

# hirers information kit

1. general information
2. gallery floor plan
3. gallery location map
4. exhibitions checklist
5. exhibition proposal application

The Workshop Arts Centre is an independent not-for-profit art school and workshop facility established in 1961 to promote and foster appreciation in the creative and visual arts.

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**phone.** 02 9958 6540  
**email.** [admin@workshoparts.org.au](mailto:admin@workshoparts.org.au)  
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**[workshoparts.org.au](http://workshoparts.org.au)**

## general information

The Ewart Gallery is part of the Workshop Arts Centre. The Workshop Arts Centre is a not-for-profit art school established in 1963 to foster and promote appreciation in the creative and visual arts. The Ewart Gallery, named in honour of the Workshops founder Joy Ewart was officially opened in 1996 by artist John Coburn. The purpose of the space is to encourage and stimulate interest in art in the local and wider community and to support and promote the work of emerging and established artists. Exhibitions are generally of 2 weeks duration from Tuesday to Monday, providing for three days installation and one working day to dismantle the exhibition.

### APPLICATION AND SELECTION

Applications are invited from individual artists, groups of independent artists and art societies or organisations. Applications should be submitted to the Exhibition Committee on the attached form with supporting images and documentation wherever possible. When assessing the proposals the exhibition committee will assess proposals with consideration of, amongst other things:

- Demonstrated artistic merit
- Clearly communicated intent
- The interests of the local, wider or target audiences
- The contribution of the exhibition to a balanced exhibitions program
- The timing and availability of the gallery
- Suitability of the exhibition to the constraints of the exhibition space.

### ACCEPTANCE

An applicant will receive an offer of an exhibition by letter or email with effective dates offered by the Workshop Arts Centre. The applicant must confirm their acceptance of the offer in writing and payment of the deposit within 3 weeks of the date of offer

### GALLERY HIRE FEES

The Gallery hire fee is \$380 for the 3 week hire period. This fee is due on signing our agreement. Our \$75 Cleaning Bond is payable in conjunction with the WAC approval of exhibition promotional materials. The cleaning bond is refundable upon the gallery being left in 'as found' condition following dismantling of the exhibition.

### COMMISSIONS

The Ewart Gallery charges a commission on all works sold. The artist retains 70% commission of gross sales and the gallery retains 30% (incl. GST) on all works sold. The gallery is able to process purchases via cash, cheque, EFTPOS, Visa card and MasterCard.

### DELIVERY AND COLLECTION OF WORKS

Hirers are responsible for all costs associated with the transportation of works to and from the gallery. Works must not be delivered prior to the hire date agreed on with Workshop Arts Centre

### INVITATIONS

It is the hirer's responsibility to organise the design, printing and distribution of invitations. Copy for these must be provided to staff of the Workshop Arts Centre for approval 14 days prior to printing and distribution. The hirer will use the logo of Workshop Arts Centre logo and those of its sponsors as provided by the Workshop Arts Centre on all printed material.

### MARKETING AND PROMOTION

Generally promotion of the exhibition and all associated costs are entirely the responsibility of the hirer, however the Workshop Arts Centre will contribute to the overall promotion of the event wherever possible. For example, the Centre will publicise the exhibition as part of the gallery calendar, in the member's newsletter and with local media, administer sales on opening night and throughout the exhibition (except Saturdays).

To facilitate this the hirer should supply any relevant information to the Centre staff including a biography and artists statement and images of work to be exhibited (preferably in electronic form on disc or via email). An e-invitation can be sent out to the Workshop Arts Centre's email list if it is provided by the hirer.

A draft of all material used for advertising, promotion and marketing must be provided to the Centre at least 4 weeks prior to the exhibition date to ensure that it complies with the Centre guidelines. Changes to the material may be required.

### LABELS AND CATALOGUES

The hirer will provide to the Workshop Arts Centre a list of works including size, medium and price, plus

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## general information cont.

an introduction or artists statement if so desired. Workshop Arts Centre will create and print an A4 size Room Sheet. Any other form of catalogue is the hirer's responsibility and is to be provided at the hirer's expense, with drafts approved by the staff of the Workshop Arts Centre prior to printing.

The gallery uses a numbering system for the identification of works corresponding to the artwork's number in the catalogue and these should be the only labels used within the exhibition. An artists statement or other information can be provided in A4 or A3 form at the entrance to the exhibition

### EXHIBITION OPENING

Opening nights are generally conducted on Friday evenings from 6.00pm to 8.00pm. Functions at other times are to be negotiated with Centre staff. It is the hirer's responsibility to arrange food and beverage catering for guests and to bear responsibility for all costs associated the opening function such as catering, cleaning, staffing, entertainment, floral arrangements and decoration. Glasses and tablecloths are available for hire at an additional charge of \$50. Glasses are to be washed, dried and returned to their boxes after use. Table cloths are to be laundered and ironed.

### EXHIBITION SUPERVISION

The hirer must arrange for supervision of the exhibition on Saturdays from 10am – 3pm, and at other times should they so decide. Art Centre staff are on the premises and able to provide some supervision of the exhibition on week days from 9am – 4.30pm and to handle sales of artwork. However the Workshop Arts Centre takes no responsibility for loss or damage to artworks displayed in the gallery.

### INSTALLATION AND MAINTENANCE

Installation of the exhibition will generally occur on the Tuesday, Wednesday and Thursday during business hours prior to the Friday night opening. Any special requirements for the installation process must be detailed in the application form – such as methods of attaching works to the wall; electrical, lighting, video or audio requirements etc. WAC staff will have curatorial oversight of the installation and final show.

Gallery tools and equipment other than that specified are not available to hirers without permission from

Centre staff. Hirers should ensure their own tools and equipment are clearly marked, the Workshop Arts Centre will take no responsibility for loss or damage to the hirers tools or equipment. Hirers are responsible for the costs of making good a significantly altered space e.g. patching and repainting walls, cleaning floors etc by the end of the hire period as stipulated by the Hirers Agreement. Repairs must be carried out to the satisfaction of Centre staff before the Cleaning Bond can be refunded.

### OH&S REQUIREMENTS

All Occupational Health and Safety standards must be observed during the installation and exhibition process. Workshop Art Centre Staff will provide you with a list of what these are but commonsense should also prevail in ensuring the safety of all persons involved in the movement and installation of artworks and the handling of tools and equipment, as well as the safety of visitors to the exhibition when it is finally set up. This includes but is not limited to: all electrical plugs, leads and cords should be secured and inaccessible to the public; no sharp implements or objects should be accessible to the public; there should be no trip hazards; all 3D work should be firmly secured to floor, plinth or base; all 2D work should be securely hung; any potential hazards are clearly signposted and or roped off.

### EXHIBITION AND HANGING SYSTEMS

The gallery is fitted with a hanging system that requires framed works to be fitted with 'D' rings. Alternative hanging methods will need to be discussed with staff both for the safety of artworks and the gallery walls. The gallery is also fitted with low wattage halogen spot lights. Staff will adjust lighting on completion of the installation. The use of the lighting, gallery plinths and hanging system is included in the gallery hire fee.

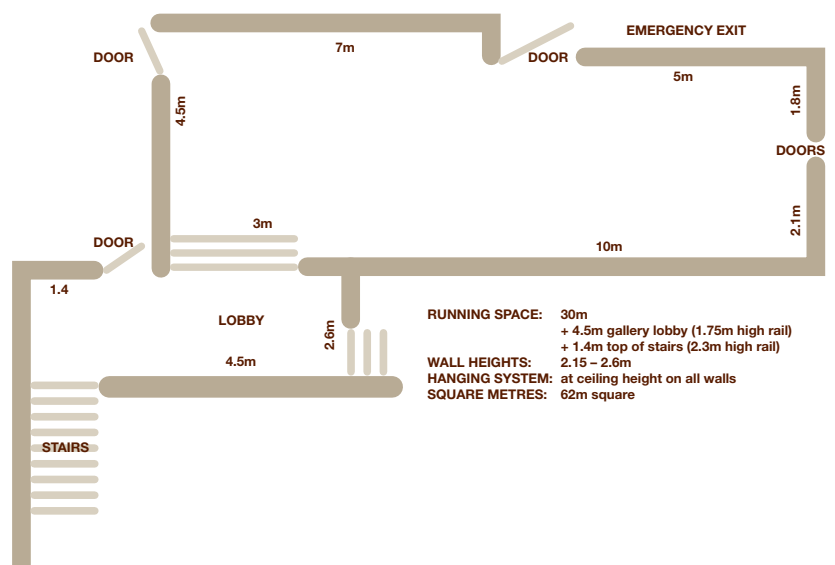
### STORAGE

The Workshop Arts Centre is unable to provide for the storage of artworks. It is the responsibility of the hirer to ensure that all artworks are collected immediately upon the close of the exhibition. The Workshop Arts Centre will not take responsibility for loss or damage to artworks left at the Centre. Any works left at the Centre for more than 30 days will be deemed to become the property of the Workshop Arts Centre.

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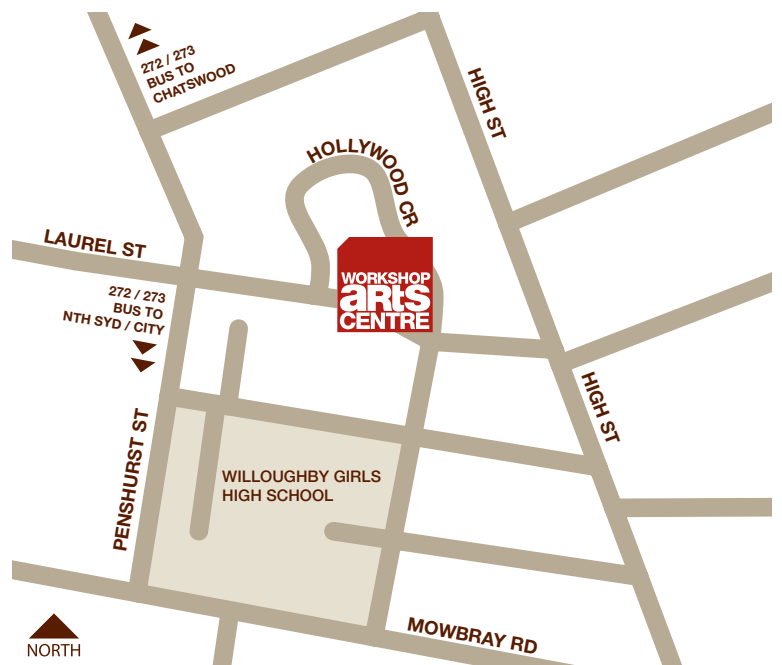
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## gallery plan and location



The Workshop Arts Centre is located on Laurel Street, between Penshurst and High Streets, Willoughby. 272 / 273 buses run frequently from Chatswood, North Sydney and Wynyard Stations, stopping at the corner of Penshurst and Laurel Streets, 100 metres from the centre. Street parking is limited.

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# exhibitions checklist

Use this list as both a planning guide and a reminder/checklist.

## GENERAL

- Organise guest speaker or someone to open the exhibition if you so wish
- Organise development of a mail list, email list well in advance. Plan distribution of information such as letter box drops, placing of posters etc.
- Organise friends, family or others to help with exhibition delivery, set up, opening night etc.
- Develop a budget to cover the cost of framing and transporting artworks; design and printing of invitations and flyers or posters; postage costs; catering and staff costs for opening night.

## PRINTED MATERIAL

- Invitation – designed, approved and proofed, printed, posted
- Posters and Flyers – designed, printed, distributed
- Press Release – approved and faxed, emailed, posted
- Artist Statement
- Artist Biography/Information
- Catalogue – list of works to WAC office or information to printer
- Price list – information to WAC office

## EXHIBITION INSTALLATION

- All artwork mounted/framed
- All artwork with D-latches or appropriate hanging device
- Artwork delivery organised and enough people to lift/handle works
- Display requirements organised - plinths, hooks, white tack, wall pins etc
- Number of people to install exhibition
- Work with WAC staff to adjust lighting
- Numbering/labelling artworks

## EXHIBITION OPENING

- Food catering organised – delegated or ordered.
- Drinks (alcoholic and non-alcoholic) delivery organised for afternoon of opening.
- Ice and cooling organised.
- Glasses, platters, tablecloths, napkins organised.
- Number of people to set up tables, put out food and set up bar.
- Number of people to serve food and drinks.
- Number of people to clean-up, wash-up and pack away tables etc
- Gift or flowers for guest speaker

## DISMANTLING OF EXHIBITION

- Take down, pack and remove all artworks from the gallery space
- Organise carrier to remove from premises
- Remove all labelling, numbering, attachments, fittings etc from the gallery walls.
- Return gallery to original condition including painting if required (paint supplied)
- Collect your cleaning bond from the office after staff have approved cleaning of premises.

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# exhibition proposal application

Thank you for your inquiry in regards to exhibiting at the Ewart Gallery at the Workshop Arts Centre. Applications are invited from individuals and groups. Please address your proposal to the Exhibition Committee, and note that if sufficient information is not provided, your proposal may not be reviewed:

1. NAME OF EXHIBITING ARTIST OR PRINCIPLE ORGANISER:

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ADDRESS:

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POSTCODE:

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PHONE:

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MOB:

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FAX:

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EMAIL:

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PREFERRED DATES FOR HIRE:

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(as a guide only for the exhibition committee – we cannot necessarily accommodate exhibitors preferred dates)

2. EXHIBITION TITLE:

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3. EXHIBITION CURATOR:

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4. Please attach an exhibition rationale. This should include:

a) a brief description and explanation of the concept, theme or reason behind the exhibition  
b) type and style of work e.g. paintings, sculpture etc

c) estimated numbers and size of artworks

5. Outline any special requirements such as painting of walls; method of attachment/display; electrical, lighting, sound, technology requirements etc

6. Names and contact details and brief CV of all participating artists (1 page per person)

7. Attach any press clippings etc for any of the participating artists, and any previous exhibiting information.

8. Include visuals of the work in print (maximum of 10 images) or preferably on CD Rom - making sure these are labelled with artist/s names, dates, titles, and sizes. The Ewart Gallery will return your visuals and support material after viewing if you include a stamped self-addressed envelope, otherwise the material will remain the property of the Ewart Gallery.

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SIGNED:

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DATE:

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