

# Enquiries about exhibiting at Atwell Gallery managed by Melville Community Arts Association (Inc)

We are taking bookings for 2020 around spots we lock in for our own exhibitions. Anyone wishing to exhibit should send in a short proposal (names of exhibitors, description of what they have in mind, preferred time of year and sample of the work to be exhibited). Our gallery sub-committee will review any proposals received and get back to applicants. We attempt to have a balanced programme on display throughout the year.

## **Basic information**

The gallery is for hire, as **self-managed space**, in 7 day blocks (9am Monday to 5pm Sunday)

**Our normal gallery hours are 10am-4pm Monday to Saturday, 1-4pm Sunday.**

It may be possible to open for longer hours by special arrangement.

Access to the rest of the facility depends on our usage (eg openings work better for us on a Tuesday than a Monday because of the number of evening classes).

**Exhibitors should note that we are primarily a Community Arts Centre** and we only hire out the gallery if it does not interfere with the running of our community (eg we would be reluctant to have a lot of glass on display as we have many children and elderly people around and also we do not have any cabinets for safe display). All our regular activities/events must still be workable.

**Our members always have access to the gallery as do the regular groups that meet here out of normal gallery hours** (eg Alfred Cove Art Society, South of the River Bookkeepers).

**Everyone** that comes into the gallery should be viewed as a potential customer, including our members and people that attend regular groups or activities.

**The 2020 fee for a 7-day hire is \$800 which includes the painting of the 2 exhibition signs on the highway.** (A non-refundable 20% deposit is required to confirm your booking and the balance is payable at least 2 weeks prior to the exhibition.)

We do not take any commission..

The hirer is welcome to use our eftpos facility; there is a 5% facility fee on the amount of each transaction. This is NOT a surcharge ie we do not add 5% to a transaction, but give the exhibitor back the amount of the transaction less 5%. **At the end of the exhibition, one cheque is written for the total amount that has gone through the eftpos facility less 5%.** (We normally do not write cheques to individual exhibitors in group exhibitions). To expedite this process, we require the hirer to a) Write a receipt number or catalogue number for each artwork sold on the eftpos slip or eftpos paperwork and b) provide a list of eftpos sales for reconciliation purposes at the end of the exhibition.

**As the gallery is hired out as self-managed space, the hirer is responsible for:-**

- Exhibition promotion (including invitations)
- Exhibition setup (including hanging, labelling and printing catalogues)
- Gallery “sitting” during the exhibition opening hours, particularly at the weekends.
- Opening night – any available facilities can be used so long as they are left clean and tidy for use the next day (and rooms, blinds etc returned to their normal configuration)
- Leaving the gallery empty, clean and tidy at the end of the exhibition (normally 5pm on Sunday) ready for the next exhibition to be setup.
- Closing up on Friday, opening/closing on Saturday and Sunday. The Office is open 9 – 4 Monday to Friday.

**When you pay your deposit, if you provide us with an exhibition title, short description and some representative images (followed by an electronic version of your invitation when available) we can put them on our website with a link through to your website.**