

## Exhibition information and conditions of use

### 1. General gallery information

#### 1.1 Summary

The Eltham Library Community Gallery (ELCG) is managed by the Arts and Cultural Development team (A&CD) of Nillumbik Shire Council (Council). The ELCG is used for the exhibition of art and craft by local artists for the benefit of the exhibitors and the local community.

The space is only available for Council sanctioned programs. Exhibitions form part of an exhibitions program. Applications to exhibit open in July each year for the following year. All applications are assessed by a selection panel in September.

For further information please contact Sarah Hammond, Community Arts Officer on (03) 9433 3175.  
Email: sarah.hammond@nillumbik.vic.gov.au

#### 1.2 The gallery space

The ELCG is located within the foyer of the Eltham Library, Panther Place, Eltham. There are approximately 32 metres of hanging space for two dimensional works along the curved ramp to the library entrance, and approximately 64 square metres of floor space in front of the ramp for exhibition of three dimensional works. The walls are mud brick and the ramp passes by a substantial brick fireplace. A hanging and lighting system is part of the ELCG, with hanging wires and plinths available for use by exhibitors.

A floor plan of the exhibition space is available by emailing [artsinfo@nillumbik.vic.gov.au](mailto:artsinfo@nillumbik.vic.gov.au)

#### 1.3 Hire

Exhibitors selected for the exhibitions program will be charged a gallery hire fee of \$40 per week. Approximately four weeks are allocated for each exhibition. Council reserves the right to increase charges of hire at any time. Any hirer who has previously booked will be notified of increased charges in writing.

The ELCG foyer space is a gallery space and is hired out to the selected exhibitor for this sole purpose. No portion of the building hired shall be sub-let by the exhibitor. Its use is strictly limited to Council sanctioned programs or Yarra Plenty Regional Libraries (YPRL).

For YPRL staff only: Application to hire out the foyer space of the ELCG can be made by filling out the form: Application for event hire YPRL. Applications are assessed on an individual basis and are subject to the needs of the exhibition program.

No other use of the foyer space will be granted.

### 2. General information

#### 2.1 Insurance

While the building is insured under Council's primary public liability insurance, artwork is not covered by Council's insurance. Council takes no responsibility for any theft, loss or damage to artwork during transportation or display at ELCG.

It is essential that all exhibitors and YPRL users have public liability insurance of a minimum of ten million dollars for the duration of their exhibition (including installation and dismantling) or associated events including exhibition openings. This covers individuals against accidents caused in the space only.

Council can assist exhibitors to obtain Council's secondary public liability insurance, which is available to hirers of Council owned spaces. This costs \$22 and covers the duration of the exhibition period, including the exhibition opening. Terms and conditions apply.

Those who already hold current policies must provide a certificate of currency to the Arts & Cultural Development two months prior to their exhibition set up date or event.

#### 2.2 Occupational health and safety

ELCG is a public space. Exhibitors and users of the gallery space have a responsibility to protect their own health and safety as well as the health and safety of all visitors to the ELCG. In order to minimise workplace injuries such as slips, trips and falls, work areas need to be kept clean and tidy at all times, including when installing and dismantling exhibitions.

#### 2.3 Use of fireplace

The fireplace is not operational. Permission to display artwork on the back of the fireplace must be approved by Council's Exhibitions Officer.

#### 2.4 Unforeseen expenses

Council is not liable for expenses incurred by exhibitors and other users for the production of the exhibition or related activities or events.

#### 2.5 Smoking

Smoking is not permitted in the exhibition space, the entry hall or anywhere in the building.

#### 2.6 Alcohol

If alcohol is to be sold at an exhibition launch, a Liquor Licence must be obtained and submitted to Arts & Cultural Development at least one week prior to the function. It is the responsibility of the exhibitor to obtain the Liquor Licence. For more information visit:- [www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/apply\\_for\\_a\\_temporary\\_limited\\_licence](http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/apply_for_a_temporary_limited_licence)

If alcohol is not for sale no liquor licence is required.

NOTE: It is an offence for a person under 18 years of age to be supplied with or bring alcohol into a public hall.

### 3. The exhibitions program

Applications open on 1 July and close in mid August. The ELCG exhibitions program is managed by A&CD who allocate up to 12 exhibitions per calendar year. Generally an exhibition runs for three to four weeks. The exhibitions program may be subject to change.

Applications are to be submitted online at [www.nillumbik.vic.gov.au/ELCG](http://www.nillumbik.vic.gov.au/ELCG)

The exhibitions program aims to provide the general public the opportunity to view and engage with work by local artists at diverse stages of artistic careers. The exhibition program mentors and guides local artists as well as recognises and values the experience of mid-career artists who choose to exhibit at ELCG. The exhibitions program aims to create a bridge between emerging local artists, community arts groups and initiatives, and more established local artists.

#### 3.1 Eligibility and selection criteria

- Applicants must live, work or study in the Shire of Nillumbik or be able to demonstrate strong, ongoing links to the Shire.
- While not mandatory, it is encouraged that applications compliment Nillumbik Shire Council's current Arts & Cultural Plan (available online at [www.nillumbik.vic.gov.au/Living-in/Arts-and-Cultural-Development](http://www.nillumbik.vic.gov.au/Living-in/Arts-and-Cultural-Development) or contact [artsinfo@nillumbik.vic.gov.au](mailto:artsinfo@nillumbik.vic.gov.au) for a hard copy.).
- Applicants must be flexible concerning allocation of exhibition dates.
- Selection of applicants will be based on the artistic merit of the artwork, its readiness for exhibition and the proposed exhibition's contribution to a diverse program calendar.
- Exhibitors from the previous year are not eligible to apply for the following year (i.e.. 2018 exhibitors cannot reapply until 2020).
- Current employees and councillors of Nillumbik Shire Council are ineligible to apply.

#### 3.2 Assistance to exhibitors

As part of Council's commitment and support to local artists, A&CD will:

- produce and distribute a year-long ELCG exhibition program calendar, and provide each exhibitor with 30 copies to distribute to their own mailing list.
- Provide one hundred copies of an exhibition price list.
- Provide two price lists mounted on foam core.
- Provide a label for each artwork mounted on foam core.
- Provide plinths, hanging systems and cleaning equipment.
- Advise on the installation of artworks.
- Manage the gallery space including hanging and lighting systems and exhibition equipment.
- Promote the exhibition in relevant A&CD promotional material and platforms.
- Design an exhibition invitation for the artist using the current ELCG invitation templates.

Please note that the installation and dismantling of all exhibitions is coordinated by the Exhibitions Officer. Please see Sections 3.4 and 3.6.

#### 3.3 Exhibitor responsibilities

It is the responsibility of the exhibitors to:

- Produce artworks of exhibition standard that meet the description and duration detailed in the exhibitions program.
- Advise Council of significant changes to the approved exhibition (such as content, theme, works, participants). In the event of significant changes Council reserves the right to review the viability of the exhibition's inclusion in the program.
- Adhere to the conditions of use for the ELCG.
- Adhere to the allocated dates and times for each bump in and bump out, as will be specified in letter of acceptance. Such dates and times are not subject to negotiation.
- Discuss with A&CS plinth requirements by allocated dates.
- Confirm availability of foyer space with A&CD, and where required, book the multi-purpose room for any exhibition events by allocated dates.
- Provide information for promotion to A&CD by allocated dates.
- Acknowledge Council (including Council logos) on all publicity material including opening speeches.
- Provide material for invitations which will be in standard ELCG style.
- Promote their exhibition and the gallery space.
- Provide a list of works for labels using the spreadsheet template before the exhibition's install.
- Deliver exhibition ready artworks to the ELCG at the agreed time and day, as specified in the letter of acceptance.
- Exhibitors must ensure hanging wires and D rings are appropriately attached to the artwork, and are suitable for the weight of the artwork and the ELCG hanging system. The system is rated to 20-40kg. Therefore the artwork should not exceed 40kg. Artwork cannot be fixed to the wall or blue-tacked.
- Provide and coordinate assistants for the bump-in and bump-out.
- Attend the gallery regularly during the exhibition to maintain artwork, catalogues and labels. It is at the exhibitor's discretion to supervise the exhibition.
- Dismantle the exhibition with the Exhibitions Officer at the agreed time and day as specified. This date and time is not subject to negotiation. If works cannot be collected, a courier must be organised to pick up and deliver works to the artist. This will be at the artist's own expense.
- Remove all rubbish/decorations after install, de-install and opening event. Return the gallery space as found and meet the costs to replace and or repair damaged Council equipment/resources.
- Report any incident/accident to A&CD.

Future participation in the exhibitions program is conditional on meeting these responsibilities.

**Please refer to the *Bump In and Bump Out Requirements sheet*.**

### 3.4 Exhibitions Officer role

Council's Exhibitions Officer will:

- Liaise with exhibitors regarding bump in and bump out times.
- Supervise and advise exhibitors in the installation and dismantling of exhibitions ensuring the Conditions of Use of the ELCG and standards of exhibition best practice are adhered to.
- Alert Council of any issues that may arise.
- Participate in the selection process for exhibitions allocation.

The Exhibitions Officer is responsible for the safety and integrity of the installation of the exhibition artworks.

Should any queries or debate arise as to installation and de-installation of works, the Exhibitions Officer's decision is final.

### 3.5 Promotion of the exhibitions program

A&CD coordinate promotion of the overall exhibitions program. Each December A&CD produce and distribute a calendar for the exhibitions program. Each exhibitor will be provided with 30 copies and additional copies may be provided on request; depending on availability. In addition, Council may provide publicity about each exhibition provided information is given to A&CD at least 6 weeks prior to the exhibition opening.

An invitation for the opening will be designed by Council if the exhibitor provides an image and information six weeks before the exhibition opens. The exhibitor is responsible for printing costs. The ELCG standard design must be used.

### 3.6 Installation of works

To maintain best practice for the exhibitions program and a safe gallery space it is essential that each exhibitor adhere to the responsibilities in section 2.3 in addition to the following:

- The Exhibitions Officer will advise the exhibitor on installation of artwork, but **it is the exhibitor's responsibility to physically install their work and move exhibition equipment.**
- The exhibitor must organise an assistant (or assistants) to help them install their work.
- Artworks cannot be installed on the mantelpiece, seat, front or side walls of the fireplace, unless approved by the Exhibitions Officer.
- Artworks should not be crowded.
- Any use or installation of additional equipment must be discussed with A&CD prior to installation.
- Uses of internal walls, pillars or display boards is not allowed.
- Use of banners, drapes, tables and other furniture must be discussed with A&CD and will only be allowed with prior agreement.
- Only labels produced by Council can be used.
- Walls and floors should not be pierced or marked by nails, pins, screws or any other equipment. Only white tac may be used to affix labels and price lists. This should be rolled off to prevent the painted surface from tearing off the mud brick wall.
- DO NOT place Blue Tac, stickers or tape on the mud brick walls as this will cause damage.
- Use of Council plinths must be discussed with A&CD prior to exhibition set up and booked well in advance.

- If using Council plinths, two people must move each plinth. Plinths should not be dragged on a visible face. Plinths should be cleaned before and after use, and touched up with paint if required.
- While installing in the floor space, use barrier tape to close off the area to the public.
- It is the artist's responsibility to ensure safe anchoring of artworks, in particular, three-dimensional works. Museum wax or an equivalent is recommended to anchor fragile works such as ceramics to plinths to guard against falling and breaking. This product is removable, reusable and non-toxic. More information is available from Zetta Florence; phone 9417 3365.
- Hanging wires and push button hooks are available for exhibitors to use at the gallery space.
- The Exhibitions Officer and or A&CD will make the final decision regarding display of artworks.

### 3.7 Exhibition duration and opening hours

The duration of the exhibition outlined in the calendar must be adhered to.

Exhibition openings and activities must be scheduled within library opening hours\*. Exhibitors must allocate time to clean the space after events within library opening hours to ensure the space is returned in the same condition as found.

Library Gallery opening hours are:

Monday – Thursday 10am – 8.30pm

Friday – Saturday 10am – 5pm

Sunday 1pm – 5pm

Closed public holidays

The ELCG is not the responsibility of the library staff. Please discuss any issues with exhibition installation, dismantling and openings with A&CD or the Exhibitions Officer.

\* Openings and activities outside of library hours may be negotiated with A&CD.

### 3.8 Exhibition openings

All exhibitors will be required to complete the form *Application for exhibition opening*.

Small openings with less than 60 people (for exhibitions using the wall space only) and 30 people (for exhibitions using the floor-space for 3D artwork) may be booked for any time during library operating hours.

If you estimate that more than 60 people will be attending the opening, the multi-purpose room adjacent to the gallery MUST be booked and confirmed.

To book the multi-purpose room, contact Community Halls on 9433 3733, Monday to Friday during office hours. (Please note the multi-purpose room is heavily used day and night, Monday to Thursday as well as Friday during the day with various regular users).

The suggested times to hold openings are on Friday or Saturday afternoons until 4.30pm.

Exhibition openings and events must be planned to ensure that the thoroughfare between the entrance doors and the staircase to the library is not blocked by the event's participants. Seating in the space must be arranged to accommodate emergency exits, with two aisles available for people to enter and exit. Emergency exits, stairways, access ways, fire appliances and first aid areas must be kept clear and unrestricted at all times.

### **3.9 Sale of works**

Sale of works, managed by the exhibitor, is welcome. No commission is charged.

### **3.10 Content of exhibitions**

Council does not undertake comprehensive qualitative assessments of works exhibited by individuals or groups at the ELCG. However, Council expects at minimum that exhibitors are lawful at all times and accordingly consider issues of copyright, decency, slander and racism.

Please bear in mind that the ELCG is a public space, and due to the shared access to the library, artwork is viewed by a diverse audience, including young children.

Council takes no responsibility for the content presented, and has the final say about whether or not works are displayed. Exhibitors must discuss their responsibility and liability with A&CD staff prior to installing their work.

### **3.11 Unforeseen circumstances or emergency**

In unforeseen circumstances or an emergency A&CD may be required to move or alter the exhibitor's artwork. Council also reserves the right to use any hall at any time for community evacuations.

### **3.12 Installation and dismantling**

Injuries associated with installing and dismantling exhibitions are usually a result of poor manual handling skills. It is imperative that proper lifting techniques are employed. All loads should be tested prior to lifting and where the weight exceeds 20kg or the width of an object is greater than one metre, it is the exhibitor's responsibility to seek and organise assistance.

If using the ladder, two people must be present; one person on the ladder and the other person on the floor spotting the climber. In accordance with Occupational Health and Safety regulations, no one is to climb a ladder beyond a height of two metres.

All work must be removed from the gallery immediately after the exhibition, so as to allow for timely installation by the next exhibiting artist/s. A courier must be organised, at the artist's own cost for all work not collected during bump-out.

### **3.13 Security of the work**

The ELCG is an unmanned space in a high traffic area. Artists exhibit their work at their own risk. Exhibitors may choose to organise security in addition to insurance depending on the nature of the exhibition, at their own cost. Electronic surveillance is not present at the venue. It is strongly recommended that artists regularly check or sit the exhibition.

### **3.14 Disputes**

In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter or thing contained therein, the decision of the Nillumbik Shire Council Chief Executive Officer shall be final and conclusive.

### **3.15 Privacy notification**

By providing personal information when applying for and/or hiring the ELCG you understand and accept that the information will be used solely for this purpose. You may apply to Council for access for amendment to this information at any time.