



FOYER EXHIBITION SPACE APPLICATION FORM

Before submitting the application, please read the Hire Guidelines, speak to the Visual Arts team and visit the exhibition space to ensure that your proposed exhibition is appropriate for the space.

Please consider in the proposal your ability to fill the space (cabinets and walls) or it is possible to propose to share the space with a complimentary exhibition.

1. APPLICANT DETAILS

Name of exhibitor or organisation:

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Contact person:

Mailing address:

.....

Phone Number: Mobile:

Email address:

ABN (if applicable):

You are required to include an artist CV, digital images of your works or any exhibition material, and publicity from previous exhibitions or any relevant information on the organisation or exhibition topic.

2. EXHIBITION DETAILS

Name of exhibition:

Summary of exhibition:

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Preferred exhibition dates:

Check with the Curator prior to nominating dates. Exhibitions are two to five weeks in duration, depending on availability.

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Option 1

Option 2

3. SUPPORTING DOCUMENTS

Please attach the following:

- A sound curatorial proposal – (max. 250 words) providing a clear description of the exhibition concept, a physical description of the exhibition, the proposed outcomes and its relevance to contemporary visual arts, craft or design practice and/ or the Willoughby community.
- A proposed exhibition plan– including use of the art space, walls, plinths or special display requirements. You must also demonstrate an understanding of exhibition installation.
- A current CV or artist biography – outlining exhibition history, publications and any relevant education qualifications. One CV per exhibiting artist.
- For a solo exhibition – up to 10 images of past and proposed artworks. Images are to be in JPEG format only and sized between 500KB and 1MB per image.
- For a group exhibition – up to 20 images of past and proposed artworks and formatted and sized as above.
- An image list detailing; artist, artwork title, year and medium.
- Online links to video artworks, if proposing an exhibition with predominantly this media.
- Insurance – All exhibitors must have their own Public Liability Insurance and are to provide a copy of the Certificate of Currency with their application.

Public Liability Insurance Policy

The Hirer shall keep in force during the hire period, a Public and Products Liability Insurance Policy with a Limit of Indemnity of not less than TEN MILLION DOLLARS. Council may request a higher Limit of Indemnity in certain cases. A current Certificate of Currency must be produced to Council before the final invoice is paid. The exhibition cannot open without this.

Conditions of use:

- Exhibitors are responsible for cost of insurance of work in transit and for the duration of the exhibition.
- Exhibitors are responsible for any loss of or damage to their equipment.
- Exhibitors are responsible for returning the Foyer Exhibition Space to the condition in which it was provided. The Visual Arts team will discuss with the hirer any repairs required following their use i.e. repainting, removing/ replacing exhibition furniture, general cleaning etc.
- Exhibitors are responsible for the promotion of their exhibition.
- All advertising/ invitation material must include at the bottom ***“Willoughby City Council is gratefully acknowledged for the provision of the Foyer Exhibition Space”***.

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I/we have read the Foyer Exhibition Space Exhibition Policy and Hire Agreement Terms and understand and agree to the outlined Conditions of Use.

Name:

Address:

.....Postcode:.....

Contact phone:

Email address:

Signed: Date:.....

Please return the completed Hire Application Form to:

Curatorial & Administration Assistant
Willoughby City Council
PO Box 57
CHATSWOOD NSW 2057

Phone: 9777 7814

Email: Jacqueline.Angius-Salvatore@willoughby.nsw.gov.au