

Gallery Exhibition Agreement Form

CTC 58-60 Hoddle St Robertson



CTC
ROBERTSON
COMMUNITY
TECHNOLOGY
CREATIVITY

Opening Hours:

Thursday/Friday 10am to 4pm

Saturday 10am to 1pm

Please Read Carefully before signing:

The exhibitor is responsible for delivering the works and assisting with the set up and taking down of the exhibition. The exhibitor is expected to leave the gallery in a tidy state at both times.

The exhibitor is not required to pay any fees for the space but a small fee may be applied if you require the CTC to design and/or print any flyers promoting your event. The CTC will also assist with promotion of the event through a range of online spaces. Please discuss any requirements with the Volunteer Exhibition Coordinator.

The exhibition will normally run for a calendar month unless otherwise discussed.

The CTC will take a 20% commission on all sales and will process the payments and settle up with the exhibitor at the conclusion of the exhibition.

The CTC has good security and all care will be taken in protecting artworks on exhibition. However, no liability can be taken for the safety and/or damage of artworks and exhibitors are required to exhibit their artworks at their own risk.

Public liability insurance is in place for the exhibitor and all visitors to the CTC.

Opening events are an excellent way to promote your exhibition and times can usually be made available on a Saturday at 2pm or a Friday afternoon at 5.30pm.

The CTC volunteers will assist with your event but provision of food and drinks is the artist's responsibility. A CTC Responsible Serving of Alcohol Licensee will need to be in attendance at the opening if alcohol is available. Alcohol cannot be served without their presence.

Please note, the CTC is a community space, and very occasionally it is necessary for us to accept a private booking for the CTC when an exhibition is in place. This will mean the artist and members of the public will not have access to the gallery for that time. The space is also available for other CTC events, but this should not preclude the presence of the exhibitor or the public.

I agree to the terms of the exhibition.

Banking Details:

Account Name:.....

Artist's Name:..... Name of Bank:.....

Signature:..... BSB:.....

Date:..... Account No: