



Free entry & open daily

Hours: 10:00am – 3:00pm

9 Rodgers St (Cnr Commercial Road) Yarram 3971

Tel: 5182 6553

www.yarramcourthousegallery.com

Email: courthousegalleryyarram@gmail.com



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 member will be appointed as co-ordinator for your 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
- 2 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).

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

FEE: 2022 \$400.00

- **Hire of gallery space for four weeks.**

The Gallery will supply:

- Advertising in various newsletters and placed on the digital noticeboard - inTarra. An advertisement will be placed in The Bridge local newspaper.
- Advertising on Gallery Website, Instagram and Facebook
- 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).
- YCHG will supply laminated labels or catalogue.
- YCHG will provide wine, juice, soft drink, and 2 savoury platters for the opening function.

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

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 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 10 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, at least two weeks prior to the opening date to allow time for 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/team will be responsible for the setting up of the exhibition and 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**

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. Artist/s are to discuss with the of their exhibition co-ordinator the number of items/works that will be required for the exhibition

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 and 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.

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/team will be responsible for setting up.

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

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 YARRAM COURTHOUSE GALLERY INC COMMITTEE MEMBER

NAME COMMITTEE POSITION

SIGNATURE DATE

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: _____

10 Weeks Prior to exhibition:

- Supply gallery with photograph/s that you would like included on invitations, posters, Facebook, Instagram, Website and for all other advertising purposes. Please also supply a photograph of yourself and a bio/blurb about your exhibition for publicity purposes.

4 Weeks Prior to exhibition:

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

At least 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.*
- 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: _____



EXHIBITION CONTRACT
FORM B
PAYMENT & RECEIPT DETAILS

PAYMENT DETAILS

EXHIBITION TITLE:

TOTAL FEES PAYABLE: 2022 \$400

Paid in Full \$..... (Cheque / Money Order / EFT / Cash Please circle)

Deposit Paid \$..... (Cheque / Money Order / EFT / Cash Please circle)

Balance Due \$..... payable on

NOTE: No Credit facilities available

Please make cheques/money orders payable to: Courthouse Gallery Inc or alternatively
Direct deposit to Bendigo Bank or EFT - BSB 633 000, A/C No: 127210151
(Enter your name in 'reference' gap on deposit slip or EFT)

Return this form with cheque and/or payment details to:

The Treasurer
Yarram Courthouse Gallery Inc
9 Rodgers Street
Yarram Vic 3971

ARTIST BANK DETAILS (we will direct deposit sales, less commission to your account)

BANK:.....

BSB:.....

ACCOUNT:.....

Scissors icon and dashed line for cutting



OFFICE USE ONLY
EXHIBITION CONTRACT
CONFIRMATION AND RECEIPT

To be returned to Artist for their file

EXHIBITION TITLE:

EXHIBITING ARTIST NAME

EXHIBITION DATES FROM TO OPENING

EXHIBITION HANGING DATE DISMANTLING DATE

PAYMENT RECEIVED WITH THANKS \$..... Deposit / Paid in Full

If Deposit paid, balance due by date

SIGNED: DATE

TREASURER'S NAME