

## Agreement

### ABOUT BONDI PAVILION GALLERY

Located in the iconic heritage listed Bondi Pavilion Building Bondi Pavilion Gallery hosts an international audience with visitors from all walks of life. Boasting enormous visitation Bondi Pavilion Gallery is a creative hub placed on the foreshore of contemporary Australian Culture.

### HOW TO APPLY

Applications must be submitted through the online form: [haveyoursaywaverley.com.au/pav\\_gallery\\_applications](http://haveyoursaywaverley.com.au/pav_gallery_applications)

Applications submitted with slides, hard copy pictures or original work will not be accepted. Please ensure you answer all aspects of the application using concise language and clear legible hand writing. Applications will not be returned after the grading process.

If you are having problems with the online portal at any stage of the application process, please contact [visualarts@waverley.nsw.gov.au](mailto:visualarts@waverley.nsw.gov.au)

### ELIGIBILITY AND SELECTION PROCESS

Exhibitions are part of the Bondi Pavilion Gallery exhibition program and are selected by an exhibition committee. Whilst we request you provide us with a preferred time of year to hold your exhibition, applicants must be flexible concerning allocation of exhibition dates.

Applications will be graded in consideration of the following;

- Quality of the application and artistic merit
- Originality
- Suitability to Bondi Pavilion Gallery exhibition space
- Relevance to contemporary art and the local community
- Contribution to a diverse calendar of exhibitions in terms of content and approach
- Historical or educational significance, where applicable
- When two or more applications are of equal grading preference will be given to the applicant with stronger ties to the local area

Additionally Bondi Pavilion Gallery welcomes proposals that relate to the history of Bondi Beach, reflect the cultural diversity of Waverley, attract a wider audience, or connect to other exhibitions or programs in the community presented at or about the same time (for example, NAIDOC, Harmony Week, World Environment Day, Youth Week, International Women's Day ect).

Exhibitors from the previous year are not eligible to apply for the following year (ie. 2016 exhibitors cannot exhibit in 2017).

The Bondi Pavilion Gallery exhibition program aims to provide the general public the opportunity to view and engage with work by artists at all stages of their artistic career. It provides local artists an opportunity to exhibit work by providing mentorship and guidance to emerging artists about the exhibition process. Experienced mid-career / professional artists who choose to exhibit in this context are highly valued and encouraged to apply.

At least one exhibition space will be dedicated to an organisation that raises awareness and or funds for international aid and humanitarian causes reflecting Waverley Council's commitment to these issues. Applications of such nature must be made through the standard selection process as outlined in this document. A number of exhibitions each year will be reserved for Council's own programs, or exhibitions presented in partnership with Waverley Library Galleries.

### FEES AND CHARGES

Exhibitions cost \$280 per week, and 25% commission will be taken on all sales. The hire fees and commissions paid to Bondi Pavilion go back in to the cultural programs and the gallery upkeep for the community. A \$100 deposit needs to be paid within 3 weeks of being allocated an exhibition to secure the space. Exhibition cancellations with less than an eight week notice period will be charged the full fees.

The Bondi Pavilion Gallery cannot sell any art work on behalf of an artist. Exhibitors are responsible for the processing and administration of any sales made in relation to their exhibition. Once sales are confirmed the artist should place red dots on sold works.

At the conclusion of an exhibition, exhibitors will be asked to supply a tally of sales. Exhibitors will then be issued an invoice for 25% of their total sales price.

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### PARTNERSHIPS

Leading Art and Community organisations are encouraged to apply for exhibitions at the Bondi Pavilion Gallery. Organisations seeking in-kind or additional resources for their projects should specify this in writing in their application.

## PROMOTIONS AND MARKETING

Included in the exhibition booking fee will be the following assistance with promoting for your exhibition: (where appropriate and only where content is received from the artist within established timeframes)

- A designed promotional poster and exhibition invite (electronic format) in the gallery design and branding
- Listing in Waverley Council's What's On print and e-newsletter and program booklet
- Promotion on Waverley Council website, Facebook & Twitter profiles where appropriate
- Formatting and printing of a room sheet in the set gallery design for the exhibition display

## THE ARTISTS RESPONSIBILITIES

### Within 3 weeks of being allocated an exhibition spot:

- Pay \$100 deposit to secure exhibition.
- Supply exhibitions staff with 3 suitably labelled, high res images to use in design and promotional material.
- Supply exhibition staff with a 100 word statement about your exhibition for publicity. Text should be written in third person. Please note that Cultural Staff may edit this text when required.
- Supply exhibition staff with a 400 word extended statement for possible use within the exhibition and when additional detail is required.

### Two months prior to exhibition:

- Provide a press release for distribution to local and arts media, and through your own social media profiles and networks.
- Meet with exhibition staff to discuss exhibition and any special exhibition requirements.

### One month prior to exhibition:

- Distribute flyers to own mailing list.

### Two weeks prior to exhibition:

- Confirm exact time of bump in & bump out with the exhibitions officer

### Evening of installation:

- Provide final listing details for each work 1 month prior to exhibition.

## INSTALLING & DISMANTLING EXHIBITIONS

Installations occur on Mondays between 10am-5pm; Dismantling of exhibitions occur on Sunday evenings between 5pm - 6:30pm at the end of the exhibition period.

On the day of installation, a member of the Cultural Programs team will meet with you to undertake an induction regarding the operational guidelines of the Bondi Pavilion Gallery. Exhibitors will be advised regarding the best possible display of their work for a professional outcome. It remains the exhibitor's responsibility to install their work. If required, the exhibitor must organise an assistant to help them install their work.

Lighting will be arranged by a member of Waverley Council once the exhibition has been installed.

Works will be presented in a cluttered, disorganized fashion. The Bondi Pavilion Gallery will maintain a professional standard at all times.

Any damage to walls or equipment should be reported to the exhibitions officer and any damage must be touched up before departure.

## SIZE RESTRICTIONS FOR WORKS & HANGING GUIDELINES

Works must be the original work of the artist and excludes reproductions or any works worked on by a tutor.

Work on paper must be suitably presented – laminated sheets of paper will not be allowed for display.

All works should be soundly framed, mounted in a professionally accepted practice, or stretched on canvass, with D-rings securely attached to the back of the works approximately 10cm from the top – of the artwork).

Wet paintings may not be installed.

Any works not meeting these criteria may not be accepted.

### Available Equipment

- A professional hanging system of 3 metre high tracking, with 100 lines and 200 hooks.
- A track lighting system with 40 adjustable LED arms.
- 1 x Glass display cabinet 1300 high x 600 square with four shelves (2x26cm, 1x33cm 1x43cm)
- 3 x Perspex Vitrines, 1700 long, 2cm deep, suitable for the display of 2 dimensional works and sketchbooks
- 16 x plinths of various sizes
- 2 x Epson data projectors
- 5 x 81cm LED monitors

## HOURS OF OPERATION AND DURATION OF EXHIBITION

The Bondi Pavilion Gallery must be open to the public between 10am - 5pm daily. It is the responsibility of the artist to ensure the gallery is open during these hours. The gallery must be invigilated at all times and is never to be left open without supervision. Exhibitors are welcome to extend open hours during daylight savings time or to coincide with other events and programs should so choose.

Exhibitors are asked to nominate their exhibition duration on their application form. An exhibition can last from 2-4 weeks.

## CONTROVERSIAL WORKS

The exhibition staff retain the right to determine the suitability of any works to be included in the exhibition program. Please be aware of the following considerations when submitting a proposal. The Bondi Pavilion Gallery is a highly visited gallery space. The space experiences visitation from the local community, international and interstate tourists and people of all ages. Accordingly, the Bondi Pavilion Gallery discourages proposals containing images that include significant elements of sexually explicit imagery, nudity or graphic depiction of violence.

Bondi Pavilion Gallery may not be used for commercial or political purposes, for the solicitation of business for profit or for fundraising.

The exhibition officer reserves the indisputable right to reject any part of an exhibition, remove inappropriate or offensive works or to change the manner of display in accordance with WHS policies.

## EXHIBITION LAUNCH

It is the responsibility of the exhibitor to meet any Responsible Serving of Alcohol requirements set by the State of NSW. Openings are to be held on the first Wednesday of the exhibition unless agreed upon otherwise in discussion with the exhibition officer. Costs associated with exhibition openings are the responsibility of the exhibiting artist (s).

Exhibition openings taking place during the advertised opening hours of 10am-5pm daily (for example Saturday afternoon), must not serve alcohol as to adhere to State legislation around Liquor licensing.

Exhibition staff will provide assistance with the setup of wine and water glasses, platters, tables, ice buckets, table cloths and all other manner of equipment including PA equipment as required for an opening event. Opening event equipment is on site and available for artists use. Artists will be given access to a small kitchenette

In the Bondi Pavilion for refrigeration and catering purposes from the Wednesday morning of their opening event. All alcohol and catering delivery arrangements should be made for the Wednesday of the opening and communicated to gallery and venue staff.

## PUBLIC PROGRAMMING TO COINCIDE WITH EXHIBITIONS

Where feasible, exhibitions will be supplemented by public programs that could include book discussions, films, gallery talks, lectures, workshops, and other related activities. Artists wishing to conduct public programs are encouraged to describe them in their application and discuss them with Gallery staff at the allocation of an exhibition. The exhibitions officer will liaise with exhibiting artists to discuss the most suitable public programs that may be presented by/ in partnership with artists. Public programs are not a compulsory component of exhibition selection.

## INSURANCE

The Exhibitor will be responsible for all insurance requirements. Whilst all care will be taken, Waverley Council will not be responsible for any loss or damage sustained to any item/s during the time they are on display. Artwork is not covered by Council's insurance and Council takes no responsibility for any theft, loss or damage to artwork during transportation or display at Bondi Pavilion Gallery.

The building is insured under Council's Primary Public Liability Insurance. It is recommended that all exhibitors and other users have Secondary Public Liability Insurance cover of at least \$10 million for the duration of their exhibition (including installation and dismantling) or associated events including exhibition openings. This covers individuals against accidents caused by them in the space. Exhibitors must provide a Certificate of Currency to the exhibitions officer prior to their exhibition set up date or event.

## APPLICATIONS

Applications can be submitted through the online form: [haveyoursaywaverley.com.au/pav\\_gallery\\_applications](https://haveyoursaywaverley.com.au/pav_gallery_applications)

## ENQUIRIES

Enquiries can be directed to [visualarts@waverley.nsw.gov.au](mailto:visualarts@waverley.nsw.gov.au) or via phone to 90838790.

