TOWN OF GAWLER, GAWLER ADMINISTRATION CENTRE

ART EXHIBITION SPACES - APPLICATION TO EXHIBIT

1. EXHIBITION OF WORK

Councils Community Plan 2017-2027 recognises that the Arts provide an opportunity for Council and the community to be engaged and collaborate for social change and growth, while having an ongoing positive contribution to the health and wellbeing of the community.

The Town of Gawler exhibits work from interested artists and community organisations, upon consultation with management, in Council managed venues. Types of work that can be exhibited are: art, sculpture, ceramics, crafts, models, photographs or jewellery subject to appropriate provisions for display being available ie space available, gallery hanging system or lockable display cases.

2. EXHIBITION CONDITIONS OVERVIEW

- Whilst the Town of Gawler will exercise all reasonable care, no responsibility will be accepted for any lost or damaged exhibits.
- It is required that the Artist / Exhibitor affect suitable insurance cover for the duration of the event.
- If entries are for sale, they must be for sale at the price endorsed within this agreement. The price of any exhibit cannot be altered once the Council has received the agreement.
- Any sales from the exhibition will be handled directly by the Artist or exhibiting Organisation; by completing and signing an Application to Exhibit you provide Council with permission to provide your contact details to interested parties for this purpose.
- All exhibits will remain on view, whether sold or not, until the close of the exhibition.

You must refer to the **Town of Gawler – Gawler Administration Centre Exhibition Terms and Conditions** for the full terms and conditions for utilising Council Exhibition Spaces prior to signing this application.

Delivery and collection of exhibits:

- All works must be delivered to the Exhibition Venue and installed on the date negotiated with management.
- Exhibitor is responsible for the installation and removal of the exhibition. Council staff will not be available to assist with installation.
- No late works will be accepted.
- Failure to remove an exhibition by the agreed date will result in a penalty fee of $300 to cover the cost of Council staff removing the exhibition from display.

3. PRE-SELECTION

- Council reserves the right to reject any work of art and limit the overall number of exhibits. Due to space available, all exhibits may not be shown.
- Council will develop and manage an exhibition calendar which will plan the exhibition program for up to a 12 month period ahead. Council reserves the right to book the exhibition spaces to meet its own promotional and exhibition needs.

4. APPLICATION TO EXHIBIT

Completed Applications to Exhibit can be:

- Delivered in person to the Town of Gawler Administration Centre, 43 High Street, Gawler;
- Posted to the Town of Gawler, PO Box 130, Gawler SA 5118; or
- Emailed to council@gawler.sa.gov.au.

5. SALES

- Sales of exhibition pieces are encouraged, however the exhibiting Artist or Organisation will manage any sales directly in line with the Town of Gawler Exhibition Terms and Conditions.
- Council does not charge for hire of Exhibition Spaces, nor does it require a commission on any sales resulting from the exhibition in the Gawler Administration Centre.
- Exhibits sold should be clearly identified with a sticker. No responsibility will be accepted in respect of stickers affixed in error.
- All works (sold or unsold) must be removed from display and collected from the Exhibition Venue on the date negotiated with management or the full penalty fee will be charged.

6. FURTHER INFORMATION

- If you have any questions or would like further information about exhibiting within the Town of Gawler Exhibition Spaces please do not hesitate to contact:

  Gawler Administration Centre
  Phone: (08) 8522 9211
  Email: council@gawler.sa.gov.au

7. CHECKLIST

☐ I have read and understand the **Town of Gawler, Gawler Administration Centre, Art Exhibition Spaces - Terms and Conditions.**

☐ I have read, understood (pages 1 and 2) and completed (pages 3 and 4) all sections of this form: **Town of Gawler, Gawler Administration Centre, Art Exhibition Spaces - Application to Exhibit.**

☐ I am a Local Artist who resides within Town of Gawler Council region or belongs to a local community art organisation either based in the Town of Gawler and/or has demonstrated Town of Gawler activity (please specify your name or which group):

……..

☐ I have provided a list of works for my proposed exhibition, similar to the 'Exhibition Works Proforma Table' on page 4.

☐ I have provided an Exhibition Statement for my proposed exhibition – see page 4 also.

☐ I have attached photos of some of the works to be featured in the exhibition.

TOWN OF GAWLER – GAWLER ADMINISTRATION CENTRE

APPLICATION TO EXHIBIT FORM

Name (Artist/Organisation): ……

Address: ……

Phone No: …… Mobile No: ……

Email: ……

Exhibition Details

Exhibition Name: ……

Exhibition Theme: ……

……

Proposed Start Date: …… Proposed Finish Date: ……

Please provide a list of works for your exhibition similar to the 'Exhibition Works Proforma Table' on page 4.

Exhibition Statement – Please write and attach a short paragraph (max 100 words) about the artworks you propose to exhibit. If successful in gaining an exhibition at the Gawler Administration Centre, these words may be used for promotional purposes.

I would like to apply for exhibition space in one of the following locations (please tick any that apply):
Gawler Civic Centre, 89-91 Murray Street, Gawler, South Australia

- ☐ Gawler Administration Centre, 43 High Street, Gawler
- ☐ Gawler Civic Centre (First Floor, Institute), 89-91 Murray Street, Gawler

☐ Please add me to your database to receive updates on events and community news in Gawler.

I, …… (Print name in full) agree to indemnify and keep indemnified the Town of Gawler, its servants and agents and each of them from and against all actions, costs, claims, damages, or charges and expenses whatsoever which may be made or brought or claimed against them or any of them arising out of, or in relation to the exhibition detailed above.

I accept the terms and conditions as stated in the **Town of Gawler, Gawler Administration Centre, Art Exhibition Spaces - Terms and Conditions** and certify that the exhibits were executed by myself and the statements made in this application to exhibit are true and correct, to the best of my knowledge.

Signed …… Date ……

Office Use Only *GCC Staff:* *Date:*

Exhibition Space Booked (Gawler Administration Centre / Gawler Civic Centre):			
Exhibition **bump-in and set-up** dates:			
Start		Finish	
Exhibition dates:			
Start		Finish	
Exhibition **dismantling and bump-out** date(s):			
Start		Finish	

Exhibition Works Proforma Table

Item	Artist	Title	Year	Size (height x width x depth in cm)	Weight	Medium	Price ($) or N/A (not for sale)	Caption / Info
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Note: please provide photos of some of the works to be featured in the exhibition.

Exhibition Statement – Please write and attach a short paragraph (max 100 words) about the artworks you propose to exhibit. If successful in gaining an exhibition at the Gawler Administration Centre, these words may be used for promotional purposes.

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