

## Gallery Hire Information 2018/19

### HOW TO MAKE A BOOKING

- Please contact Vancouver Arts Centre staff to discuss your requirements.
- Complete the Gallery Hire Booking Form and return to staff.
- All requests to book the main gallery must be accompanied by a 1 page proposal detailing the artistic intent of your exhibition, the artists involved and two high resolution images of your development work. Proposals are assessed by senior Vancouver Arts Centre staff in consideration with our annual programming and you will be notified by email whether your proposal is accepted.
- Once your application has been approved, a deposit or full payment will secure your booking. Payment methods accepted include cash, EFTPOS and cheque. Please make cheques payable to City of Albany.
- Lighting setup is mandatory for all Main Gallery bookings and must be completed by our licensed technician. Lighting adjustment in the front gallery is optional. (artists are not able to adjust lighting themselves).

### GALLERY SPACES

<b>Front Gallery</b> 4.8m x 4.9m	\$75/week
<b>Main Gallery</b> 7.9m x 11.6m	\$155/week
<b>Dickson Wing</b> 17.5 linear metres of hanging space along the hallway	no charge

### AVAILABILITY VAC Opening hours:

Monday – Friday	9am – 4pm
Saturday	10am – 3pm
Sundays & Public Holidays	CLOSED

### COSTS

Lighting Setup	\$80
Installation technician	\$40/hr Minimum of 2 hours

### EQUIPMENT AND FACILITIES

Equipment available to use

- Plinths
- Installation tools and equipment

Shared facilities offered to all customers at the Vancouver Arts Centre:

- Fridge / Freezer
- Sink with cold water facilities
- Urn – in shared kitchen
- Tea/coffee by donation
- Toilets (including accessible toilets for people with disabilities and baby changing table in the ladies)

### 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 information document.

## INSTALLATION

If you have not installed your own exhibition before we recommend requesting an installation technician to assist.

If you are installing your own exhibition then a gallery induction with the Visual Arts Officer is required. This is to maintain a consistent and professional exhibition standard for the Vancouver Arts Centre.

Artists need to:

- Provide a list of works detailing work titles, medium and prices
- Provide appropriate labels and/or numbers for works.
- Leave galleries and storeroom clean with equipment returned in original condition. All hanging wires and hooks removed and returned to gallery storeroom in correct place.

## EXHIBITION SALES

VAC managed Sales

- Artwork sales can be handled by Vancouver Arts Centre staff at a commission rate of 35%.
- Artists must provide a valid invoice and a supplier statement advice to the City of Albany accounts department to receive payment for works.
- Packaging and freight is available at buyers cost, an approximation of cost can be provided at time of sale.

Artist managed sales

- Artists wishing to manage their own sales must provide all documentation, payment facilities and handle all post purchase arrangements. Artists can leave contact information at the exhibition for potential buyers (don't have to sit in the exhibition).

## EXHIBITION OPENING/CLOSING EVENTS:

- Openings for private exhibitions/events 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.
- Organisations known to the VAC can choose to open on Sundays or after hours by request. Designated members who have completed the after hours building induction must be present at all times and be responsible for security of the building when the Centre is not staffed.
- Any alcohol served at an event 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.
- A staff member with a current RSA can be hired during business hours for \$35 per hour. Minimum of 2 hours.

## CANCELLATIONS

Cancellations must be made no later than **30 days** prior to exhibition installation. Please contact staff directly to discuss. The Gallery Hire deposit is non-refundable.

## MARKETING:

For marketing purposes we require you to submit the following **one month PRIOR** to your exhibition.

1. Exhibition Title
2. One strong high resolution image. (300dpi)
3. Short paragraph (max 50 words) describing the exhibition.

This information may be used in Vancouver Arts Centre monthly newsletters, on the website or Facebook page. Our media deadline is the 20<sup>th</sup> day of each month. All information and images to be emailed to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)