

ewart gallery

information for

external hirers

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The Workshop Arts Centre is an independent not-for-profit art centre and workshop facility established in 1961 to promote and foster appreciation in the creative and visual arts.

33 Laurel St Willoughby NSW 2068
phone. 02 9958 6540
email. admin@workshoparts.org.au
acn. 001 263 672

general information

The Ewart Gallery is part of the Workshop Arts Centre (WAC). The Workshop Arts Centre is an independent not-for-profit art centre and workshop facility established in 1961 to promote, and foster appreciation in the creative and visual arts. The Ewart Gallery, named in honour of the WAC's founder, Joy Ewart, was officially opened in 1996 by artist John Coburn. The space exists to serve the local, and wider community; to encourage and stimulate an interest in art - supporting, and promoting the work of both emerging, and established artists.

APPLICATION & SELECTION

Applications are invited from individual artists, groups of independent artists and art societies or organisations. Applications should be submitted to the Workshop Arts Centre office; completing the attached form along with supporting images and documentations. The Programming Committee will assess proposals with consideration of, amongst other things: Demonstrated artistic merit; Clearly communicated intent; The interests of local, wider or target audiences; The contribution of the exhibition to a balanced exhibitions program; The timing and availability of the gallery; Suitability of the exhibition to the constraints of the exhibition space.

ACCEPTANCE

The applicant, where successful, will receive a letter of offer by email therein stipulating the dates offered by the Workshop Arts Centre. The applicant must confirm their acceptance in writing, along with payment of the deposit, and cleaning bond within 4 weeks of the date of offer.

HIRE PERIOD

The usual hire period for the gallery is three weeks spanning Monday through Saturday. The hirer assuming occupancy of, and permitted to proceed with installation of the contracted exhibition upon opening of the WAC befalling the first Tuesday of the hire period. Collection of unsold works, and restoration of the gallery to a vacant, and professional state to take place on the last Monday of the hire period. Variation to this schedule may be considered by the WAC upon request.

FEES

A fee of \$465.00+GST (\$511.50) is payable by the hirer to the Workshop Arts Centre for hire of the gallery for a period of three (3) weeks. An initial non refundable \$100.00 holding deposit is payable with the \$75 refundable cleaning bond within four (4) weeks of the date of offer. The remaining balance of any fees or charges thereafter due not less than eight (8) weeks prior to commencement of the hire period.

AGREEMENT & FEES

A signed Hire Agreement and signed Artist Agreements for each participating artist must be submitted to the office within (4) weeks of the date of offer. Failure to return said Agreements and/or payment thereof the holding deposit, cleaning bond and remaining balance of fees by the due date may result in a retraction of offer, and forfeit of the booking.

CLEANING BOND

The hirer accepts responsibility for the restoration of the gallery to a vacant and professional state; failing to do so will see the bond withheld. The bond will be refunded upon satisfactory inspection of the premises by the WAC staff. Cases which may warrant the WAC withholding your bond include, but are not restricted to unclean and/or damaged walls e.g. scuff marks; holes left in walls from nails; holes 'spak-filled' but not sanded back and/or repainted; catalogue numbers and/or 'Blu-Tack' left on walls; installation materials left on floors; plinths left unclean, incorrectly stored and/or damaged.

GALLERY HOURS & STAFFING

The gallery is open to the public from 9.30am to 4.30pm Monday to Friday and 10am to 3pm on Saturdays. Opening times other than these are at the discretion of the exhibitor/s pending prior agreement with WAC staff. WAC staff facilitate gallery sales and field gallery enquiries during business hours. Additionally, hirers are required roster a volunteer at the gallery desk from 10am to 3pm on each Saturday of their hire period (excluding public holidays).

INVITATIONS

The hirer is responsible for the design, printing and distribution costs of invitations, and posters. WAC staff are required to view, and approve all invitations, and promotional material prior to its printing and distribution at least 8 weeks prior to commencement of the hire period.

Upon request the design and printing of invitations and posters can be performed in house. (Invitations and posters will have a 5 - 10mm white border around the outside edge as the office is unable to print right to the edge.)

DL invitation design only - \$85 (a press ready file will be emailed to you.)

DL invitation design & print - \$170 for 300 invitations (100 sheets) or \$245 for 500 invitations (167 sheets). Invites are printed full colour, double sided, 3 to an A4 (200gsm) sheet uncut (two cuts will be required – you can use our guillotine or Officeworks provides this service for a small fee).

general information continued

To design and print invitations and posters an exhibition title, tag line, one or two short artist's statements or sentences about the exhibition drawn from your rationale and high resolution images are required by the office; supplied by the hirer ten (10) weeks prior to commencement of the hire period.

You will be sent a proof/s thereof for approval; necessary changes made as per your direction, and a final proof/s of the requisite material supplied. Additional changes thereafter will be charged at \$30 per proof.

Your invitations will be printed, and ready for collection eight (8) weeks prior to commencement of the hire period. Please allow time to have them cut.

The hirer is responsible for supplying exhibition posters for display at the Centre.

Posters design & print - \$35 for 1 x A2, 1 x A3 & 5 x A4 posters. Posters are printed full colour.

A2 posters are printed externally. Additional A3 posters are \$2.50 per copy, additional A4 posters are \$1 per copy and are printed in house.

In the interest of building the profile and public awareness of both the Ewart Gallery and your exhibition, the gallery has set style requirements for the design of all exhibition material. The hirer agrees to follow the prescribed style guide, inclusive thereof any and all logos, and those of its sponsors as provided by the WAC on all promotional material. Templates are available; designs must adhere to the requirements outlined.

MEDIA & PROMOTION

The hirer is responsible for media liaison and publicity. The WAC lists all exhibitions in the Gallery Calendar, quarterly WAC Member newsletter, posts information on the Centre's website and social media accounts, as well as listing in the Member to Member monthly email. Additional advertising is at the hirer's expense.

Drafts of all advertising, promotional and marketing material must be provided to the WAC at least 8 weeks prior to commencement of the hire period to ensure that it complies with the WAC guidelines. Changes to the material may be required.

The hirers must not display promotional material for other galleries, classes or arts organisations within the Ewart Gallery.

INSTALLATION

Hirers are responsible for all costs associated with the transportation of works to and from the gallery.

The WAC has limited storage for artworks. In extenuating circumstances only we can accept artworks prior to commencement of the hire. Each artwork delivered to the WAC prior to installation day must be accompanied by a completed and signed Consignment of Artwork form.

The gallery is fitted with a hanging system that requires framed works to be fitted with 'D' rings. Alternative hanging methods will need to be discussed with staff both for the safety of visitors, artworks and the gallery walls. Wet works are not to be hung. 3D works must be stable. The gallery is also fitted with low wattage LED spot lights. The use of the lighting, gallery plinths and hanging system is included in the gallery hire fee.

The hanging of the exhibition is the responsibility of the hirer. A Workplace Health & Safety briefing will be conducted by the WAC prior to installation. The WAC retains the right to exclude any works in an exhibition if it is felt that the works on display are not suitable for viewing by children.

Installation of the exhibition will occur on the first Tuesday of the hire period during business hours prior to the opening. Any special requirements for the installation process must be detailed in the application form – such as methods of attaching works to the wall; electrical, lighting, video or audio requirements etc. WAC staff will conduct a safety and curatorial audit of the gallery prior to opening.

Basic gallery tools are available. Hirers should ensure their own tools and equipment are clearly marked.

ARTWORK NUMBERING & ROOM SHEETS

The gallery uses a numbering system for the identification of works corresponding to the artwork's number on the room sheet. An artist's statement or other information can also be used with prior approval from the WAC.

The WAC can provide 100 double sided black & white A4 room sheets for exhibitions. Additional room sheets or single sided printing will incur an additional charge. Any other type of room sheet/catalogue will be at the exhibitors expense with drafts approved by the staff of the WAC prior to printing.

An Excel spreadsheet to enter room sheet information (artists name, title of work, medium & price) is provided to hirers with their Letter of Offer. Hirers are encouraged to begin populating the spreadsheet prior to their installation.

A laptop with spreadsheet is also provided to hirers on installation day for completion. This information must be finalised by close of business on installation day. The office will then compile a draft room sheet to be checked and approved by the hirers prior to printing.

EXHIBITION OPENING

Openings for exhibitions are typically held on Thursday evenings from 6pm until 8pm; functions at other times may be negotiated with WAC staff.

A member of the WAC's Board of Directors may attend opening nights to welcome attendees; the hirer is responsible for ensuring the office has up to date information including opening dates and times. The hirer accepts that no changes to opening dates or times may be made less than eight (8) weeks prior to commencement of the hire period or following the issue of any printed invitations, posters or promotional material.

general information continued

OPENING NIGHT CATERING

It is the hirer's responsibility to arrange food and beverage catering for guests - bearing responsibility for any and all costs associated with the opening function; including but not limited to catering, cleaning, staffing, entertainment, floral arrangements and decoration. The set up and clearing of food and drinks is also the responsibility of the hirer, including removal of rubbish (with General Waste and Recycling bins located outside the centre).

GLASSES HIRE

Glasses, trays and tablecloths are available for use by hirers at an additional charge of \$50. Responsibility befalls the hirer to ensure that glasses are washed, dried and returned to their boxes. Linen is to be laundered and ironed at the hirer's expense.

PAYMENT & SALES

The Ewart Gallery charges a commission on all works sold. The artist retains 70% commission of gross sales and the gallery retains 30% (inc. GST) on all works sold. Pre-sales of work is at the hirer's discretion.

The hirer is required to appoint a competent sales person for openings outside normal business hours or assume the role thereof. The WAC can train sales persons during business hours; the hirer to contact the office to arrange a suitable time. All payments issued for the sale of exhibited works must be payable to the "Workshop Arts Centre & Ewart Gallery". The gallery accepts payment by cash, cheque, EFTPOS, Visa and MasterCard. Payments issued to the hirer for the sale of artworks will be issued by direct deposit following the close of exhibition and thereafter finalisation of any pending sales. Issue of payment may take between 2 and 4 weeks.

DE-INSTALLATION & COLLECTION OF ARTWORK

De-installation of the exhibition will occur on the last Monday of the hire period during business hours. The WAC requests that sold works remain on display for the duration of the exhibition. It is at the discretion of the hirer, in exceptional circumstances, to allow sold work to be removed prior to the close of an exhibition. Buyers should be advised to collect work during de-installation; thereafter sold works will be available for collection from the office during business hours.

SOLD OR UNSOLD WORK

The WAC is unable to provide for the storage of artworks; responsibility befalls the hirer to ensure that all artworks are collected immediately after close of the exhibition; the WAC assumes no responsibility for loss or damage to artworks at any point. Any works, including sold works left at the WAC for more than 30 days will become the property thereof; whence forth the WAC reserves the right to resell any uncollected artwork at its discretion.

DUTY OF CARE & INSURANCE

While the office exercises all reasonable care for works of art on the premises, the WAC does not insure work and accepts no responsibility for any loss or damage sustained to items or equipment or artwork. Insurance of artwork stored, exhibited or otherwise, along with those in transit is herein responsibility of the hirer or owner. For further information please phone the office on 9958 6540 during business hours.

All Workplace Health & Safety standards must be met; the hirer agrees herein to comply with the WAC's Workplace Health & Safety Policy for the duration of the exhibition, inclusive of its installation and demount. WAC staff will provide you with instruction where required, with staff in the office able to advise on safe working practices. Responsibility befalls the hirer to ensure the safety of all persons involved in the movement and installation of artworks, handling of tools and equipment, as well as the safety of visitors once open to the public. This includes but is not limited to: all electrical plugs, leads and cords secured and inaccessible to the public; no sharp implements or objects accessible to the public; no trip hazards; 3D work firmly secured to floor, plinth or base; 2D work securely hung; any potential hazards are clearly sign posted and/or roped off.

external hirers proposal application

Thank you for your interest in exhibiting at the Ewart Gallery, Workshop Arts Centre. Applications are invited from individuals and groups. Please address your proposal to the WAC's Programming Committee, and note that if sufficient information is not provided, your proposal may not be reviewed:

Name of principal organiser or artist: _____

Exhibition title: _____

Preferred dates for hire: _____

(Guide only for the Programming Committee - we can not guarantee preferred dates.)

POSTAL ADDRESS: _____

_____ POSTCODE: _____

PHONE: _____ MOBILE: _____

EMAIL: _____

Please attach an exhibition rationale. This should include:

- a) a brief description and explanation of the concept, theme or reason behind the exhibition
- b) type and style of work e.g. paintings, sculpture, video, jewellery, ceramics etc
- c) estimated number and size of artworks

Outline any special requirements such as painting of walls; method of attachment/display; electrical, lighting, sound, technology requirements etc.

Names and contact details and brief CV of all participating artists (1 page per person)

Attach any press clippings etc for any of the participating artists, and any previous exhibiting information.

Include visuals of the work (maximum of 10 images) making sure these are labelled with artist/s names, dates, titles, and sizes. The Ewart Gallery will return your support material after viewing if you include a stamped self-addressed envelope, otherwise the material will remain the property of the Ewart Gallery.

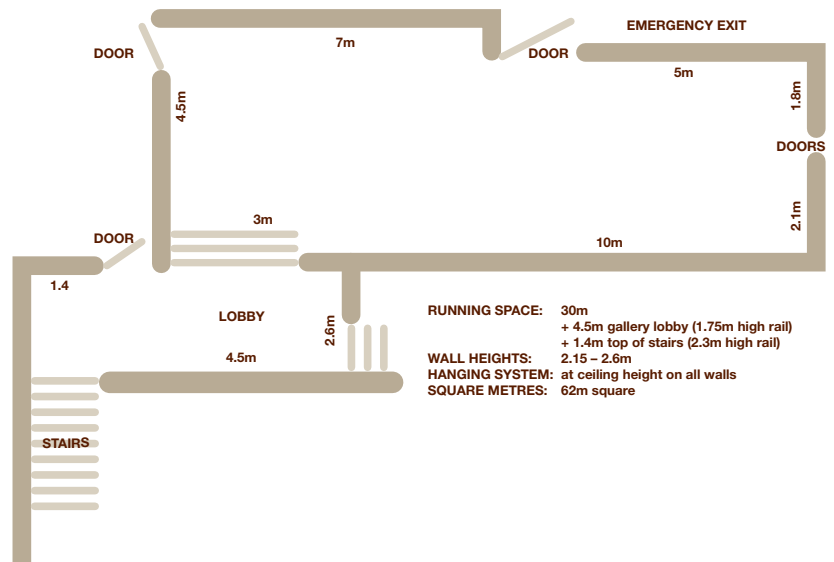
Signed: _____

Name: _____ Date: _____

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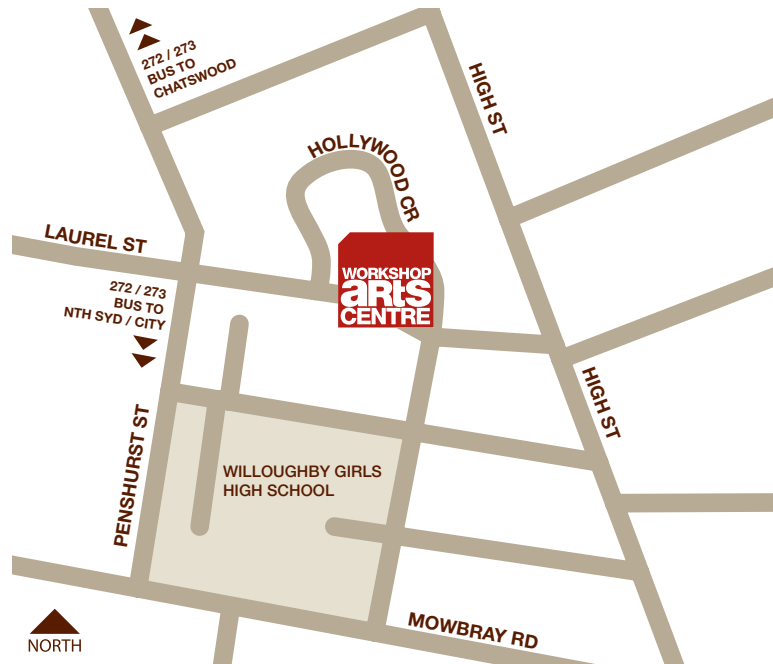
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ewart gallery plan & location



The Ewart Gallery has 30 running metres of hanging space with professional lighting and hanging systems.

Please note that the gallery is located on the first floor.



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The Workshop Arts Centre is located on Laurel Street, between Penshurst and High Streets, Willoughby. Metrobus 40 pre-pay, high frequency service, connects Chatswood with Bondi Junction via Town Hall. Metrobuses depart every 10 minutes during morning and afternoon peak periods, every 15 minutes during the day and every 20 minutes at night and on weekends.

The number 343 bus runs frequently from Chatswood, North Sydney and Wynyard Stations. Buses stop on the corner of Penshurst & Laurel Streets, 100 metres from the centre. Street parking is limited.