



Free entry & open daily  
Hours: 10:00am – 3:00pm May – October  
10:00am – 4:00pm November – April  
[www.yarramcourthousegallery.com](http://www.yarramcourthousegallery.com)  
<http://www.facebook.com/yarramcourthousegallery>  
Email: [courthousegalleryyarram@gmail.com](mailto:courthousegalleryyarram@gmail.com)  
9 Rodgers St (Cnr Commercial Road) Yarram 3971  
Tel: 5182 6553



## **GALLERY / EXHIBITION INFORMATION**

### **FACT SHEET**

The Courthouse Gallery is located in the renovated, historic Yarram Courthouse (YCHG). It is in a prime position on the corner of Rodgers Street and Commercial Road (the main street of Yarram).

Volunteer members of the gallery are keen to assist exhibitors and become actively engaged in exhibitions. Artists are encouraged to attend their exhibition at any time to promote their work. The committee members will be happy to advise on requirements for hanging, information on framing etc, particularly for first-time exhibitors. ***A committee liaison person will be allocated to help co-ordinate the exhibition.***

### **Amenities at the Gallery**

The Gallery space is a single room of approximately 80 square metres. Due to the heritage nature of the Gallery, no artworks can be hung from the actual walls of the Gallery.

- Professional, gallery track lighting.
- Security system
- 8 moveable double sided hanging walls/units (Approximately 2400mm x 1200mm x 500mm).
- 12 plinths – various sizes
- 1 showcase with glass cover
- 3 glass exhibit cases with adjustable glass shelves
- Kitchen facilities
- Toilet facilities

### **Fees, Publicity & Opening Options**

In our effort to encourage local artists the committee has attempted to keep fees to a minimum. ***Fifty per cent deposit to be paid on booking of exhibition (non-refundable). Balance is required one month prior to exhibition being held.***

In the case of a Studio Exhibition with multiple artists, one signed form “Agreement to Exhibit” is required by the designated studio artist (tutor/teacher). NOTE: Payment will only be made to name of “Studio” not to individual artists that attend the studio.

In the case of shared/group exhibition with 2 or more artists, each artist is required to submit a signed form “Agreement to Exhibit”. Payments will be made to the individual artists.



## GALLERY / EXHIBITION INFORMATION FEES, PUBLICITY & OPENING OPTIONS

### OPTION ONE \$ 200.00



- Hire of gallery space for four weeks
- **Limited advertising** in various newsletters, online diaries and Yarram Standard newspaper.
- Exhibitor/s will take full responsibility **at their own cost** for **designing (with committee approval)** and **printing of invitations for opening function, publicity brochures/flyers, any other advertising they may require.**
- YCHG will supply explanatory foam core labels or catalogue **at Gallery cost.**
- Exhibitor/s will provide all food, refreshments (wine/juice/soft drink) and guest speaker (optional) for their opening function **at their own cost.**
- Exhibitor/s will provide **at their own cost** 150 printed invitations ready for posting to members, galleries and other selected information outlets – **postage at the Gallery cost.** One email version of the invitation in jpg or pdf format for emailing to our members, galleries and other selected information outlets is also to be supplied.

### OPTION TWO \$ 400.00



- Hire of gallery space for four weeks.
- Advertising in various newsletters and online diaries. An advertisement will be placed in the Yarram Standard Newspaper **at the Gallery cost.**
- YCHG will design (with exhibitor approval) all publicity material including invitations for opening function. YCHG will print; post/distribute all publicity material (invitations, brochures/flyers and posters) **at the Gallery cost.**
- YCHG will supply explanatory foam core labels or catalogue – **at Gallery cost.**
- YCHG will provide wine, juice, soft drink, and savoury platters for the opening function **at the Gallery cost.**

### NOTE:

*Due to lighting considerations, YCHG will oversee and finalise hanging decisions. YCHG committee will be available at the Opening Function to facilitate food handling or alcohol serving - properly certificated members will be available. YCHG will also provide a committee member to open the exhibition if no guest speaker provided. A Committee liaison person will be allocated to help co-ordinate the exhibition.*



## EXHIBITION AGREEMENT TERMS & CONDITIONS

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The terms and conditions for this exhibition are as follows:

1. To **secure your exhibition dates**, payment either in full or of a non-refundable deposit of 50% of your total fee, is required with submission of Contract Form A. If deposit is selected, balance of payment in full is due 4 weeks prior to the opening date of the exhibition.
2. A **20% commission** will be charged on all works sold. Commission must be included in exhibited prices. All payments from sales will be paid by cheque within 14 days after completion of the exhibition.
3. Any **publicity material** that you are supplying (i.e. artwork/flyer in jpg format and printed flyers/invitations) is required 6 weeks prior to exhibition to allow for advertising times.

The **exhibitor must supply the gallery with a master sale sheet**, listing all works for the exhibition, **two weeks prior to the opening date** to allow time for foam core labels to be printed. The master sale sheet is to list the title of each piece, medium used and sale price – note this master sales sheet template will be supplied by the Gallery.

**Only works listed on master sale sheet will be exhibited. Any sold pieces that have been taken by the purchaser prior to the close of exhibition, can be replaced by the same artist. Any replacement pieces must be on the master sales sheet prior to the exhibition opening.**

4. **Insurance** the gallery will take all due care with artists' work while in the gallery, however we do not accept responsibility for damaged or stolen goods. Insurance for theft, fire or other risk is the exhibitor's responsibility. **See Waiver on Form A.**
5. Set-up day/time for exhibition is Wednesday morning – 9am. Gallery members will be present to offer assistance and oversee the hanging of works. **YCHG Committee reserves the right to withhold works from display and to determine the best layout of the exhibition.** Dismantling of exhibition will take place Tuesdays from 3pm.
6. All **Gallery fittings and fixtures** must be left in good condition at completion of exhibition and any damage to fittings and fixtures made good.
7. The **Committee will not be responsible** for any work not collected at the conclusion of the exhibition.
8. The YCHG Committee **reserves the right for any work displayed to be reproduced** by newspaper, television, internet and electronic media for advertising the exhibition.
9. **Length of Exhibition** YCHG Committee will hang an exhibition for a maximum of four weeks. Shorter periods can be negotiated however priority is given to those scheduled for four weeks.



## EXHIBITION AGREEMENT TERMS & CONDITIONS continued

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### EXHIBITING AT THE YARRAM COURTHOUSE GALLERY

The Courthouse Gallery Committee is keen to ensure all exhibitions are professionally run and presented to the community as effectively as possible. **It is expected that artists wishing to hold an exhibition have a large body of works (40 pieces minimum).**

It is an **expectation** that exhibitors will hold an opening function to help publicise their exhibition. The Committee is open to suggestions with regards to what type of opening function is to be held. As the Gallery is run by volunteers we are keen to assist, but **wish all artists to be fully involved in their opening function.**

It is an **expectation that the integrity of the exhibition shall remain until the end of the exhibiting period.** The only exception to this is when pieces of artwork are sold during the course of the exhibition to the **travelling public (i.e. not from the local area).** In this circumstance, the purchaser may remove the piece of artwork on the day of the sale if the exhibiting artist agrees with this. If the exhibiting artist wishes to keep the integrity of their exhibition until the closing date, the exhibiting artist may make other arrangements with the purchaser for delivery of the work at the end of the exhibiting period at their own expense. It is **expected that replacement works be available should pieces sell & be taken during the exhibition period. These replacement pieces must be listed on the master sales sheet prior to the exhibition opening.**

### LOCAL PUBLICITY

The Courthouse Gallery Committee will publicise exhibitions and opening events to gallery members and the public depending on which Option you have selected.

### INSURANCE

**Artists must provide proof of insurance for their works or sign a waiver noting that the YCHG will not be held liable for any stolen or damaged works.**

### SETTING UP AND DISMANTLING OF EXHIBITIONS

The Gallery will be open from **9.00 am on Wednesdays for setting up** an exhibition. Gallery Committee members will be available to assist between 9 am and 2 pm on set up day.

The Gallery will be open from **3:00 pm on Tuesdays for dismantling** of the exhibition and will have Gallery members available to assist with this.

**We encourage artists to contact us with any queries.**



# EXHIBITION CONTRACT FORM A

Signed copy of this page to be returned to Exhibitor

TITLE OF EXHIBITION: .....

EXHIBITION DATES FROM ..... TO .....

HANGING: Wed ...../...../..... DISMANTLING: Tues...../...../.....

OPENING EVENT DATE ...../...../..... and time ..... OPTION CHOSEN 1 / 2

EXHIBITOR / ARTIST'S NAME .....

ADDRESS .....

..... POST CODE .....

EMAIL ADDRESS .....

PHONE ..... MOBILE .....

### EXHIBITION TYPE:

**Exhibition Integrity** – all artwork to remain until end of exhibiting period. Artist agrees to arrange for delivery of any sold works to travelling public at own expense

**OR**

**Cash and Carry** – travelling public may remove artwork on day of purchase. Extra artwork to be used as replacement for sold pieces must be supplied. Artwork to be stored in Gallery storeroom. Replacement artwork must also be listed on the catalogue and sales sheet.

I am a professional artist. My ABN is .....  
**YES / NO** (Please circle) I am registered for GST with the ATO (Aust Tax Office)

I am a hobby artist under ATO guidelines and I am not quoting an ABN.

### ARTIST WAIVER AGREEMENT

**I agree to the conditions stated in the Agreement to Exhibit Terms and Conditions documents for exhibiting my/our artwork/s at the Courthouse Gallery Inc.**

**I acknowledge that whilst the Courthouse Gallery Inc will take all due care with my work while in the Gallery, the Gallery Committee cannot accept responsibility for damaged or stolen goods. Insurance for theft, fire or any other risk is the responsibility of the exhibiting artist/s.**

EXHIBITOR / ARTIST SIGNATURE ..... DATE .....

SIGNATURE OF MEMBER OF YARRAM COURTHOUSE GALLERY INC COMMITTEE MEMBER

NAME ..... COMMITTEE POSITION .....

SIGNATURE ..... DATE .....

**NOTE:** If due to unforeseen circumstances an artist is unable to fulfil this Agreement, and if payment has been made in full, a refund will be made (minus an administration charge) at the discretion of the Committee.





# EXHIBITION CONTRACT

## ARTIST CHECKLIST (Artist to Keep)

- Return completed 'Agreement to Exhibit' Form A to Committee
- Return completed 'Payment' Form with 50% deposit to secure exhibition dates
- Confirmation from Committee received
- Committee liaison person contact details received -

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**6 Weeks Prior to exhibition:**

- If you are supplying your own artwork for publicity purposes, forward to your committee liaison person for approval by committee.

**4 Weeks Prior to exhibition:**

- Pay the balance owing for the hire of the exhibition space

**2 Weeks Prior to exhibition:**

- Complete the master sales sheet listing all works that will be included in the exhibition. **Only the listed works on this sheet will be hung – any replacement pieces must also be noted on the master sales sheet and numbered individually. If you have greeting cards of your work to sell, these must also be included on the sales sheet.**
- If Option 1 was chosen, supply 150 printed invitations to Committee and one email version in either JPG or PDF. Supply 20 A4 posters to be distributed around town by Committee and two A3 size posters for use at the Gallery.
- Ensure all 'hanging' pieces are appropriately presented with 'D' hooks or triangle hooks and wires for ease of hanging.
- Ensure each piece of work is appropriately labelled on the rear of the artwork for ease of identification when hanging and labelling.

**Setup Date and Time:** \_\_\_\_\_

**Dismantling Date and Time:** \_\_\_\_\_