



Princes Highway (beside Narooma Kinema)
Post Office Box 379
Narooma NSW 2546
Email: infoartgallery@gmail.com Phone: 0400 442 945

SoArt Gallery proposal to exhibit

Name(s) of artist, artists or group.....

Contact person.....

Address.....

Phone..... Mobile.....

Email.....

Duration of proposed exhibition/workshop.....

Preferred date(s).....

Type of work to be exhibited/workshopped.....

Any special display requirements.....

Enclosing (circle if included) photos CD slides CV

Please write a short statement about your proposed exhibition

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Signed.....Date.....



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SoART Gallery Hire Conditions

1. Rental for the gallery space is \$90 per week, with an additional fee of \$40 per day for a minded exhibition. There is **no commission** charged on sales, though with a minded exhibition, a credit card facility (if available) could incur commission of 20%. When a firm booking is made, 25% of the gallery hire fee is payable and it is not refundable if you cancel within one month of the proposed exhibition.
2. A bond of \$100 is to be paid at the time the balance of the exhibition is paid, that is, one month before the exhibition start date. The bond will be returned in full or in part by cheque within 14 days after an inspection of the premises at 4pm on closing Tuesday.
3. The Gallery can be booked for up to four weeks for any one exhibition. There is a limit of two solo exhibitions per year during peak season, group exhibitions excepted, and with the proviso that the second booking cannot be made before commencement of the first exhibition. The hiring week is from 9am Thursday for set-up until 4pm Tuesday after take-down. The gallery closes on Wednesday between exhibitions.
4. Recommended gallery opening times are 11am until 4pm at least Friday to Sunday. Other times are left to the exhibiting artist's discretion.
5. Exhibiting artists are responsible for their own set up, minding the exhibition (unless otherwise arranged), and take-down of the exhibition, and cleaning the gallery and kitchen.
6. A plan of the premises and an inventory of equipment is attached.
7. Exhibiting artists need to supply:
 - Hand towel and dish towel, paper towel
 - Cooling fan or heater if required
 - Cash float and cash tin (there is no EFTPOS)
 - Mobile phone (there is no phone or outlet)
 - Plastic cups/platters etc for catering
 - Note: there is no urn, but there is an electric jug and microwave oven.
8. A cleaning fee of \$50 would be charged if the artist requires an external cleaner.
9. Exhibiting artists will be required to sign for the items on the Inventory Checklist which will be signed off by a representative of the SoART Gallery Management Committee (the Committee) after take-down of the exhibition
10. All work sold or not sold must be taken off the premises at take-down of the exhibition as the gallery does not have storage facilities. Exhibiting artists will be responsible for distribution of sold works and removal of rubbish.
11. Exhibiting artists will make all arrangements for catering and cleanup for their exhibition opening.

12. Innovative and challenging exhibitions are encouraged, however the Committee retains the right to reject any artwork that is deemed inappropriate. Work and presentation/framing should be of a high standard; a stretched canvas, neatly finished on the sides, is considered framed. Unframed drawings are preferred mounted on coreboard or similar, and/or matted.

13. A non-refundable deposit of 25% of total hire fee is payable at the time of booking and signing a contract. The balance plus a bond of \$100 is payable one month before the exhibition date. If bookings are made less than one month in advance, the full fee plus the bond is required upon signing the contract. Cheques should be made payable to 'Narooma School of Arts', mailing address – SoART Gallery PO Box 379 Narooma 2546

14. The School of Arts covers the SoART Gallery space for Public Liability Insurance, but not for damage or theft of artworks and so will not take responsibility for damage or theft of any artwork in the gallery.

15. Exhibiting Artists need to insure their own artwork and to take full responsibility for its safekeeping.

16. Exhibiting artists will be responsible for the design artwork and printing of posters, cards, invitations, catalogues, labels and other promotional material. All promotional materials will include the SoART logo and address (included herewith).

17. Exhibiting artists will be responsible for postage, delivery, and distribution of promotional material.

18. The Committee will provide some information that may be useful when you are promoting your exhibition (included herewith).

19. Forthcoming exhibitions in the SoART Gallery will be advertised through our Facebook site and through the Montague Arts & Craft Society Newsletter, if the information is received in time, and/or by email to its members.

20. The Committee will provide a gold coin donation container on opening night only for voluntary donations for the building fund.

21. A comment book will be provided by the Committee and will remain the property of the Committee. Artists may receive a photocopy of comments from the book after each exhibition, if requested.

22. The Committee will provide a book for email addresses and post codes to help build a database for future exhibitions. This book will remain the property of the Management Committee.

23. No photographs of work will be allowed, unless by permission of the artist/s.

Proviso: In the unlikely event that SoART Gallery proves to be an unviable venture, artists who have booked to exhibit will be notified as soon as possible and a full refund made.

SoART Gallery Management Committee November 2015

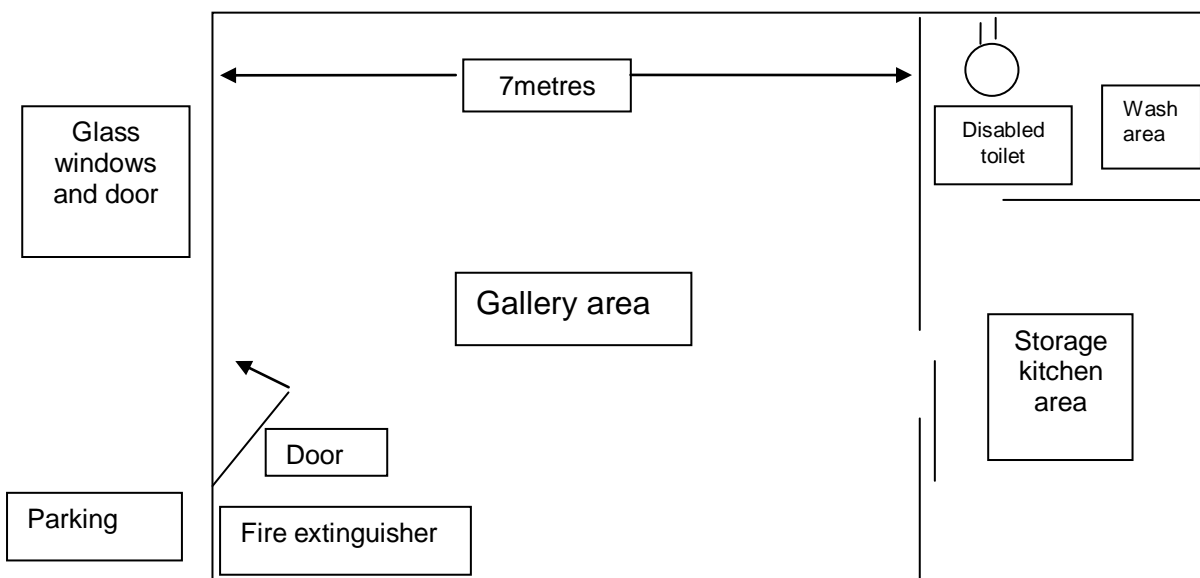
SoART GALLERY

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SoART Gallery plan and details

- Gallery area: 5.54m x 7m
Disabled toilet: 2.3m x 2.3m – includes wash area
Storage area: 3.5m x 2.3m – includes small kitchen area and doorway
- Walls: Painted white
Ceiling: Painted white
Floor: Grey painted concrete
- Back wall: Height – 2160mm
Width – 2970mm – doorway – 1570mm
- Side walls: Height – 2160mm (hanging track height)
5 beams painted with the ceiling running across the gallery
1200mm between each beam
Beam nearest the back wall is 530mm from that wall
There is a small meter box approx 30cm square 240mm from back wall
- Front window: 1640mm high and 2480mm wide
Glass front door swings back to a 1m wide fixed window pane
- Power points: Two double power points – one each side of the gallery space towards the front just above floor level
One double power point in storage area





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SoART Gallery Inventory Checklist

Contents	In	Out	Comments
5 hanging track 3m			
1 hanging track 1m			
1 hanging track 2m extra			
50 perlon+twister 2mm x 150mm 20kg			
2 perlon+cobra 2mm x 150mm 16kg			
52 ratchet hooks max weight 15kg			
9 cube plinths, various sizes			
4 hinged bases (2 part plinth)			
2 top flat stand (2 part plinth)			
1 card stand			
1 stepladder – 3rung			
1 round table, 1 rectangle table, 3 chairs			
1 electric jug			
1 bar fridge, 1 microwave oven			
Cleaning equipment (no vacuum cleaner)			
Windex etc			
Toilet paper			
Waste paper basket			
Some kitchen utensils and 5 mugs			
1 gallery key			
1 Gallery book-expressions of interest to hire gallery			
1 Gallery book-exhibition comments			
1 Gallery book-email addresses and postcodes			
Artist name			Checked by