



Princes Highway (beside Narooma Kinema)

Post Office Box 379

Narooma NSW 2546

Email: soartnarooma@gmail.com Phone: 0421 321 044

Dear Artist,

Thank you for your enquiry about SoART Gallery.

SoART Gallery provides a space for artists to exhibit their work. It is a well set up gallery, with public liability insurance, **no commission** charged on sales (NB – see Hire Conditions) and workshops are welcome.

The gallery is managed by member volunteers of the Narooma School of Arts, and receives no external funding.

Please complete and return the attached Proposal Form along with photo samples of your work. If your proposal is accepted at the next meeting of the SoART Gallery Management Committee, you will be contacted and a Contract sent.

With best wishes for a successful exhibition or workshop.

Sincerely
Libby Shortridge

Please note – workshop facilitators of activities which involve children (17 and under) need to provide a copy of a current 'Working with Children' Police check Certificate.

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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 \$120 per week; \$40 per day **or** \$20 per day if exhibition extended to e.g.10 days. When a firm booking is made, 25% of the hire fee is payable. This deposit is **non-refundable** if booking is cancelled within one month of the proposed exhibition.
2. A bond of \$100 is required at the time the balance of the hire fee is paid, i.e. one month before the exhibition start date. The bond will be returned in full or in part by cheque/direct deposit within 14 days, after an inspection of the premises at 3pm on the closing day.
3. If a booking is made **less** than one month in advance, of an exhibition, the full fee & bond are required upon signing the contract. See Hire Contract for payment options.
4. Additional services available, for a fee, if required are: \$40/day for an exhibition minder; \$50 for an external cleaner.
5. 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 12pm Thursday until 3pm Wednesday.
6. Suggested gallery opening times are 11am until 3pm or at the exhibiting artist's discretion.
7. a) 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.
b) In the event that your exhibition sells out before the exhibition closing date, if possible, could you ensure that you have replacement artworks available for hanging.
8. 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.

9. Exhibiting artists will be required to sign for the items on the Inventory Checklist which will be signed off by a member volunteer of the School of Arts (SoA), 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. If having an exhibition opening, exhibiting artists will make all arrangements for catering and clean-up.
12. Innovative and challenging exhibitions are encouraged, however the SoA retains the right to reject any artwork that is deemed inappropriate.
13. The School of Arts covers the SoART Gallery space for Public Liability Insurance. Exhibiting artists need their own insurance for their artwork and take full responsibility for its safekeeping.
14. Exhibiting artists will be responsible for the design artwork, printing and distribution of all their promotional material.
15. A comment book will be provided at the gallery and will remain the property of the SoA. Artists may receive a photocopy of comments from the book after each exhibition, if requested.
16. 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 SoA.

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SoART Gallery Hire Contract

Name(s) of artist, artists or group.....
Contact person.....
Address.....
Phone..... Mobile.....
Email.....

Date allocated to exhibition/workshop: start.....finish.....

Bond will be returned to you, within 14 days, by either cheque [] or direct deposit []

Please tick your preference & include your bank details if applicable.

Bank.....BSB.....A/c #.....

I have read and accept the hire conditions (please circle) Yes No

In the case of working with children (17 and under) I provide the following:

Number & date of Working with Children Police Check:

I give permission for photos of the opening night of my exhibition or my workshop to be used for any SoART Gallery media publicity.

Yes [] No []

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

Payment options:

Direct to School of Arts IMB bank account: BSB 641 800, A/c # 200 827792. Please include your name for our reference. OR

By cheque, payable to Narooma School of Arts at postal address shown above.

Office use only

Proposal received:

Proposal approved:

Deposit received: \$.....Receipt number:.....Date:.....

Exhibition fee and Bond received: \$.....Receipt.....Date:.....

Bond returned: \$.....Cheque No:.....Date:.....

or \$.....Direct deposit Date.....

Inspection OK.....Signature.....Date:.....



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Dear Exhibiting Artist,

The following information **may** be useful when you are promoting your exhibition.

1. You will need to write a short article about your work. Perhaps the statement you included in your Proposal could be a starting point. The article should be saved in Microsoft Word and will need to include:

- the name of your exhibition
- the exhibition start and end dates
- your genre
- whether you are having a launch and if so what time/date and if it is an open invitation
- where you have exhibited before
- any interesting pieces of information about you or your work

2. You will need two digital (.jpg) photos:

- of you (or your group), head and shoulders, with your artwork
- examples of your artwork

You will need these materials for either you or a printer to prepare artwork to print invitations and/or a flyer for your exhibition and 2x A3 posters (to display at the gallery).

3. Send the article and two .jpg photos by email by the Thursday night before the exhibition opening to the following, asking them to promote your exhibition for you:

- Narooma News community.eurobodalla@fairfaxmedia.com.au
- Indira Carmichael indira.carmichael@eurocoast.nsw.gov.au
- Andrew Gray agray@southeastarts.org.au
- South Coast Diary on ABC local radio - southeastnews@abc.net.au (enter details of event).

- 2EAR Community Radio - earfm@earfm.com

- SoA can also include promotional material on their Facebook & Instagram sites & to the Narooma Notice Board.

As volunteer members we do not have the people or the expertise to take on promotion for exhibiting artists, but please contact me if you need further information.

With very best wishes for a successful exhibition,

Sincerely

Libby Shortridge

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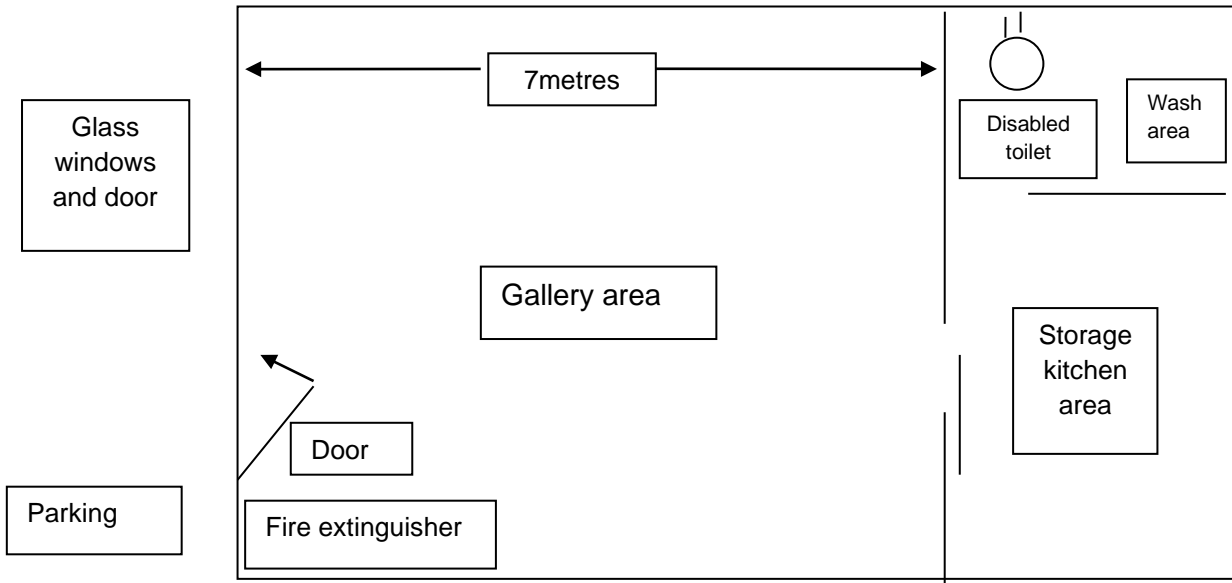
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SoART Gallery plan and details

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

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