



---

**MARKETING:**

For marketing purposes we require you to submit the following with your application.

1. One strong high resolution image.
2. Short paragraph (max 100 words) describing the exhibition and your artistic intent.

This information may be used in Vancouver Arts Centre monthly newsletters, on the website or Facebook page. These must be submitted a two months prior to your exhibition start date.

---

**SALES:**

Vancouver Arts Centre commission rate is 35%. This fee covers all administration processes surrounding sales contracts and payments.

For example: If you wish to receive \$100 for your artwork, we will add 35% (\$35) to the price and the final advertised sale price will be \$135. The commission that we will receive will be \$35 and you will receive \$100.

Artists are required to submit an invoice to receive payment for sold works. It is the artist responsibility to ensure all artworks are priced correctly at time of exhibition. Payments will be made within 30 days of receipt of invoice. Packaging and freight can be arranged by Vancouver Arts Centre staff as required.

Artists wishing to manage their own sales must provide all documentation, payment facilities and handle all post purchase arrangements.

---

**EXHIBITION OPENING/CLOSING EVENTS:**

Openings for private exhibitions can be scheduled outside normal hours but will incur an additional administrative fee of \$55 per hour to cover out of hours staffing costs. Minimum of 2 hours.

A staff member with a current RSA can be hired during business hours for \$35 per hour. Minimum of 2 hours.

Any alcohol served must be kept under the equivalent of 12 bottles of wine and anyone serving must have a current RSA which need to be provided to Vancouver Arts Centre staff.

---

**OTHER REQUIREMENTS:**

- Installation Technician      \$40 per hour (min 2= hours)
- Plinths (N° required)      \_\_\_\_\_
- Tables (max of 3)      \_\_\_\_\_
- Display easels      \_\_\_\_\_ @ \$10 each per day
- AV equipment also available\*

\*Please discuss your requirements with VAC staff at time of booking.

---

**INSURANCE**

Please attach a current copy of your public liability insurance certificate along with this completed application. There is more detailed information in the Public Liability Q&A available upon request.

Artists without Public Liability may apply to the Vancouver Arts Centre for a Supported Exhibition. In this instance artists will need to pay for an installation technician to assist with hanging the exhibition. This allows the exhibition to be covered under the Vancouver Arts Centre's insurance.

---

---

## CONDITIONS OF USE

By signing this form you agree to the following conditions.

1. A Presentation session with the Visual Arts Officer is required for all individuals and groups who hire the galleries. This is to maintain a consistent and professional exhibition standard for the Vancouver Arts Centre.
2. Refunds for cancellations are only issued in extenuating circumstances after approval by administration.
3. Charges are set by City of Albany in July each year and fees will be adjusted accordingly.
4. No smoking is permitted within the building, or within 5 metres of the building.
5. No alterations are to be made to the building. Blu TAC is not to be used on the walls, but Scotch tape is acceptable.
6. Galleries are to be left clean and returned to their original state.
7. Equipment to be handled with care as damage incurred during hire will be charged to the customer.
8. All set up and cleanup for openings is the responsibility of the hirer.
9. Current public liability certificate must be produced before the exhibition begins.

---

## SIGNATURE

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY:

**Please NOTE: Gallery Hire is provided on an in-kind basis as this is a partnership project – no invoice will be issued**

<i>Invoice Request to Accounts</i>	<i>Lighting technician booked</i>
<i>Presentation Session Booked</i>	
<i>Entered into Daily Planner</i>	<i>Checklist/s sent</i>



Department of Local Government, Sport and Cultural Industries  
Department of Primary Industries and Regional Development



85 Vancouver Street / PO Box 484, Albany WA 6331  
P: 08 6820 3740 / E: [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)