



## Conditions of Hire

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## **ABOUT BSRAG**

### **ABOUT US**

The Banana Shire Regional Art Gallery is proudly operated by the Banana Shire Council. The gallery houses the Banana Shire Art Collection and the gallery supports local and Central Queensland artists as a high quality venue available for exhibitions and events.

### **LOCATION**

62 Valentine Plains Road, Biloela QLD 4715. The gallery is part of the Banana Shire Council (BSC) Biloela Administration Centre and Council Chambers.

### **OPENING HOURS**

Monday to Friday: 9:30am - 4:00pm

Saturday: 3<sup>rd</sup> Saturday of the Month, 10am-Midday

After Hours: Workshops, events etc. can be scheduled on weekends and after hours

Admission: Free

BSRAG is generally staffed by the Arts & Cultural Officer during general opening hours, and by volunteers on Saturdays

### **CONTACT US**

Arts and Cultural Officer: Shanna Muston

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

Phone: (07) 4992 9500

Website: [www.banana.qld.gov.au/art-gallery](http://www.banana.qld.gov.au/art-gallery)

Facebook: [www.facebook.com/BSRegionalArtGallery](http://www.facebook.com/BSRegionalArtGallery)

Instagram: @bananashireregionalartgallery

## SPACES

### MAIN GALLERY

Dimensions: approx. 120m<sup>2</sup>

Running Metres: 42.8m

Suitable for: large solo exhibitions and group shows



### PALM TREE ROOM

Dimensions: approx. 60m<sup>2</sup>

Running Metres: 17.7m

Suitable for: small solo exhibitions, emerging artists, small group shows, works requiring hanging from the ceiling



## HIRE FEES (2017-18)

EXHIBITIONS		HIRE FEE
MAIN GALLERY & PLAM TREE ROOM		\$200
MAIN GALLERY		\$175
PALM TREE ROOM		\$100
WORKSHOPS		HIRE FEE
FULL DAY		\$50
EXHIBITING ARTIST		N/A
FUNCTION HIRE		HIRE FEE
ONE NIGHT ONLY - ENTIRE GALLERY		\$175
PAYMENT OPTIONS		
<ul style="list-style-type: none"> <li><b>IN PERSON</b> At one of Council's Customer Service Centres (Biloela, Moura &amp; Taroom)</li> </ul>	<ul style="list-style-type: none"> <li><b>BY MAIL</b> Please send cheque payable to <i>Banana Shire Council</i></li> </ul>	<ul style="list-style-type: none"> <li><b>BY CREDIT CARD</b> The Arts &amp; Cultural Officer or Customer service can process a credit card payment over the phone</li> </ul>

- Payment is due 30 days prior to exhibition, function or workshop
- Please provide a copy of receipts or the receipt number to the Arts & Cultural Officer
- Fees will be charged at the rate as per the financial year the exhibition is held in. For exhibitions booked in advance there may be changes to fees & charges. The Arts & Cultural Officer will keep exhibitors informed of changes to fee structures.

### CANCELLATIONS

Please notify the gallery as soon as possible in the event that you need to cancel or re-schedule your exhibition or event. Please note advertising for exhibitions may commence up to 6 months in advance. Fees will either be retained if re-scheduling or returned if prior to flyer design work commencement, partial refunds may apply thereafter.



## EXHIBITION PROPOSALS

### EXHIBITION SCHEDULE

BSRAG operates under a for-hire system, local and visiting artists/groups are able to hire the gallery for exhibitions. We endeavour to plan a balanced and exciting exhibition schedule and will manage bookings alongside touring exhibitions, displays from the Banana Shire Art Collection and curated projects.

Touring: The exhibition schedule aims to include 1-2 touring exhibitions per calendar year.

Annual Exhibitions:

June/July: *Art Mix* Banana Shire Youth Visual Arts Showcase

October: *Brigalow Arts Festival* (local visual arts competition organised by the Banana Shire Art Gallery Association)

Local Artists: BSRAG will endeavour to allocate at least 1 local artist (Banana Shire) exhibition per year.

### EXHIBITION DURATION

Generally exhibitions are scheduled for 6-8 weeks. The gallery may schedule exhibitions for other time periods depending on the overall schedule.

### EXHIBITION PROPOSALS

- Banana Shire Regional Art Gallery welcomes exhibitions proposals year round. Applications will be assessed every three months: February, May, August and November
- Applications are assessed by the Arts and Cultural Officer and Manager Administration and Community Services.
- BSRAG encourages both established and emerging artists to exhibit in our spaces
- Please contact the Arts and Cultural Officer to discuss available dates prior to submitting a proposal
- Proposals are accepted for exhibitions in development
- Proposals are to be submitted using the 'Exhibition Application Form'
- Successful applicants will be sent a booking confirmation outlining the key dates and deadlines for the exhibition

### ASSESSMENT CRITERIA

Exhibitions will be assessed with the following criteria in mind:

- Availability of gallery spaces requested
- Strength of curatorial concept
- Scheduling a variety of concepts, artforms, solo and group exhibitions
- Quality, originality of artwork
- Preference for new work
- Suitability of exhibition for public programming
- Connection locally relevant themes
- Installation and logistical suitability of works

## INSTALL & DEMOUNT

Install/Demount: generally Monday/Tuesday

- Gallery staff and volunteers will be available to assist with installation and demount of your exhibition
- Gallery uses a track hanging system (installed at 3m high)
- No drilling into walls or other permanent marks
- BSRAG staff are happy to assist in devising alternative display methods when necessary

## INSTALLATION EQUIPMENT

ITEM	DETAILS/DIMENSIONS (H x L x W)	QTY
Plinths (with acrylic covers)	975 x 500 x 500 mm + acrylic cover (square) (inside cover 480 x 480 x 475 mm)	3
	975 x 600 x 500 mm + acrylic cover (rectangle) (inside cover 480 x 480 x 475 mm)	1
Display cabinet (with glass top)	1450 x 630 x 100 mm	1
Projector & screen	Main gallery only	1
Projector screen	Palm Tree Room	1
Floating walls	3500 x 700 x 2000 mm	4
<ul style="list-style-type: none"> <li>• Gallery hanging system - hanging tape and hooks</li> <li>• Magnet system - for works on paper</li> <li>• Tape measures, level</li> <li>• 1 x high ladder, 1 x step up</li> <li>• Hand trolley, pallet jack</li> </ul>		

## DELIVERY & COLLECTION OF ARTWORK

The gallery does not have sufficient space to store artworks long term. Artworks need to be delivered and collected on the designated install and demount days unless previously organised with gallery staff, such as exhibitions arriving via freight. Packaging material is to be taken by the artists after exhibition installation.

## INSURANCE

- Artworks are insured only for the duration of the exhibition, artists are responsible for insuring their works to and from the gallery.
- Artists or organisations are encouraged to have their own Public Liability Insurance

## ARTWORKS

- Artworks should be the original work of the artist/s
- Artworks are to be clearly labelled with: Artists Name, Title, Price
- Artworks should be clean and ready for installation

## 2D WORKS

- Framed works must be supplied ready to hang with 2 x D hooks
- Unframed works and works on paper may use magnet system if appropriate

## 3D WORKS

- Plinths or cabinets are available for use, subject to availability
- Other specific display items such as busts for jewellery etc. are to be provided by the exhibitor
- Hanging pieces can only be hung in the Palm Tree Room from the installed hooks

## DIGITAL AND INSTALLATION WORKS

Electrical equipment must be tested & tagged

## MUSIC & SOUND

BSRAG plays soft music during the day (classical piano etc.) if there is music that will be more suitable for your exhibition please discuss this during planning additionally if there are any sound requirements for your artworks, such as video and multimedia works.

## EXHIBITION LABELS & TEXT

- Artwork labels are created by BSRAG
- BSRAG will provide an excel document for artists to complete. The document is to be returned to gallery in the format provided. Fields required are: Artist, Title, Year, Medium, Price or NFS
- Artists may provide text for extended labels
- While care will be taken, BSRAG is not responsible for editing any typos or misspelt names provided by exhibitors, please check your information carefully

### **Carmen Beezley Drake**

***Golden Morn*** 2015

Synthetic polymer paint on canvas

\$3000

The gold of early morning before shadows are cast.

## PROMOTION

BSRAG will create advertising material to promote your exhibition or workshop. The design of this material aims to be consistent with all other BSRAG promotional material. The artist needs to assist the gallery by providing information and images in a timely manner and of high quality.

## IMAGES

Images: JPEG, at least 1MB in size, labelled with artist, title and photographer's credit

Exhibition Text: Provided in Word document – exhibitors should provide the below

Exhibition Summary: One sentence to describe the exhibition

Extended Summary: One paragraph to describe the exhibition

## DISTRIBUTION NETWORK

DL Flyers:

- Artist
- BSRAG & Other BSC Admin Centres (Taroom & Moura)
- Biloela Information Centres
- Biloela Library
- Mayor & Councillors

Print Media:

- BSC Focus Magazine (goes to every household in the Shire, quarterly publication)

Email/Digital:

- BSC website and social media (Facebook and Instagram)
- Facebook event will be created for opening event and public programs
- Exhibition/event listing on BSC community calendar
- Email to Alan McTaggart 'My Town, Biloela' Central Telegraph (publishing not guaranteed)
- Email to Central Telegraph (publishing not guaranteed)
- Email to BSRAG mailing list
- Banana Shire Schools (if suitable)

Community newsletter editors

## FUNDING ACKNOWLEDGEMENTS

Please notify the Arts & Cultural Officer if you have received any funding for your exhibition and send any logos or text that is a requirement so this can be included in promotional material.



## EXHIBITION & RETAIL SALES

### SALES COMMISSION

- 20% of sales from exhibition (BSRAG hang exhibition)
- 15% of sales from exhibition (artist/artists assist with hanging and dismantling)
- 20% of sales from retail cabinets

### EXHIBITION SALES

- Artworks can be for sale or not for sale
- Commission rates are outlined above
- Sales are handled by gallery staff, volunteers or customer service
- Sales at after-hours events are handled by gallery staff/volunteers and are processed either by recording credit card details for processing during office hours, alternatively the customer can return during office hours or call customer service to pay over the phone

### RETAIL SALES

Exhibiting artists are invited to leave small, affordable artworks to sell on a consignment basis in the galleries retail cabinets.

### PAYMENTS TO ARTISTS

- Payments for artwork sales will be made to the artists via direct debit at the completion of the exhibition
- A creditor information form must be returned to the gallery before payments can be processed
- Retail sales will be processed at the end of the month or paid when the value of sales have reached over \$20



## EXHIBITION OPENINGS AND EVENTS

### EXHIBITION OPENINGS

Typically exhibitions openings are held on Friday nights at 6pm in summer and 5:30pm in winter, however BSRAG endeavours to be flexible to work with the artists requirements. After-hours access is subject to staff and volunteer availability.

The gallery suggests coinciding exhibitions to host their opening events together. The gallery can assist with communicating between artists and groups. Additionally, if your exhibition coincides with a BSRAG organised exhibition opening we ask for a contribution towards catering to create a combined event.

### CATERING

The artist or group hiring the gallery is responsible for catering (both food and drinks). Please discuss your catering requirements with the Arts and Cultural Officer, they may be able to suggest ideas for your event and assist with planning.

- Food license may be required by catering businesses
- Plates, napkins, consumables etc. are to be organised and provided at the hirer's expense

Volunteers & gallery staff will generally be able to assist with the setup of your event

### EQUIPMENT AVAILABLE

- PA system and lectern
- Tables & chairs
- Music Sound System: AUX connection – plays from ipod or similar device
- Cleaning equipment (mops, vacuum, broom, dustpan & brush etc.)
- Access to a kitchen which includes an oven (subject to availability)
- Tablecloths (must be returned clean within 2 working days of the event)
- Glassware: limited glassware is available for use. (Breakages fee \$5 each)
- Kitchenette area with fridge & microwave are available for use

### USE OF SPACE

- Any setup in the administration foyer area during weekdays must commence after 5PM
- Any additional areas required beyond gallery area will need to be booked by the Arts & Cultural Officer in advance
- A person should be nominated to monitor any spillages or broken glass and respond accordingly

### CLEAN UP

- Kitchenette to be left clean and tidy, all washing up completed and put away
- All rubbish to be bagged and placed into gallery wheelie bin or removed
- Vacuum or sweep the gallery and kitchen area and mop any major spills

## WORKSHOP BOOKINGS

- The *Palm Tree Room* is our designated workshop area and is available for hire
- BSRAG may organise public programming alongside exhibitions, artists will be consulted in the planning process and in which case BSRAG is responsible for the below
- Workshop proposals are accepted year round and bookings are subject to availability of space and staff/volunteers
- Applications are assessed by the Arts & Cultural Officer
- Please contact BSRAG to discuss available dates prior to submitting a workshop proposal
- BSRAG will not collect participant fees for external parties, the artist or organisation facilitating the workshop is responsible for collecting fees from workshop participants

### PRIOR TO WORKSHOP

- Organise any workshop materials
- Organise and process any participant fees
- Liaise with the gallery and supply promotional information
- Organise swipe card access if necessary. Cards are to be used by that person only, are to be reported if lost as soon as possible and returned to BSC ASAP after the event/workshop
- BSRAG understands workshops will be reliant on participant bookings to go ahead. Please advise BSRAG as soon as possible when bookings reach minimum capacity. Accordingly, please advise BSRAG if the workshop becomes booked out

### SETUP & USING THE SPACE

- Use drop sheets if necessary
- The gallery will assist in setting up tables and chairs and any other requirements
- BSC staff will provide evacuation information and the hirer is responsible to evacuate attendees in the event of emergencies and to contact emergency services & BSC staff

### CLEANUP

- Kitchenette to be left clean and tidy, all washing up completed and put away
- All rubbish to be bagged and placed into gallery wheelie bin or removed
- Tables are wiped clean and folded away
- Vacuum or sweep the gallery area and mop any spills
- Ensure all doors and windows are shut and locked and lights are turned off

### AVAILABLE EQUIPMENT

- Sink (for art material use)
- Cleaning equipment (mops, vacuum, broom, dustpan & brush etc.) and bins
- Trolley - for unpacking equipment etc.
- Whiteboard
- Projector screen (data projector & laptop will need to be arranged by facilitator)
- Kitchenette - fridge, microwave, tea and coffee, cutlery, cups etc.

## FUNCTION HIRE

BSRAG is available for hire as a function space for events such as corporate functions. Function hire is for the use of space and facilities only and does not include changes to the galleries scheduled exhibitions. Functions may be invitation only or public events.

Please keep the Arts and Cultural Officer updated with the planning of your event and any special requirements. For larger events the gallery may work with you to develop a 'run-sheet' to ensure all are informed of the different aspects of your event.





(Please refer to section 'Exhibition Openings and Events' for additional information)

## WORKPLACE HEALTH & SAFETY

- Exhibitors, workshop facilitators, workshop participants etc. to wear appropriate clothing to work in and closed in shoes
- Follow gallery staff and gallery volunteers' instructions regarding WHS and undertake any work safely and as per instructions
- Gallery staff may remove artworks from display if deemed unsafe
- Emergency exits are to be kept clear



### APPENDIX A: FLOOR PLAN

-  PROJECTOR
-  POWERPOINT
-  PROJECTOR SCREEN
-  PROJECTOR INPUT



## APPENDIX B: INSTALLATION EQUIPMENT



Plinth – can be used with or without the acrylic top



Display table – suitable for small items

## APPENDIX C: DL FLYER EXAMPLE



*Play Time*

EMMA WARD

**15 FEBRUARY - 24 MARCH 2017**  
BANANA SHIRE REGIONAL ART GALLERY

*Play Time*

EMMA WARD

A series of work exploring the artist's memories about her childhood, her children, and the passing of time. Emma will be showing a collection of black and white paintings, colourful abstracts, photos and prints.

**EXHIBITION OPENING**  
FRIDAY 17 FEBRUARY 6:00 PM  
LIGHT REFRESHMENTS PROVIDED, ALL WELCOME

**WEEKEND OPENING HOURS**  
SATURDAY 18 FEBRUARY & 18 MARCH  
10AM - 12 MIDDAY

Cover: The end, the beginning (detail) Emma Ward 2016  
Synthetic polymer paint on canvas. Courtesy of the artist



62 VALENTINE PLAINS ROAD, BILOELA  
**OPEN** 9:30AM - 4:00PM MONDAY - FRIDAY, FREE ENTRY  
**PHONE** 07 4992 9500  
**EMAIL** [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)  
**WEB** [www.banana.qld.gov.au/artgallery](http://www.banana.qld.gov.au/artgallery)

