

## **Community Art Space program Terms and Conditions for exhibiting**

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# **Dragon's Lair Gallery**

## **Community Art Space program**

### **Terms and Conditions for exhibiting**

#### **Aim of the Dragon's Lair Gallery**

The Dragon's Lair Gallery is an exhibition space (20 running metres) which is available for new and established local artists and community groups to display their works in a professional gallery space. The space is suitable for a wide range of mediums including paintings, photographs, drawings, and sculptures. The purpose of this space is to promote arts and culture in the Georges River area, and to support local artists and community groups.

Included in the hire:

- Exhibition space in the Dragon's Lair Gallery
- Assistance and advice regarding planning your exhibition
- Graphic design for your exhibition including invitations, labels, and/or room sheet
- Promotion of your exhibition
- Equipment for your exhibition, including wires, hooks and plinths (where available)
- Organisation of an exhibition opening event (or equivalent)
- Administration of artwork sales for the duration of the exhibition
- Optional use of workshop space for a public program related to the exhibition

Exhibitor responsibilities include:

- Timely provision of images of all works/objects, to be approved by Hurstville Museum & Gallery staff (electronic versions preferred)
- All artworks and/or objects completed and display ready at least 6 weeks before install date
- Timely provision of information for publicity purposes.

- Attendance at a minimum of 2-3 progress meetings at Hurstville Museum & Gallery with the Project Coordinator.
- Arranging suitable personnel for install and pack down of the exhibition.
- Transporting works to and from Hurstville Museum & Gallery, including insurance coverage while in transit.
- Copyright permission for any material you want to use in your exhibition.
- Compliance with all WH&S standards.

## **Selection process**

Each exhibition proposal is assessed by a panel once a year, in September. Successful and unsuccessful applicants will be notified in mid-late October. The assessment is based on selection criteria and the availability of the space. Georges River Council endeavours to select proposals representing a variety of artists and art mediums. Proposals from successful exhibitors will not be accepted in consecutive years.

Criteria for selection:

- Participating individuals or groups are preferably based in, or have a connection to, the Georges River region.
- Artistic merit or originality of proposed exhibition.
- Completeness of exhibition proposal, including support material.
- Appropriateness of exhibition content

## **Acceptance of offer**

Applicants will be notified by mail/email if their exhibition proposal has been successful or unsuccessful. Successful applicants are offered a particular exhibition period.

An offer to exhibit will be made based on the individual's or group's application form and images of artworks submitted. Hurstville Museum & Gallery will organise an initial project meeting with the successful exhibitor to sign the *Acceptance of offer* and discuss the exhibition project. The exhibition period is only secured after the *Acceptance of offer* has been signed by both parties and the hire fee paid in full.

## **Hire fee**

The standard hire period is six weeks.

- Commercial hire: \$76.00 per week
- Non-commercial hire: \$43.50 per week.

The exhibition hire fee is non-refundable.

Frames are also available for hire for a small fee.

Please note that fees and charges are subject to change as per the Georges River Council Fees & Charges, as advertised on the Georges River Council website:

<https://www.georgesriver.nsw.gov.au/Council/Fees-and-Charges>

## **Insurance**

Georges River Council will provide insurance for damage or loss for each item up to the value specified against it on the Inward Loan Agreement form, or in accordance with current market value, dependant on the method of damage or loss, for the full period of absence from the lender.

Exhibitors are responsible for costs and organisation of insurance of works in transit. An Inward Loan Agreement records the condition and insurance value of all objects and works. Without a completed inward loan agreement Georges River Council will not take responsibility for the artworks.

Evidence of damage while in Hurstville Museum & Gallery's custody will be promptly reported to the lender.

## **Artwork sales**

There is a 20% commission on all artwork sales. Hurstville Museum & Gallery handles all artwork sales. Sold artworks must remain on display until the end of the exhibition period.

## **Appropriateness of content**

Hurstville Museum & Gallery is a shared community space. Due to the environment and context of the exhibition space, content displayed must not contain or imply the following:

- Explicit and discriminatory language or imagery;
- Explicit and sexual nudity;
- Oppose current Council policies or initiatives; or
- Contain imagery or subjects that are explicitly divisive to the community and/or have a reputation that promotes unsocial or criminal behaviours.

If a work presented in the exhibition is deemed to contain any items above, it must not be installed. Council has the authority to take down the work and the exhibitor will be notified.

## **Copyright**

If an exhibitor wants to use material within their own work where the copyright is owned by another person or organisation, then they must seek the copyright owner's permission. Hurstville Museum & Gallery will need written proof of copyright clearance before such items can be exhibited.

The Museum & Gallery will seek permission from the exhibitor to use any material from the exhibition for promotional purposes. Therefore, the exhibitor will be required to sign a copyright release.

## **Delivery and collection of works**

Exhibitors are responsible for transporting works to and from Hurstville Museum & Gallery and any costs involved with this transport. The exhibitor can request to park in the driveway of the Museum & Gallery for delivery and collection, subject to availability.

## **Installation and pack down of exhibition**

All works must be ready to hang when they are brought to the Museum & Gallery. All works must have "D ring" hooks attached to the back of the artwork. The internal measurements for the D ring should be no less than 7-10 mm to accommodate for the width of the hooks. Dragon's Lair Gallery exhibitions are most commonly installed within one day, and it is recommended to install two to three days prior to the exhibition opening. Artworks must not be heavier than 10kg for hanging works, or 20kg for freestanding works.

A staff member will be available on the installation day to explain the tracking system, demonstrate the use of our equipment and help with any problems, however, the staff member will not be responsible for assisting with the install of each work. This is the responsibility of the artist. The final layout must be approved by the project coordinator prior to hanging.

All works must be removed at the negotiated time upon completion of the exhibition.

Georges River Council will not be liable for any responsibility if the exhibitor, or any person(s) associated with the exhibitor, injures themselves in the placing or taking down of exhibitions. Exhibitors are responsible for their own actions and perception of obvious risks in the setting up or taking down of exhibitions.

Hurstville Museum & Gallery will provide a venue that is free of any foreseeable hazards according to Council's Work Health & Safety Policy. Exhibitors should assess the area and any concerns should be brought to attention to Hurstville Museum & Gallery staff.

Exhibitors will be held responsible for any damage done (i.e. scratching of paint work, broken display cabinets, damage to frames, etc) in the installation and pack down process and be required to cover costs of items loaned that require replacing.

Installation and removal of the exhibition must take place during the weekday opening hours of Hurstville Museum & Gallery.

## **Supervision of exhibition**

The exhibition space is not under direct constant staff supervision, although Hurstville Museum & Gallery staff are on the premises at all times during opening hours. Should constant direct supervision of the artworks be required, this is the responsibility of the exhibitor. Supervision arrangements must be approved by Hurstville Museum & Gallery prior to installation. Hurstville Museum & Gallery has limited CCTV.

## **Storage**

There is no storage space available at Hurstville Museum & Gallery for artworks/objects or packing materials to be stored prior to or after exhibition dates.

## **Exhibition content and presentation**

Staff from Hurstville Museum & Gallery will meet with the exhibitor up to three times before install to assist with the exhibition project.

The Museum & Gallery will create a room sheet for the exhibition based on content provided by the exhibitor. The exhibitor agrees to supply the following (if applicable):

One digital folder (via Dropbox, WeTransfer or on USB stick) containing,

1. Room sheet information in a Word document
2. Artworks files in JPG or TIFF format (each file must be at least 2 MB in size).

Content needs to be supplied at least two months before the exhibition opens.

Final edits for room sheet need to be sent to Hurstville Museum & Gallery two weeks prior to the exhibition opens. On install day, the exhibitor is able to remove artworks from the proposed content, but no substitutions or additional artworks are allowed.

All exhibitions are to be displayed using the hanging system with wires and hooks and display cabinets/plinths. Hurstville Museum & Gallery advises that artworks on paper or canvas are framed or mounted to ensure that they can be hung correctly. Works cannot be fixed directly to the walls.

## **Exhibition promotion**

The exhibitor is required to submit a high-resolution image, any logos and a short exhibition description to Hurstville Museum & Gallery at least three months in advance of their exhibition. Hurstville Museum & Gallery will design the following promotional material:

- DL promotional flyer (50 hard copy prints and digital version provided to exhibitor)
- Poster (printed A1 in corflute and A3 in paper)
- Digital poster/web content
- Introduction panel to the Dragon's Lair Gallery space

Georges River Council will promote all exhibitions in the Dragon's Lair Gallery on its website, and where appropriate in other Council publications, including social media. A media release may be produced to be published on Georges River Council's website. Hurstville Museum & Gallery will send promotional material to the Museum & Gallery's mailing/ email list and e-newsletter subscribers and distribute promotional material to designated points in the local government area. Posters and flyers will be on display at selected Georges River Council facilities.

## **Exhibition equipment**

Equipment is available to use for the exhibition, subject to availability. Equipment that Hurstville Museum & Gallery may be able to provide includes:

- Installation equipment and ladder
- Plinths and perspex covers (various sizes)
- AV equipment (such as iPad, TV, projector and speaker)
- Frames (70 cm x 50 cm inside measurement) are available for hire as per the Georges River Council Fees and Charges.

Please note: Equipment availability may be dependent on Main Gallery exhibition requirements.

## **Exhibition opening**

Dragon's Lair Gallery exhibitions will be allocated a date and time for an exhibition opening event (or equivalent). These events are free and open to the general public as well as the exhibitor's friends and family. A representative from Hurstville Museum & Gallery will MC the opening. The exhibitor is welcome to organise a guest speaker, or speak themselves, if they wish. Speeches are followed by a viewing of the exhibition and refreshments.

Plans for this event must be confirmed with the Project Coordinator at least two to three weeks before install.

The exhibition opening date will be at a time mutually agreed upon by the exhibitor and Hurstville Museum & Gallery. The preferred times for exhibition openings are Saturday or Sunday afternoons, within the Museum & Gallery's opening hours. Other times are subject to approval.

The Museum & Gallery will supply tea, coffee & biscuits, as well as cups & saucers and hot water facilities. The exhibitor is welcome to organise any additional catering, however this must be purchased or packaged food due to food safety requirements (i.e. – no homemade food).

Alcoholic beverages can be served, but not sold, at the event by someone with a Responsible Service of Alcohol (RSA) certificate. Hurstville Museum & Gallery must receive a copy of the RSA certificate at least three weeks before install. Alcohol must not be left unattended during the event and must not be served to anyone under the age of 18. The Responsible Service of Alcohol is the responsibility of the exhibitor, and any breaches will be reported to the Police.

Exhibitors are welcome to organise music/live entertainment at their event but will need to discuss this with the Project Coordinator at least two to three weeks before install.

Exhibitors will be responsible for assisting Hurstville Museum & Gallery staff with the clean-up of your event. This must be completed by the Museum & Gallery closing time (4.00pm on Saturday or 5.00pm on Sunday).

## **Public Program (optional)**

The Dragon's Lair Gallery hire fee includes one day hire for a public program (optional), at a date mutually agreed upon. This is subject to approval by the Coordinator Cultural Services. Hurstville Museum & Gallery may charge a fee for participants to attend this program.

## **Cancellation of exhibition**

Georges River Council reserves the right to cancel an exhibition if any of the terms and conditions as outlined in this document are contravened.

In the unlikely event that Council needs to cancel your exhibition due to unforeseen circumstances, you may be offered an alternative date, or receive a full refund.

If an exhibitor wishes to cancel an exhibition, after having signed the *Acceptance of offer*, no refunds will be given for the paid hire fee. A minimum of 6 months' notice is required, due to the production of promotional material.

## **Contact Information**

Please contact the Cultural Services team on (02) 9330 6444 or [museumgallery@georgesriver.nsw.gov.au](mailto:museumgallery@georgesriver.nsw.gov.au) if you have any questions about these Community Art Space Terms and Conditions.

# **Clive James Library and Service Centre, Kogarah**

## **Community Art Space program Terms & Conditions for exhibiting**

### **Aim of the Clive James Library and Service Centre, Kogarah exhibition space**

The Clive James Library and Service Centre, Kogarah has an exhibition space (23 running meters) and two display cabinets (180cm (height) x 66cm (width) x 63cm (depth)) available for new and established local artists and community groups to display their works in an exhibition space. The space is suitable for a wide range of mediums including paintings, photographs, drawings and small sculptures. The purpose of this space is to promote arts and culture and to support local artists and community groups.

Included in the exhibition hire:

- Exhibition space in the Clive James Library and Service Centre, Kogarah
- Equipment for your exhibition, including wires, hooks and cabinets
- Promotion of your exhibition

Exhibitor responsibilities include:

- Timely provision of information for publicity purposes.
- Arranging personnel for install and pack down of the exhibition.
- Responsibility for transporting works to and from the Clive James Library and Service Centre, Kogarah, including insurance coverage while in transit.
- Copyright permission for any material you want to use in your exhibition.
- Compliance with all WH&S standards.

## **Selection process**

Each exhibition proposal is assessed by a panel once a year, in September. Successful and unsuccessful applicants will be notified in mid-late October. The assessment is based on selection criteria and the availability of the space. Georges River Council endeavours to select proposals representing a variety of artists and art mediums. Proposals from successful exhibitors will not be accepted in consecutive years. Criteria for selection:

- Participating individuals or groups are preferably based in, or have a connection to, the Georges River region.
- Artistic merit, cultural merit or originality of proposed exhibition.
- Completeness of exhibition proposal, including support material.
- Appropriateness of exhibition content

## **Acceptance of offer**

Applicants will be notified by mail/email if their exhibition proposal has been successful or unsuccessful. Successful applicants are offered a particular exhibition period. An offer to exhibit will be made based on the individual's or group's application form and images of artworks submitted. The acceptance of the offer must be signed and returned to Georges River Council by the date specified on the offer.

If the acceptance is not received by the specified date, offers may be made to other exhibitors. The exhibition period offered is inclusive of the time to install and take down the exhibition. The exhibition must be installed on the first day of the exhibiting period and taken down on the final day. Any variations to this should be discussed with Library staff.

Each exhibitor will need to be available for an appointment with the Team Leader, Library Programs on acceptance of the offer to discuss the terms and conditions and to plan the exhibition. Council strongly advises that you view the exhibition space prior to your exhibiting dates to assist you with planning for installation of your works.

The exhibitor/main contact for the Clive James Library and Service Centre exhibition space, will liaise with the Team Leader, Library Programs, on any matters regarding the exhibition or associated programs and events that is proposed to be hosted within Clive James Library and Service Centre, Kogarah.

## **Hire fee**

There is no hire fee to exhibit in the space.

The booking and delivery of exhibition openings associated with the exhibition may incur charges.

Please note that fees and charges are subject to change as per the Georges River Council Fees & Charges, as advertised on the Georges River Council website:

<https://www.georgesriver.nsw.gov.au/Council/Fees-and-Charges>

## **Exhibition opening**

As the exhibition space is located within the Clive James Library and Service Centre, Kogarah, priority is given to Library or Council activities within the space.

Bookings are available with prior arrangement following the approval of the Coordinator, Library Programs and Marketing.

The exhibitor can email [library@georgesriver.nsw.gov.au](mailto:library@georgesriver.nsw.gov.au) if they wish to hold an opening. If approved, an invoice will be delivered to the exhibitor and all costs will need to be paid to prior to usage.

Please refer to the fees and charges for full prices.

## **Public program (optional)**

There is the option for the exhibitor to deliver a public program (optional), at a date mutually agreed upon. This is subject to approval by the Coordinator, Library Programs and Marketing. Georges River Libraries may charge a fee for participants to attend this program.

## **Insurance**

Georges River Council will provide insurance for damage or loss for each item up to the value specified against it on the Inward Loan Agreement form, or in accordance with current market value, dependant on the method of damage or loss, for the full period of absence from the lender.

Exhibitors are responsible for costs and organisation of insurance of works in transit. An Inward Loan Agreement records the condition and insurance value of all objects and works. Without a completed inward loan agreement Georges River Council will not take responsibility for the objects.

Evidence of damage while in Clive James Library and Service Centre, Kogarah custody will be promptly reported to the lender.

## **Artwork sales**

The Clive James Library and Service Centre, Kogarah exhibition space is an exhibition space only and artists are not permitted to sell their works from this space. No price lists or prices can be displayed. If interested, the artist can include a sign (provided by Council) stating 'Artworks may be for sale. Please contact the artist directly for enquiries. [Contact details].'

## **Appropriateness of content**

Clive James Library and Service Centre, Kogarah is a shared community space. The exhibition area is in the foyer and has direct exposure to the public upon entering the building including children under the age of 16 who may not be accompanied by an adult. Due to the environment and context of the exhibition space, content displayed must not contain or imply the following:

- Explicit and discriminatory language or imagery;
- Explicit and sexual nudity;
- Oppose current Council policies or initiatives; or
- Contain imagery or subjects that are explicitly divisive to the community and/or have a reputation that promotes unsocial or criminal behaviours.

If a work is presented in the exhibition and is deemed to contain any items above, Council has the authority to take down the work and the exhibitor will be notified.

## **Copyright**

If an exhibitor wants to use material within their own work where the copyright is owned by another person or organisation, then they must seek the copyright owner's permission. Clive James Library and Service Centre, Kogarah will need written proof of copyright clearance before such items can be exhibited.

Clive James Library and Service Centre, Kogarah will seek permission to use any material from the exhibition for promotional purposes. Therefore the exhibitor will be required to complete a copyright release form.

## **Delivery and collection of works**

Exhibitors are responsible for transporting works to and from the Clive James Library and Service Centre, Kogarah and any costs involved in this transport. The exhibitor can arrange with Library staff to briefly park in O'Keefes Lane for delivery and collection if a spot is available.

All works must be taken down and removed by the end of Library hours on the final date of the exhibiting period. Please note that there is no available storage area for works to be kept on site either before or after the exhibiting period.

## **Installation and pack down of exhibition**

All works must be ready to hang when they are brought to the Clive James Library and Service Centre, Kogarah. All works must have "D ring" hooks attached to the back of the artwork. The internal measurements for the D ring should be no less than 7-10 mm to accommodate for the width of the hooks. Adhering any form of material to the walls is prohibited. Artworks must not be heavier than 15kg for hanging works, or 20kg for freestanding works.

A staff member will be available on the installation day to explain the tracking system, demonstrate the use of our equipment and help with any problems. However, the staff member will not be responsible for assisting with the install of each work.

The exhibitor will be responsible for the curation and installation of the exhibition, according to the Clive James Library and Service Centre, Kogarah terms and conditions. Georges

River Council will have the final decision in the display of the works.

Georges River Council will not be liable for any responsibility if the exhibitor, or any person(s) associated with the exhibitor injures themselves in the placing or taking down of exhibitions. Exhibitors are responsible for their own actions and perception of obvious risks in the setting up or taking down of exhibitions.

Council will provide a venue that is free of any foreseeable hazards, according to Council's Work Health & Safety Policy. Exhibitors should assess the exhibition area and if any aspect of that place seems to be a cause for enquiry or concern, bring this to the attention of the library staff.

Exhibitors will be held responsible for any damage done in the installation and pack down process (i.e. scratching of paint work, broken display cabinets, damage to frames).

Installation must take place during the opening hours of the library. All works must be removed at the negotiated time upon completion of the exhibition.

See library opening hours via Georges River Libraries website.

<https://georgesriver.spydus.com/cgi-bin/spydus.exe/MSGTRN/WPAC/HOME>

### **Supervision of exhibition**

The exhibition space in Clive James Library and Service Centre, Kogarah is not under direct staff supervision, although library staff are on the premises at all times during opening hours.

Should constant direct supervision of the artworks be required, this is the responsibility of the exhibitor. Supervision arrangements must be approved by Coordinator, Library Programs and Marketing prior to exhibition dates.

### **Storage**

There is no storage space available in Clive James Library and Service Centre, Kogarah for artworks to be stored prior to or after exhibition dates.

## **Exhibition promotion**

Georges River Libraries will promote all exhibitions in Clive James Library and Service Centre, Kogarah on its social media and where appropriate in other Council publications. A title, brief description of the exhibition and artist or group, and a photo for publicity purposes will be required to be submitted at least three months prior to the exhibition period.

The exhibitor is responsible for the reproduction of any material (i.e. flyers, title list, brochures) relating to the artist/group and exhibition. Exhibitors must acknowledge Georges River Council on all printed material associated with the exhibition. All posters that are to be used for promotions must be approved by Georges River Council before they are released into public areas.

Any additional assistance required from Council such as printing will be charged at the standard rates listed in the Georges River Council Fees and Charges.

## **Facilities**

The Exhibition Space can hold up to 100 people with seating available for 70 people. IT equipment, including the laptop, projector, screen, etc. are available for hire at Kogarah only, at a fee. Please speak to the Team Leader, Library Programs if you require any of these items.

Food and beverages are to be supplied by the hirer/hirer group. Please note this must be purchased or packaged food due to food safety requirements (i.e. – no homemade food).

All damage and breakages must be paid for.

Trestle tables available upon request.

## **Cancellation of exhibition**

Georges River Council reserves the right to cancel an exhibition if any of the terms and conditions as outlined in this document are contravened.

In the unlikely event that Council needs to cancel your exhibition due to unforeseen circumstances, you may be offered an alternative date.

If an exhibitor wishes to cancel an exhibition, after having signed the *Acceptance of offer*, a minimum of 6 months' notice is required.

## **Contact Information**

Please contact the Team Leader, Library Programs Team on 02 9330 9517 or [library@georgesriver.nsw.gov.au](mailto:library@georgesriver.nsw.gov.au) if you have any questions about Clive James Library and Service Centre exhibition