

Lockyer Valley Regional Council  
ABN: 52 673 165 312

**EXPRESSION OF INTEREST  
IN  
EXHIBITING  
AT**

# ***Lockyer Valley Art Gallery***



**REGIONAL COUNCIL**

**Located at the  
Lockyer Valley Cultural Centre  
34 Lake Apex Drive  
Gatton Qld 4343**

# Lockyer Valley Art Gallery

## General Information

The Lockyer Valley Art Gallery (the Gallery) was opened in November 2009. The Gallery name recognises the significant region formed after two local Councils amalgamated in March 2008.

The Gallery provides 56 linear metres of fixed-wall hanging and display space. The Gallery is also equipped with moveable wall panels that can be located at various positions within the Gallery. There is a versatile track lighting system and a standard gallery hanging system.

Artists or interested parties may present a proposal for an exhibition of their work in the Gallery by submitting the Application Form located in this Expression of Interest document to the Gallery.

Your Application Form will be assessed on the following criteria.

- Suitability of the proposed exhibition
- Appropriateness of the content
- Mediums used
- Size of works
- Type and style of works

Successful applicants will be advised of an offer by receiving an Invitation to Exhibit in writing. Please note that no further correspondence will be entered into between the Gallery staff and unsuccessful applicants.

Successful applicants will need to confirm their acceptance of an exhibition by the due date on the Invitation to Exhibit letter from the Gallery.

Applicants are also to advise the Gallery if they no longer wish to exhibit.

Fees and charges apply to hire the Art Gallery space and to host an opening function where required.

These fees and charges relate to the supply of food and beverages under Council's Food and Beverage licenses and limit the service of alcohol to a maximum of three standard drinks per adult.

## **GUIDELINES FOR EXHIBITING IN THE LOCKYER VALLEY ART GALLERY**

The Gallery is available by either

- The artists approaching the Gallery to display an exhibition, or
- The Gallery offering the artist(s) space to display artworks on the terms and conditions contained in a loan agreement.

The Gallery will be available for exhibition periods that range from (4) four to (6) six weeks. This includes time for mounting and dismounting of the display.

*There is a fee to hire the Gallery space to have an exhibition.*

*Cheques are to be made payable to - **Lockyer Valley Regional Council.***

Hire charges will be required to be paid by the artist(s) prior to the event, and include promotion of the exhibition and refreshments for any opening function (if one is requested). The amount of the charge will be specified on the Acceptance Form depending on the number of participating artists in the exhibition, and the year that the exhibition is booked in for.

Each individual or joint exhibition is given a total allocation of 20 invitations which will be mailed out free of charge. Where more than one artist exhibits together at one time, the allocation of 20 free invitations is shared amongst the artists. Where more invitations are required over these allocations, a charge of \$1.00 per invitation will apply if the artist mails them out. A charge of \$2.00 applies where Council mails these invitations out on behalf of the artist.

An Exhibition Timeline will be included in documentation sent out with the Invitation letter and Acceptance form. This Exhibition Timeline sets out the delivery and collection dates and times for the works. The Gallery reserves the right to dispose of any artworks which remain in the Gallery after two weeks from the closing date of the exhibition.

***All advertising and promotion of exhibitions must be approved by the Gallery. Artists are not to undertake any advertising or promotion of any kind without the express permission of the Gallery Director.***

A Gallery sales commission of 20% of the label price will be charged on all art works sold on behalf of the artists(s) during an exhibition. Prices quoted must include this commission, be in whole dollars, and be able to be divided by five.

The Artist(s) will:

- (a) Supply to the Gallery –
  - Any written material to support the exhibition. This may include artist's statements or an exhibition statement covering all works;
  - A list of artworks together with their media used, and their prices if for sale.
- (b) **Ensure that all artworks are able to be attached to the Gallery hanging system by having a strong wire or cord firmly secured across the back of the artwork. For heavy works, triangle hooks on each side are preferred;**
- (c) Provide an invitation mailing list of up to 20 addresses for an opening function if applicable;
- (d) Ensure that no artworks are removed from the Gallery prior to the closing date of the exhibition;
- (e) Reimburse the Council for the cost of rectifying any loss or damage to property, furniture, appliances, apparatus or fixtures and fittings which is caused or contributed to by the artists;
- (f) **Provide a copy of all media releases to the Gallery for proof reading and Council approval.**

The Gallery will:

- (a) **Provide relevant information relating to the exhibition supplied by the artist(s) to Council's usual media contacts. Such information will be incorporated into Gallery advertising (where possible);**
- (b) Mail invitations to the Gallery mailing list and up to the allocation of invitations to a personal list for each artist and/or Group;
- (c) Supply a suitable number of standard labels for the exhibition at no cost to the artists;
- (d) Ensure that the Gallery is open when the Library is open. Upon request, where mutually agreeable and when sufficient volunteer staff are available, the Gallery will be opened at other times outside Library hours on weekends and on public holidays.

Even though the Gallery is security monitored, the Gallery staff, volunteers and the Lockyer Valley Regional Council will not be responsible for any damage to, or the loss or theft of, any artworks except in the case that the proven cause of the damage, loss or theft is the negligence of the Gallery.

The artist irrevocably indemnifies the Gallery and agrees to keep it indemnified from and against every action, claim, demand, notice, loss, damage, cost and expense for which the Gallery shall or may become liable in respect of or arising from all or any of the following

- (a) Loss or damage to property, or death or injury, caused or contributed to by the use or occupation of the premises and not caused by the negligence of the Gallery
- (b) An act, neglect, default or omission by the artists.

The Gallery has the right to cancel an exhibition if the Gallery has become unsuitable for the purpose due to damage to the facility by water, contamination, or any other exceptional circumstances.

The Gallery is not responsible for any cost and expense which may have been incurred by the artists, nor for any economic loss allegedly suffered in the event that an exhibition is cancelled or unsuccessful with sales.

The Gallery has the right to direct where artworks are to be hung or placed and to require removal of artwork if it poses a danger, or is offensive.

**\*\*\*\*\* APPLICATION FORM - CHECKLIST\*\*\*\*\***

- Contact details for artists / art group
- Preferred months and year for exhibition
- Title of exhibition
- Total linear metres / or a Joint exhibition
- Planning to have an opening function
- Accepting the Terms and Conditions of the Gallery
- Statement explaining the exhibition/style of works
- List of artists participating in the exhibition (if more than one artist)
- Photos/examples of works to be displayed
- Any additional information

Please send the Expression of Interest Application to:

Lockyer Valley Regional Council  
PO Box 82  
Gatton, QLD, 4343  
Email: [sbanff@lvrc.qld.gov.au](mailto:sbanff@lvrc.qld.gov.au)

**Lockyer Valley Art Gallery  
APPLICATION FORM - Page 1**

Name: \_\_\_\_\_

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

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work/Mob)

Email address: \_\_\_\_\_

List your "preferred" months for the proposed exhibition, in order of preference, for the calendar year of - \_\_\_\_\_

1.	2.	3.
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Title for your exhibition: (Must have a title)

\_\_\_\_\_

*(Please calculate how much space your exhibition may require. To do this, measure the width of all works and multiply this by 1.5. For example, if you have 50 works all 75 cm wide, the calculation would be --  $50 \times .75 \times 1.5 = 56.25$ . The total linear metres in this example would be approximately 56.)*

Your exhibition in linear metres = \_\_\_\_\_

If your linear metres are less than 56 (our minimum requirement for a solo exhibition), would you be prepared to have a joint exhibition?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you wish to have an opening function?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you prepared to accept the terms and conditions set by the Gallery?

Yes \_\_\_\_\_ No \_\_\_\_\_

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APPLICATION FORM - Page 2**

Please write a paragraph explaining about you and your proposed exhibition (this may be used for promotional activities).

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Attach a list of the names and contact details of all artists involved in the exhibition if there is more than one artist, especially if the exhibition is to be presented by a group or organisation.

Also attach several photos or examples of your work and any additional information you wish the Gallery staff to view for consideration of this application.

Please return to -

Lockyer Valley Regional Council  
PO Box 82  
Gatton QLD 4343  
Email: [sbanff@lvrc.qld.gov.au](mailto:sbanff@lvrc.qld.gov.au)



# Lockyer Valley Art Gallery

## Exhibition Information for Artists / Art Groups

This list sets out the requirements of the Gallery for artists intending to exhibit:

- All advertising of any exhibition must be approved by the Gallery. There will be no unauthorised advertising done by the artists.
- Works are not to be removed from the Gallery display until the closure of the exhibition.
- All works are to have securely-attached wire or cord for hanging. Works that do not have secure cords will not be hung.
- Works will be hung at the discretion of the Gallery staff.
- Works not hung in an exhibition may be stored at the Gallery or taken away by the artist.
- **All works are to be from a period of work no greater than two years prior to the exhibition timeframe unless the exhibition is specifically advertised as a retrospective exhibition of past works.**
- Works are not to have been exhibited previously in the Gallery, unless the exhibition is a retrospective exhibition, as above.
- Due to limited storage space, collection of the artwork must take place within a week of the closure of the exhibition.
- Prices listed on the Label Details sheet must be the full price, including the Gallery's commission of 20%. All prices need to be able to be divided by five, in whole dollars only.
- All packaging from artworks is to be removed by the artist for the duration of the exhibition.



All correspondence to:

Lockyer Valley Regional Council  
PO Box 82  
Gatton Qld 4343

Phone: 07 5466 3434

Email: [sbanff@lvrc.qld.gov.au](mailto:sbanff@lvrc.qld.gov.au)



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