

# ELTHAM LIBRARY COMMUNITY GALLERY

## Exhibition Information and Conditions of Use - 2022

The Eltham Library Community Gallery (ELCG) is managed by the Exhibitions Support Officer (ESO) of Nillumbik Shire Council (Council).

ELTHAM  
LIBRARY  
COMMUNITY  
GALLERY

### 1. General gallery information

#### 1.1 The Gallery Space

The ELCG is located within the foyer of the Eltham Library, Panther Place, Eltham.

The gallery consists of several walls for hanging two dimensional works along the curved ramp to the library entrance, and approximately 64 square metres of floor space central to the ramp for exhibition of three dimensional works. There is also the possibility of hanging from ceiling beams (max weight: 40kg). The walls are mud brick and the ramp passes by a substantial brick fireplace. Please see page 6 for Floorplan.

#### 1.2 Exhibition fees

If you are selected for the exhibition program, you are responsible for an exhibition fee payment of \$40 per week. Exhibitions are allocated 5 weeks. 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.

Please complete the online ELCG Hire Form and make the payment here:

<https://au.openforms.com/Form/c8a1ad58-6636-4fb2-ba21-937e7b43f613>

No portion of the building hired shall be sub-let by the exhibitor. Its use is strictly limited to Council sanctioned programs.

### 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.

To exhibit in the space, hirer's must have or take out public liability insurance to 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's secondary public liability insurance, is available and recommended 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.

The exhibitor must supply a PL Insurance Certificate of Currency, either from your own insurer or from council insurance.

For council insurance, please complete the online application and send the Certificate of Currency to ESO. <https://www.nillumbik.vic.gov.au/Council/Make-a-payment/Community-Liability-Insurance>

Those who already hold current policies must provide a certificate of currency to ESO two months prior to their exhibition.

#### 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. The library entrance must be kept clear at all times.

#### 2.3 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 or openings.

### 3. The Exhibition

#### 3.1 Assistance to exhibitors

As part of Council's commitment and support to exhibiting artists, Nillumbik Arts will:

- produce and distribute a year-long ELCG exhibition program calendar, and provide each exhibitor with a digital copy to distribute to their own mailing list.
- Provide a label for each artwork mounted on foam core OR an exhibition catalogue/price list. (Please note: If the exhibitor chooses a catalogue/price list it is their responsibility to re-stock the gallery during the exhibition.)

- Provide use of plinths, hanging systems and cleaning equipment.
- Installation/curation of artworks.
- Manage the gallery space including hanging and lighting systems and exhibition equipment.
- Promote the exhibition in relevant Arts and Cultural Development promotional material and platforms.
- Design an exhibition invitation for the artist using NSC/ELCG invitation templates.

Please note that the installation and dismantling of all exhibitions is coordinated by ESO/curator.

### 3.2 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 ESO plinth/cabinet requirements and any special installation requirements by allocated dates.
- Where required, book the multi-purpose room for any exhibition events by allocated dates.
- Provide information for promotion to ESO by allocated dates.
- Acknowledge Council (including Council logos) on all publicity material including opening speeches.
- Include Acknowledgement of Country in speeches.
- Provide material for invitations which will be in standard ELCG style.
- Provide documentation of hire of spaces and insurance.
- Promote their exhibition and the gallery space.
- Provide a list of works for labels using the template provided on or before the date requested.
- Deliver exhibition ready artworks to the ELCG at the agreed time and day, as specified in the letter of acceptance.
- At the completion of the exhibition, the exhibitor agrees to participate in a survey on Takso. NSC uses Takso to support and evaluate planning focusing on the intended outcomes of our programs. Further information on the Takso platform is available here: <https://culturaldevelopment.net.au/Takso>.

### How to supply work?

Artworks are exhibited using a professional hanging and lighting system. 2D artworks are hung from hanging wires and hooks. Some plinths are available for exhibitions. Some display cabinets are also available. If you have a specific install idea or request, please discuss with the ESO.

- Artworks must be supplied ready to hang. This means 2D artworks must have 2 x D rings and a wire attached to each artwork and are suitable for the

weight of the artwork and the ELCG hanging system. The system is rated to 20-40kg. Therefore each artwork should not exceed 40kg. Artwork cannot be fixed to the wall in any way, pinned, glued, or blue-tacked.

- 3D artworks must be stable and solid.
- Attend the gallery regularly during the exhibition to check and maintain artwork, catalogues/labels. It is at the exhibitor's discretion to supervise the exhibition.
- Dismantle the exhibition with the curator at the agreed time and day as specified. This date and time is non-negotiable.
- If works cannot be collected, a courier must be organised to pick up and deliver works to the artist. This will be at the exhibitor's 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 ESO.

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

### 3.3 ESO/Curator's role - Installation of works

- The ESO/curator will install ALL exhibitions.
- Exhibitors are expected to assist the ESO/curator only if requested. They are not permitted to engage in any ladder work.
- If ESO/curator sees fit to remove an artwork from the exhibitions for any reason, the decision is final.
- Any use or installation of additional equipment must be discussed with ESO/curator 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 ESO/curator 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 a price list. 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 ESO/curator prior to exhibition set up and booked well in advance. If using Council plinths, the ESO/curator will organise for them to be placed in the gallery space. The ESO/curator will make the final decision regarding display of artworks.
- Liaise with exhibitors regarding all dates including marketing information, bump in and bump out times, opening event and any other exhibition requirements.
- Advise exhibitors of safety concerns regarding the installation and dismantling of exhibitions ensuring the Terms and Conditions of the ELCG and standards of exhibition best practice are adhered to.
- Alert Council of any issues that may arise.

ESO/curator is responsible for the safety and integrity of the installation of the exhibition artworks and program.

Should any queries or debate arise as to installation and de-installation of works, ESO/curator decision is final.

### 3.4 Promotion of the exhibitions program

ESO coordinates promotion of the overall exhibitions program. Council may provide additional publicity (to that already outlined) about each exhibition provided information is given to ESO at least 6 weeks prior to the exhibition opening.

A flyer for the exhibition, which can include details for an exhibition opening will be designed by Council. The exhibitor must provide an image before the date supplied by ESO. A digital version will be provided only. If printed copies are required, the exhibitor is responsible for organisation and printing costs. The ELCG standard template will be used for all invitations unless otherwise approved.

### 3.5 Exhibition duration, use of space and events

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

All events must be planned to ensure that the thoroughfare between the entrance doors and the staircase to the library is not blocked by event 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.

More information can be found here: <https://www.nillumbik.vic.gov.au/Facilities-for-hire/Facilities-for-hire-application-form>

The fireplace is not operational.

Exhibitors must allocate time to clean the space after the exhibition or an event to ensure the space is returned in the same condition as found. (Please also see COVID Safety requirements.)

The ELCG is NOT the responsibility of the library staff. Please discuss any issues with exhibition installation, dismantling, sales and openings with ESO.

#### Exhibition openings

Exhibition opening events must be scheduled for Friday evenings from 6.30 - 8.30pm. All exhibitors will be required to complete the form '**Application for exhibition opening**'.

A Notification for Exhibition Opening form must be completed online here: <https://au.openforms.com/Form/18706d6a-e367-4f2d-9149-f35b825963fa>

If you, the hirer, are expecting over 30 attendees please hire the multi-purpose room for your opening. (You can hire it even if you are expecting less people.) Bookings can be made here: <https://nillumbik.vic.gov.au/Facilities-for-hire/Facilities-for-hire-application-form>

Please send ESO a copy of the bookings once confirmed.

### COVID safety requirements

During the time of COVID-19, restrictions may apply to opening events.

### Exhibitor opening event responsibilities

Opening events are the exhibitor's responsibility, and therefore exhibitors MUST adhere to the most current guidelines and restrictions, and also to ensure their guests adhere to those restrictions.

In general:

- If more than 30 people are expected at the opening, the multi-purpose room adjacent to the gallery must be booked.
- Everyone MUST 'QR code' check in. If they are unable another person (or the organiser) must do this for them
- If masks are a restriction, they MUST be worn
- Openings must be pre-organised with council
- Openings are set up and manned by exhibitors
- Exhibitor must do a 'touch point clean' before and post any use of the facility. Cleaning spray and paper towel is provided at the facility. The touch point clean should include:
  - Door handles
  - Light switches
  - Air con switches
  - Any taps
  - Any rails
  - Any other high use areas within the area used for the event.

For more information contact Community Halls on: 9433 3733, Monday to Friday during office hours.

### 3.6 Sale of works

Sale of works is welcomed, and completely managed by the exhibitor. No commission is charged. Sold works must not be removed from the gallery until the bump out date.

### 3.7 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 ESO prior to installation of the exhibition.

### 3.8 Unforeseen circumstances or emergency

In unforeseen circumstances or an emergency ESO 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.

### 3.9 Installation and dismantling

It is imperative that proper lifting techniques are employed when delivering artworks. 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.

ESO is the only person permitted to use the ladder. 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 of the next exhibition. A courier must be organised, at the exhibitor's expense, for work not collected during bump-out.

### 3.10 Security of the work

The ELCG is an unsupervised 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 welcomed and strongly recommended that exhibitors regularly check or sit the exhibition.

### 3.11 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.

### 3.12 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.

To stay informed please go to:

Website: <https://www.nillumbik.vic.gov.au/elcg>

Facebook: <https://www.facebook.com/NSCArts/>

Instagram: <https://www.instagram.com/nillumbikarts/>

Subscribe to our enews: [artsinfo@nillumbik.vic.gov.au](mailto:artsinfo@nillumbik.vic.gov.au)

For more Arts and Cultural Development related information:

<https://www.nillumbik.vic.gov.au/arts>

Library Gallery opening hours are subject to change.

Please check hours at:

<https://www.yprl.vic.gov.au/locations/eltham-library/>

As the Eltham Library Community Gallery is a unique space, we strongly recommend visiting the site.

### Further Information contact:

**Simon Doyle**

**Simon.Doyle@nillumbik.vic.gov.au**

**03 9433 3758**

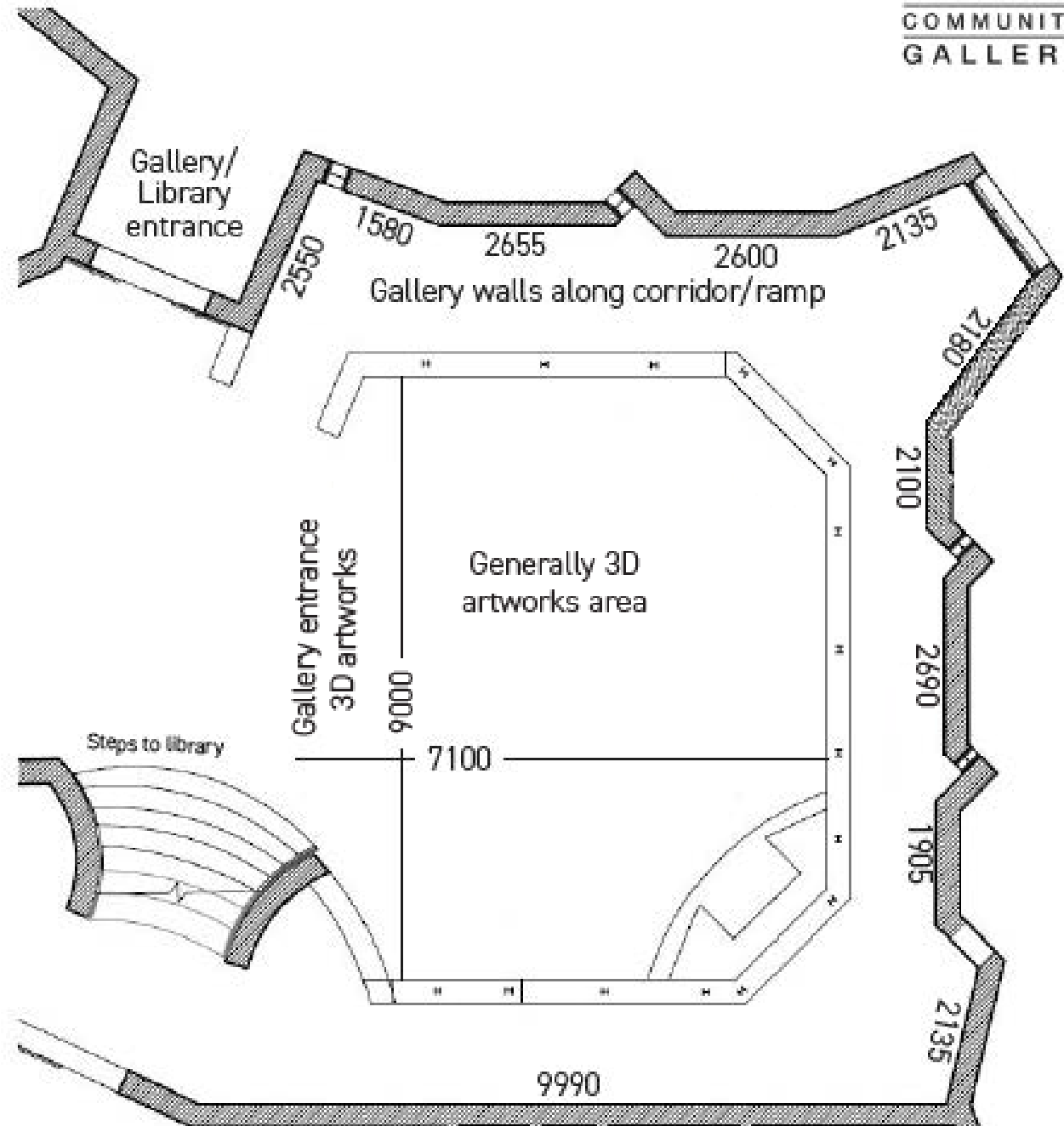
**ARTS AND  
CULTURE**



**Nillumbik**  
The Green Wedge Shire

# FLOORPLAN

ELTHAM  
LIBRARY  
COMMUNITY  
GALLERY



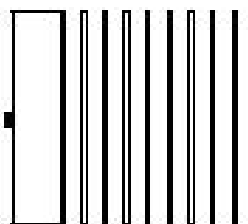
Wall height ranges from 2800 - 3160mm



Walls with hanging system  
Note: Wall heights range  
from 2170 - 3160mm



Internal low brick walls.  
Height 900mm



Roof beam layout

Eyebolts are installed in beams for hanging items in central space. Each eyebolt is rated to hold up to 20kg.

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We strongly recommend visiting the site.



