

Mullumbimby Community Art Gallery
 Drill Hall Complex
 Jubilee Ave Mullumbimby
 PO Box 622 Mullumbimby 2482
mullum.potters@yahoo.com.au

Mullumbimby Community Art Gallery Exhibition Application Form

We welcome your application. To find out more about us, visit our website:

www.mcag.com.au

This completed form can be returned to the address above or handed in on Tuesday or Thursday at the gallery between 10 am - 4pm.

Please note: application forms and attachments will not be returned..

Contact details

Name of Artist or Group:		
Contact name for application:		
Address:		
Home Phone:	Work phone:	Mobile:
Email:		
Web page		
Please add address/email to MCAG mailing list <input type="checkbox"/> yes <input type="checkbox"/> no		

Exhibition Summary

Exhibition Title:
Participating Artists
Estimated number of:
Hanging works 3D works Other (add detail)
Exhibition Summary: <i>One A4 page may be attached:</i>
Exhibition Aims
Is this exhibition a fund raiser for a not for profit organisation? Yes(<input type="checkbox"/>) No (<input type="checkbox"/>)
Attached support material: Please tick if attached <input type="checkbox"/> Exhibition summary <input type="checkbox"/> Curriculum Vitae for solo/group artists <input type="checkbox"/> Visual Material <ul style="list-style-type: none"> • <i>Application will not be considered without attached visual material.</i> • <i>Please note if the images are of work to be included OR if they are indicative of work to be completed for the exhibition</i> • <i>Images may be provided on disc or in hard copy.</i> • <i>Images will not be returned.</i>

Preferred date for exhibition

1st preference _____
2nd preference _____

Preferred Opening Time & Date: _____

Terms & Conditions of Gallery hire

Approval Process

- The Gallery Management will consider all applications for Gallery hire, based on the quality of the work, concept, suitability & appropriateness.
- The Gallery reserves the right and curatorial discretion to accept or reject any application.
- Where a joint exhibition by a number of artists is proposed, contact with Gallery Management is to be conducted by a single representative.

Exhibition Requirements

- A detailed list of work or items, including sizes of each piece must be supplied 2 weeks before the exhibition commences.
- Applicants are to plan their exhibition schedule to allow the delivery of works on the day prior to the commencement date and for dismantling of the show to occur the first day following the close of the show.
- Exhibition openings may occur on a Friday evening between 6pm -8pm, or for 2 hour periods in the morning or afternoon, between 10am and 4pm. This time is to be negotiated with Gallery management.

Hiring Fees

Exhibition duration	Hiring Fees
Weekend (Friday -Monday)	\$50
One Week (Friday – Friday)	\$100
Two weeks (Friday – Friday)	\$200

The hirer is responsible for paying for the fees as set out above. These include:

- Booking fee and deposit (\$50) payable on receipt of an invoice for a successful application. If the exhibition does not proceed, Gallery Management will retain this amount to cover costs. If the exhibition proceeds and all conditions are met, then this amount is deducted from the final booking cost.
- Gallery rental fees (see schedule). The balance is due upon receipt of an invoice.
- 25% commission to the gallery will apply on all sales.
- Should Gallery Management withdraw the use of the gallery, all monies paid will be refunded or credited for use at another time. The gallery will not be responsible for any loss occasioned by the client or organisation as a result.
- The Gallery charges are subject to change. Where the deposit or full payment on the booking has been made, the fees applicable at the time of booking will apply.

Insurance

- The Gallery does not insure the hirer’s works and although due care will be taken will not be responsible for any loss or damage howsoever caused.
- The hirer will be responsible for all insurance matters for the duration of the exhibition.

Publicity and marketing

- All advertising, invitations and any promotion in relation to the exhibition must have prior approval of Gallery Management.
- We request that invitations feature the gallery logo
- The hirer is responsible for specific exhibition marketing & associated costs.

Signage

- The Gallery management may deny or remove any work of art, signage or wording placed in the gallery that it deems inappropriate, unsuitable, poorly presented or offensive to the general public. No discussion or correspondence will be entered into concerning any decision.

Conflict resolution

- No dispute can be raised on the contents of this form. If the Exhibitor & Gallery Management are in dispute over the interpretation of the conditions in this form after its lodgement, it will be resolved firstly by an approach in writing to the Management Committee of Mullumbimby Adult Learning and Potters Association Inc. (MALAP) by both the Exhibitor & the Gallery management. The MALAP committee will then determine the matter and its decision will be binding on all parties.

AGREEMENT

I have read and agree to all the terms and conditions outlined above. I act on behalf of myself or other associated exhibitors for this exhibition and I am the sole Gallery contact. I have the necessary authority to make this agreement.

Name:	Date:
Signature	

Thank you
Mullumbimby Gallery Committee