



## Gallery Hiring Agreement

The SHAC Gallery  
Studio 2, 74 - 76 Hoddle Street  
Robertson NSW 2577  
ABN 76 338 667 916

[www.theshac.com.au](http://www.theshac.com.au)

[www.facebook.com/theshac/](http://www.facebook.com/theshac/)

Suzy Russ,  
Gallery Administrative Manager  
0438 608750

On this day \_\_\_\_\_

The Southern Highlands Artisans Collective Inc., the SHAC, and

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the Hirer, enter into the following agreement:

### **1. Purpose of the agreement**

The Hirer agrees to hire The SHAC Gallery (the Gallery) for the purpose of an exhibition and sale of works of art. Any alternative use must be agreed in writing with the Gallery Manager.

### **2. Term of hire**

The term of hire of the Gallery is \_\_\_\_\_ (number of days)

commencing \_\_ (Bump In day)

finishing \_\_ (Bump Out day)

Minimum hire a month except where a collaboration can be arranged by the Gallery Manager in which case a two week hire may be negotiated.

### **3. Installation**

#### **Bump In**

Bump In will occur the day before the first day of the exhibition except if an alternative has been agreed with the Gallery Manager.

The Hirer is responsible for their own curating and installation of all of the Hirer's items within the Gallery unless other arrangements have been made and confirmed with the Gallery Manager.

Works must be hung using the Gallery hanging system.

## **Bump Out**

Bump Out will occur the day after the last day of the exhibition.

The Hirer is responsible for the Bump Out of all of the Hirer's items. All Hirer's items must be removed from the Gallery by 5pm on Bump Out day at the latest, unless prior written approval is obtained from the Gallery Manager.

All Gallery fixtures and fittings are to remain in the Gallery.

All damage to the Gallery must be immediately reported to the Gallery Manager, documented then paid for by the Hirer within 30 days of Bump Out.

## **4. Gallery Opening Hours**

The Gallery is open between the hours of 10:00am and 4:00pm each Friday, Saturday, Sunday and Monday. Public holidays by negotiation.

The Gallery is manned by volunteers during Gallery opening hours. The Gallery will need to be manned by the Hirer on the remaining days (i.e. Tuesday, Wednesday and Thursday and on a public holiday when a volunteer is not available) if required. Arrangements for opening on these days must be made with the Gallery Manager.

## **5. Publicity**

Once The SHAC and the Hirer have agreed on the exhibition booking, the event will be created on The SHAC website and Facebook page. For this to occur the Gallery Manager will require from the artist, the title for the exhibition, a short biography of the artist (one or two paragraphs at minimum), one high resolution image of the artist and at least two high resolution images of the artist's works. This will form the basis for the initial digital promotion. The SHAC will obtain approval from the Hirer of copy prior to publication.

At least three weeks before the exhibition, the SHAC will distribute flyers and providing there is not another exhibition in place, display signage in a prominent position in the Gallery.

At least ten days before the exhibition the SHAC will send an email introducing you to the local arts journalists. This often leads to a story and coverage of your opening.

At least three working days before the exhibition the SHAC will send out a “Date for your Diary” email to The SHAC members and others on the mailing list.

## **6. On-Line Catalogue**

Photographs of all work will be included in the on-line catalogue for a period commencing 2 days prior to the opening date, terminating 30 days after the closing date except where a longer period has been agreed with the Gallery Manager.

High resolution photographs must be submitted to the Gallery Manager 7 days prior to the exhibition date.

If the Hirer is unable to produce high resolution photographs of their work they must notify the Gallery Manager so a photographer can be appointed. The cost of photography shall be borne by the Hirer.

The estimated cost of photographs taken on site at the SHAC will be approximately \$200 to \$400 per hour depending upon the number of photographs to be taken. The photographs (along with copyright to them) will be made available to the Hirer in a high-resolution format prior to the opening so that they can be kept and used by the Hirer for their personal social media and promotion and collection. The Hirer agrees that the SHAC may continue to use the photographs for any ongoing promotions only of the SHAC Gallery.

## **7. Exhibition Opening**

The SHAC provides some items for the exhibition opening event by supplying 12 bottles of local wine, cheese, chips and dips (or equivalent). The Hirer is at liberty to provide additional food and drink. The SHAC glassware and crockery is available for use at the opening.

The SHAC committee members and or an external guest speakers may be available for the exhibition opening by prior arrangement with the Gallery Manager.

During the opening, The SHAC volunteers may photograph images of the exhibition, the Hirer, artist/s or other attendees for use on social media to promote the exhibition.

## 8. Hire Cost

The Gallery hire cost is \$1000 for a month (including GST).

In special circumstances this fee may be negotiated for emerging artists.

## 9. Payment for Gallery

Once the hire dates are agreed upon, an invoice will be provided to the Hirer for a non refundable deposit for 50% of the Gallery hire cost, payable by the Hirer to the SHAC. The deposit and the signed Agreement must be received **within seven days of receiving the invoice**. The proposed dates for the exhibition will not be secured until this payment has been received by the SHAC.

The SHAC will provide an invoice to the Hirer for the remainder of the hire cost, payable by the Hirer to the SHAC **three weeks before Bump**

## 10. Related Document

**The Consignment Agreement form** should be read in conjunction with this Agreement.

The Hirer and The SHAC agree to the terms listed above:

\_\_\_\_\_

Hirer	Date
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\_\_\_\_\_

Hirer name (printed)

Address: \_\_\_\_\_

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

\_\_\_\_\_

The SHAC authorised representative

Date

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The SHAC authorised representative name and position (printed)