. As such, the weekly visitation is approximately 4,000 visitors.

The entire exhibition space is approximately 35 running metres. Artists may select to use all or part of the gallery space. The Broadhurst Gallery has LED wash and spot lights throughout that can be positioned on the lighting track to suit the exhibition.

Artists and groups are invited to submit proposals to exhibit for two weeks - a twelve day exhibition period plus one day each for installation and deinstallation.

Applications are assessed in accordance with the exhibition policy by Hazelhurst's Exhibitions Committee. This includes six independent advisors including artists, teachers and local community representatives, as well as Hazelhurst's Director, Curator and Art Centre Manager. Successful applicants pay a subsidised hire fee and can sell their work with a 30% commission.

Applications will be assessed in conjunction with the Regional Gallery program. It is possible that some applications will be considered as appropriate for inclusion in the Regional Gallery program, or alternatively for inclusion in the Moran Gallery, Sylvania program, which Hazelhurst curates in partnership with the Moran Art Foundation. Applicants will be advised of any such recommendations and will be provided with the opportunity to discuss proposed changes.

Hazelhurst reserves the right to present exhibitions in the Broadhurst Gallery. These exhibitions may include educational exhibitions, touring exhibitions, in-house curated exhibitions or joint projects between Hazelhurst and other community, education or arts organisations and/or artists.

PLEASE COMPLETE THE BROADHURST GALLERY PROPOSAL FORM OVERLEAF

PLEASE DO NOT SEND ARTWORK WITH APPLICATION

Please read carefully and attach all necessary documentation

RETURN YOUR COMPLETED PROPOSAL BY EMAIL TO hazelhurst@ssc.nsw.gov.au, with Broadhurst Gallery Proposal and artist's or group name in the subject field.

OR BY POST TO:

Broadhurst Gallery Application
Hazelhurst Regional Gallery and Arts Centre
PO BOX 393
Gymea NSW 2227

Please include on the back of your envelope:
Exhibitor Name, Address and Proposed Exhibition Title.

If you have any questions or concerns about the application process, please contact Hazelhurst staff who will assist you where possible.

For confirmed Exhibitors, questions regarding installation, opening arrangements, deliveries, media appointments and other arrangements in the lead up to your exhibition, must be directed to Gallery staff.

Contact:

Carrie Kibbler, Curator
Phone: 02 8536 5700
Email: hazelhurst@ssc.nsw.gov.au

BROADHURST GALLERY PROPOSAL FORM



APPLICANT DETAILS

Artist or exhibiting group: _____

Contact person: _____

Position: _____

Email: _____

Phone (mobile preferred): _____

Address: _____

Suburb: _____

State: _____ Postcode: _____

Postal address: _____

Suburb: _____

State: _____ Postcode: _____

EXHIBITION DETAILS:

Proposed Exhibition Title:

Brief exhibition summary (approx. 50 – 100 words):

Names of artists participating in the exhibition (if a group exhibition):

Aims and benefits of the exhibition:

Has this exhibition/project been undertaken anywhere else? If yes, please outline where and in what capacity:

Do you have any confirmed funding for your exhibition? If yes, please list confirmed funding sources:

Do you have any confirmed partners for your exhibition? If yes, please list:

Do you have any events planned during your exhibition? Eg. Exhibition opening, artist talks, tours.

ENGAGEMENT:

Does the exhibition involve or engage the communities and places of southern Sydney? If so how?

Does the exhibition involve people from culturally and linguistically diverse backgrounds? If yes, in what way?

Does the exhibition involve people from Aboriginal or Torres Strait Islander background? If yes, in what way?

Does your project involve people with disability? If yes, in what way?

Does your project involve people living and/or working in Western Sydney? If yes, in what way?

Does your project involve people living and/or working in regional NSW? If yes, in what way?

Does your project involve young people (under 25 years old)? If yes, in what way?

SUPERVISION

How will the exhibition be supervised? Please provide details of personnel and times.

ATTACHMENTS

Please including the following:

- Exhibition rationale and description (1 page)
- Artist CV/biography (single page for solo artist or brief biography for artists in a group exhibition is suitable)
- Information about organisation or group (if applicable)
- Images of proposed work – jpegs preferred or PDF format
- Image details including artist, title, date, medium, size
- Exhibition equipment required. NOTE: Hazelhurst may be able to provide plinths, shelves and screens. These are subject to availability. Please provide details of any equipment you may require.

AGREEMENT

I/We have read the Broadhurst Gallery Exhibition Information and accept the conditions of exhibiting at Hazelhurst Arts Centre Broadhurst Gallery.

Exhibitor Name: _____

Signed: _____

Date: --/--/----

INFORMATION AND CONDITIONS OF USE – BROADHURST GALLERY

THE PROPOSAL

To exhibit in the Broadhurst Gallery you must complete the proposal form and submit it with the required support material.

SELECTION PROCESS

The Exhibitions Committee will review proposals once yearly, usually in October of the year prior to the exhibition program. Proposals for the whole year will be accepted for this meeting of the Exhibitions Committee. Programming of dates for exhibitions determined at the meeting will not be negotiated for any proposal. Closing dates for proposals will be the 31st August of each year.

When assessing proposals the Exhibitions Committee uses the following criteria:

- Does the exhibition demonstrate artistic merit and originality?
- Does the exhibition clearly communicate its intent?
- Does the exhibition demonstrate a self-selection process?
- Has the exhibition proposal considered a target audience or Broadhurst involvement?
- Does the exhibition promote the cultural interests of the region?

Other considerations may impact on the assessment of an application, including:

- Will the timing of the proposal fit the Gallery's schedule?
- Will the proposal contribute to a balanced exhibitions program?
- Is there adequate information to assess the proposal?

PLEASE NOTE: Applications from artists or groups who already exhibited in the previous year will not be accepted.

OFFER OF EXHIBITION AND ACCEPTANCE

Successful applicants will be notified by email by the end of October. This will include exhibition dates offered by Hazelhurst.

You must confirm your acceptance of the offer in writing and with the payment of the hire fee within two weeks of the dated offer. After this time, the Gallery will approach another applicant to exhibit or make alternative arrangements.

DURATION OF EXHIBITION AND OPENING HOURS

Broadhurst Gallery exhibitors will have 14 days access to the gallery which includes installation of 1 day and deinstallation of 1 day.

The Broadhurst Gallery is open 7 days a week from 9am to 5pm. During school term the Gallery is open from 9am to 9pm Monday to Thursday.

FEES AND CHARGES

The hire fee of the Broadhurst Gallery is \$450* for the 14 day period

Gallery preparatory fees are \$40 per hour

Commission on artwork sales is 30%

PLEASE NOTE: Applicants identifying themselves as incorporated, representative groups may be eligible to manage their own artwork sales, however, a higher fee of \$760* per 14 day period is applicable and additional information will need to be supplied.

*Fees stated are correct at the time of writing only and are reviewed annually. Check with Hazelhurst Regional Gallery for current prices.

INVITATION, PROMOTION AND MEDIA

If Exhibitors wish to promote their exhibition through advertising, the costs and organisation of advertising are entirely their responsibility.

The Exhibitor is responsible for the development and production of an exhibition invitation, either hardcopy or digital.

Distribution of the invitation is the Exhibitor's responsibility and at their expense.

If Exhibitors wish to support and promote their exhibition through brochures/flyers/posters, the costs and organisation of production are entirely their responsibility. This includes the costs of re-printing or re-photocopying the brochure/flyers/poster

Exhibitors are encouraged to take the initiative in making arrangements with journalists and media representatives, however, arrangements for photographs interviews or other promotional use of the gallery space must be confirmed with the Centre prior to appointments being made with the media.

Exhibitors must ensure they clearly acknowledge Hazelhurst Regional Gallery and Arts Centre by logo, Sutherland Shire Council and nominated sponsors on all printed material associated with the exhibition.

Any printed or digital material must be approved in writing by Hazelhurst staff.

Hazelhurst will promote the exhibition in the following:

- Hazelhurst website
- Friends of Hazelhurst newsletter
- Our Shire newsletter

For this purpose, Hazelhurst will require the Exhibitor to supply:

- A biography and artist's statement
 - 3-5 high quality digital images
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DELIVERY AND COLLECTION OF WORK

Exhibitors are responsible for all costs associated with transporting work to and from the Hazelhurst.

Hazelhurst will provide set dates for the delivery and collection of work.

INSURANCE

Exhibitors are responsible for costs and organisation of insurance of work in transit and while on exhibition. Works on exhibition by the hirer are at the hirer's own risk.

Hazelhurst takes no responsibility for the care of Exhibitor's artworks or equipment whilst in the gallery. Lost or damaged items are entirely the responsibility of the Exhibitor.

INSTALLATION

Hazelhurst allows one day to install an exhibition in the Broadhurst Gallery (Thursday), and one day to dismantle (Wednesday).

Hazelhurst's Curator will determine these dates when planning the program.

It is compulsory for Exhibitors to hire one of Hazelhurst's recommended preparators for installation and deinstallation. Contacts for suitable preparators will be provided.

Installation of works should be discussed with the gallery.

Exhibitors will need to have their works ready for display.

Exhibitors will be charged for any repairs required to walls or exhibition furniture. Costs of repairs will be deducted from sales or invoiced to the Exhibitor.

EXHIBITION EQUIPMENT AND FURNITURE

Gallery tools and equipment are not available for use by Exhibitors without the permission of the gallery staff.

Exhibitors should ensure their own tools and equipment are clearly labelled.

Exhibitors are responsible for the care of their equipment and Hazelhurst will not accept responsibility for loss or damage to Exhibitors' equipment.

Hazelhurst is able to supply plinths and shelves free of charge, subject to availability.

Hazelhurst has frames available for hire to Exhibitors. Frame hire must be negotiated in advance of the exhibition and is subject to availability. These frames are for works on paper only.

STORAGE

Hazelhurst is unable to offer any storage facilities.

Packaging cannot be left at Hazelhurst.

The Exhibitors must remove all works immediately after the exhibition.

GALLERY SUPERVISION AND MAINTENANCE

Hazelhurst's staff will ensure your exhibition is kept clean, straightened and well-presented throughout its duration.

Any unusual maintenance requirements are the responsibility of Exhibitors.

There is no guarantee of sustained supervision of the Gallery by Hazelhurst staff. Exhibitors may make their own arrangements for supervising the gallery in consultation with Hazelhurst staff.

LABELS AND CATALOGUES

The Exhibitor will provide a roomsheet including a list of works including artist, title, date, medium, size and price (if applicable) as well as an introduction to the exhibition or artist statement for the exhibition.

Hazelhurst can provide a template on request.

The Exhibitor is to provide 50 printed copies of the roomsheet as well as a digital file.

Hazelhurst will provide black vinyl lettering of the exhibition's title for installation by the gallery preparator.

The correct title must be supplied in advance.

Hazelhurst will provide numbered stickers corresponding to the works listed in the catalogue.

If the Exhibitor wishes to support and document their exhibition through a published catalogue, the costs and organisation of catalogue production are entirely their responsibility. This includes the costs of re-printing or re-photocopying the catalogue.

DOCUMENTATION

Exhibitors are responsible for the documentation of the exhibition.

Exhibitors are asked to provide Hazelhurst with a copy of digital documentation as a record of the exhibition.

GUIDED TOURS AND SCHOOL GROUPS

Hazelhurst hosts a number of tours and group bookings for exhibition viewing. At times, Hazelhurst may suggest that the Exhibitor give a talk or demonstration for a school group, volunteers or tourists. Exhibitors are under no obligation to provide this service. However, talks and demonstrations are an effective means of promoting and explaining your show. Hazelhurst is unable to pay fees to Exhibitors for talks or demonstrations.

OPENING FUNCTION

Exhibition launches are held on Saturdays between 2 and 4pm.

All costs associated with catering, serving and entertainment are the Exhibitor's responsibility.

Exhibitors are responsible for the food and beverages for the exhibition launch. Hazelhurst is unable to provide kitchen facilities.

Alternatively, food and beverages may be supplied by the Hazelhurst cafe. Exhibitors are to make arrangements with the cafe for their function.

Clean-up of the opening function is the responsibility of the exhibitor. Charges will be made for any cleaning expenses incurred by the gallery.

Openings will be alcohol free unless the hirer requests cafe staff to serve alcohol. A charge applies for this service.

ARTWORK SALES

Unless otherwise agreed Hazelhurst will manage all sales of works in the Broadhurst Gallery.

Opportunities for sales will be during normal business hours, 9am – 5pm, Monday to Sunday.

Artwork prices on roomsheets must include 30% commission payable to Hazelhurst.

Should the artist wish to have some flexibility in price in case a purchaser wishes to negotiate, this should be stated in advance along with the amount of flexibility. This discount will be taken from the gross sales figure the 30% commission will be worked from the new gross sales figure.

Where Exhibitors have not provided price lists to Hazelhurst no sales will be accepted. Hazelhurst takes no responsibility for the promotion of works on behalf of exhibitors.

The exhibitor should provide a GST inclusive price if applicable. GST payments on sales of artworks are the responsibility of the exhibitor.

The Gallery undertakes to pay the artist the artist's stated price less the commission rate of 30% within 14 days of all sales being finalised.

COMMISSION

Unless otherwise agreed the Gallery will take a commission from all works sold in the centre.

A flat service fee of 30% commission applies to all works sold during the period of hanging (including pre-opening and opening period).

SALES PROCEDURES

20% of the artwork's purchase price must be paid as a non-refundable deposit to secure the artwork, otherwise the work will not be held.

No work will be removed from display before the closure of the exhibition.

Artworks sold during the exhibition will remain at Hazelhurst until collected by the purchaser.

No artwork may be collected until the Centre has received full payment of the total purchase price.

Full payment of the artwork must be received within the first week after the close of the exhibition or the purchaser will forfeit their deposit.

Advise the purchaser to please choose carefully, as the artwork cannot be returned for refund or exchange once the initial deposit has been made. A refund is only possible for reasons nominated by Hazelhurst.

Due to limited storage space, collection of the artwork must take place within the first week after the closure of the exhibition.

Sold works cannot be removed or retained by the artist for any purpose.

The Purchaser may collect the work personally or arrange and pay a courier, and confirm details with the Gallery. The Gallery cannot give works to any courier without prior notification and identification. Please note: transit insurance is the responsibility of the purchaser and the centre takes no responsibility for works released to nominated carriers.

BROADHURST GALLERY FLOORPLAN

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Measurements are in mm
Scale is approximate only

