



# THE ART SPACE AT THE CONCOURSE

## EXHIBITION POLICY & HIRE GUIDELINES

This document has been developed to assist artists, art groups and organisations to hire The Art Space at The Concourse.

**Please direct enquiries and submit applications to:**

The Arts & Cultural Manager, Arts & Cultural Unit, Willoughby City Council  
on 02 9777 7994 or email: [jacky.talbot@willoughby.nsw.gov.au](mailto:jacky.talbot@willoughby.nsw.gov.au)

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## **INTRODUCTION**

Willoughby City Council provides a range of facilities and programs to access, support and develop the visual arts. The key aim is to contribute to the unique cultural identity of Willoughby and the Northern Sydney Region.

**The Art Space at The Concourse** is located in The Concourse, 409 Victoria Avenue Chatswood. The Concourse is the major cultural and entertainment destination in the northern Sydney region. Located in the heart of the Chatswood CBD. The Concourse includes a 1000 concert hall and 500 seat theatre, as well as rehearsal and studio facilities. There is also the 5000 sq m Chatswood Public Library, as well as bars, cafes and retail.

The Art Space is available for hire for a range of visual arts exhibitions and events, and other public functions which address these Hire Guidelines. It is well located next to the Box Office and is accessible from Anderson Street and from the main podium of The Concourse. It is 92sq meters and is fitted with a professional hanging and lighting system. There is a small office and storage area off the main space.

The Art Space Opening hours can be varied to suit the hirer, but can be Wednesday – Friday 11.00am - 5.00pm, Saturday and Sunday, 11.00am - 4.00pm.

## **EXHIBITION POLICY & SELECTION CRITERIA**

### **The Art Space at The Concourse Exhibition Policy**

The aims of Exhibition Policy are to:

- Provide a varied exhibition program that balances local with non-local artists and arts groups to create interest for residents and visitors alike.
- Receive proposals for exhibitions that aim to explore and communicate the diversity of contemporary visual art, are original in concept and of high quality and relevant to the cultural identity of the Northern Sydney Region.
- Support and promote artists and arts organisations working across a range of media .
- Develop public programs which may include artist talks and activities for the public as appropriate to the exhibition.

#### **(Please Note**

Willoughby Council reserves the right to refuse a proposal or an exhibit considered inappropriate for viewing by the wide range of visitors to the Space.)

#### **Exhibition Selection Criteria**

Hirers must provide the following information about their exhibition on the Hirer Application Form provided on page 12. By considering this information Hirers can better plan all the aspects of an exhibition.

1. A curatorial proposal providing a clear description of the aim of the exhibition, the art medium that will be shown, and its relevance to the general public. (No more than one A4 page).
2. A current CV or artist biography outlining exhibition history, publications and any relevant education qualifications.
3. A proposed exhibition plan, indicating the proposed use of the Art Space; its walls and floor, use of plinths or special display requirements etc The plan should indicate how the exhibition will be designed in the Space and will be supported by a written description of how works will be installed and de-installed.

4. An exhibition budget including the hire, presentation costs (eg framing) advertising, invitations, an opening etc.
5. Images of the work to be exhibited. For a group exhibition include a list of artists, biographical and exhibition history as appropriate, and up to 20 images of all artworks. (One page per person for a group exhibition). For a solo exhibition, up to 10 images of past and proposed artworks.

The images must be supplied on a CD and clearly labelled with date, title and dimensions. Images are to be in jpeg format only, maximum file size 1MB for each image. Please provide a stamped self-addressed envelope for return of the CD.

6. Preferred date for exhibition. Check with Council prior to nominating dates.
7. Person to man the exhibition. Council does not staff the Art Space.
8. A copy of current public liability insurance.

## **CONDITIONS OF HIRE - SUMMARY**

**To assist the Hirer more detailed Exhibition Guidelines regarding mounting an exhibition at The Art Space at The Concourse and the Conditions of Use start on page 3.**

### **Hire Period**

The Art Space is available for hire for a minimum of 7 days and maximum of 21 days. This includes one day for installation and one day for de-installation.

Normally, exhibition opening hours are weekdays 10am – 5pm and Saturday & Sunday 11am – 4pm. Installation would be on a Monday and deinstallation on a Tuesday. Installation must be between 9am and 5pm. No installation can occur outside those times.

### **Hire Responsibility**

The Hire Agreement Form can only be signed by a person aged 18 years and over.

### **Public Holidays**

The Art Space is closed for Public Holidays. If there is a Public Holiday during the hire period, there will be no charge for that day.

### **Hire Fees**

The Schedule of Hire Fees and the Bond is located on the Hire Agreement Form on page 14.

The Hire Fee includes:

- access to the space to set up and dismantle the exhibition;
- use of the hanging system;
- listing on The Concourse website;
- lights and other equipment as available;
- cleaning;
- advice from the Council staff as appropriate;

The Hire fee does **NOT** include the following which must be provided by the Hirer:

- Council staff to install, mind or de-install exhibition;
- insurance of artworks or public liability insurance;
- openings, including catering, glasses hire, wait staff;
- security, in addition to that provided for the building in general;
- advertising of exhibition other than on the Concourse website';
- invitations, catalogues & other promotional material;

- painting and cleaning of exhibition space after de-installation;
- provision of microphones or PA;
- provision of a phone
- use of plinths, computer, photocopier, postage etc.
- returning the Art Space to the condition in which it was provided. This must be done by the Hirer.

### **Confirmation of Hire**

Once the Hire is confirmed Council will post a letter or send an email will be sent to the Hirer outlining the cost of the Bond and the full hire period. The Hire fee will be paid in 2 instalments.

1. Deposit of the Bond and 50% of the Hire to be paid within 14 days of receiving confirmation of the booking and Council's Tax Invoice. A receipt will be provided. If the deposit is not received by this date Council may cancel the booking and re-hire the venue.
2. The balance of the Hire fee is required at least 28 days prior to the exhibition. A Tax Invoice will be issued for this amount and a receipt will be provided.

### **Refund of Bond**

At the end of the Hire period, the exhibition must be de-installed on the agreed day, and the Art Space returned in good order. The Space will be inspected and if satisfactory, the Bond will be repaid to the Hirer's specified bank account.

### **Payment of Fees**

- **In Person**  
Cheque/Cash/Credit Card/EFTPOS at Customer Service, Level 4, 31 Victor Street, Willoughby. Hours are 8.30am – 5pm, Monday – Friday.
- **By Mail**  
Cheques made payable to 'Willoughby City Council' and sent to:  
The Arts & Cultural Manager, Willoughby City Council  
PO Box 57, CHATSWOOD NSW 2057
- **By Credit Card**  
Download Credit Card Authorisation form from [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au)  
Mail, email or fax as listed on Form. Marked attention Arts & Cultural Manager.

Note: No Credit card payments can be made by phone.

## **EXHIBITION GUIDELINES**

The objective of these Guidelines is to ensure that the Hirer presents their exhibition in a professional manner which best displays their art and provides a quality visitor experience.

### **Delivery & Collection of Work**

Hirers are responsible for all costs associated with transporting work to and from the Art Space, including transit insurance.

### **Supervising the Exhibition**

The Hirer is responsible for manning their exhibition. It is recommended that the artist/organiser mans the exhibition as they can best facilitate information about the art.

Whoever mans the exhibition must receive an induction to the Art Space.

At no time should the Art Space be unattended or closed during its advertised opening hours. If an emergency should arise and the Hirer cannot open the building, the Hirer must inform the Council officer immediately who will place a sign, however the Council will not man the Space.

### **Installation and de-installation**

- Installation and de-installation must occur on the allocated day between 9.00am – 5.00pm.

- Council staff can provide advice on installation of artworks, particularly if such installation may damage the Art Space and/or its equipment. Council staff will not install or de-install the exhibition for the Hirer.
- Any special requirements for the installation process must be detailed in the application form and approved by Council staff.
- All Occupational Health and Safety standards must be observed during the installation and de-installation process. Hirers will be provided with a Risk Assessment, which the Council officer will fully explain to the Hirer and the Hirer must sign.
- The Hirer must remove all works the day after the exhibition has closed between 9.00am – 5.00pm.
- Council is not responsible for any artworks or materials left behind after an exhibition and have the right to dispose of all artworks and exhibition material immediately.

### **Hanging system, lights and equipment**

- The Art Space is equipped with professional track lighting and hanging systems. The hanging system requires 2 D works to have suitable 'D' rings attached.
- Walls are not to be penetrated. Use of nails, tacks and double sided tape is prohibited. Blue tack only can be used to adhere text panels or artist labels.
- A step and 2.4m high ladder are available.
- Hirers are responsible for their own equipment. Council will not accept responsibility for loss or damage of exhibitor's equipment.
- Council will check that all lights are working prior to the opening of the exhibition. Should lights require changing the Hirer must notify Council immediately .
- Lights must NOT be moved from their position in the hanging tracks by the Hirer.

### **Wall labels, price lists and catalogues**

- The Hirer is to provide the Council with any exhibition material, such as catalogues, price lists and invitations prior to printing for checking.
- The Hirer must use small amounts of blue tack only to attach labels, text panels and exhibition information on walls.
- All artworks must be clearly numbered and text panels dry mounted on foam core.
- A catalogue or floor sheet with prices, title of works and dimensions must be available to the public.

### **Promotional Material**

- The Hirer is responsible for the promotion of the exhibition through media releases etc and any printed materials such as invitations, posters, flyers etc.
- The exhibition can be listed on the Concourse website. The listing of 2- 3 lines must be submitted to Council at least 4 weeks prior to the exhibition.
- The Hirer must ensure that Willoughby City Council is acknowledged and listed on all printed material associated with the exhibition, including catalogues, invitations, flyers, advertising material, posters, etc. The appropriate acknowledgement is: ***Willoughby City Council are gratefully acknowledged for the provision of the Art Space at The Concourse.*** This should be placed at the bottom of the page on the invitations and media release. The Council logo is not to be used.
- A copy of all promotional material **must** be provided to Council for approval at least 4 weeks before the opening of the exhibition to ensure that it complies with these Guidelines. Changes to the material may be requested.
- Postage of invitations is the Hirer's responsibility.
- Council requires two copies of invitations, poster, catalogue etc for archival purposes.

### **Sales of Art Works**

- The Hirer is responsible for managing all sales.
- Willoughby Council does not charge any commission on sales from Hirer exhibitions.
- Due to safety procedures no cash sale transactions are to occur and no cash is to be kept on the premises.

- The Council Officer can advise the best option for receiving payments.

### **Storage**

- Council is unable to provide any long term storage facilities. There is a small store room, off the exhibition space for use during the exhibition but this must be cleared at the end of the hire period. Any thing left in the store will be disposed of.

### **Openings**

- Exhibition Openings can be held in the venue at the Hirers cost. It is recommended that these are held on Saturday from 3pm – 5pm. The Space must be vacated by 6pm.
- Evening openings are available on request.
- If the Hirer wants security for the Opening, they can contact Century Venues, the managers of The Concourse in the first instance. Any cost is additional to the Hire fee.
- The Hirer is responsible for ensuring that the number of persons in the Art Space does not exceed 85 people.
- There are no catering facilities in The Art Space.
- The Hirer can self-cater or hire Century Venues the Concourse Managers.
- All costs associated with catering, serving, cleaning up and entertainment are the Hirer's responsibility.
- It is recommended that all invitations contain RSVP details to help plan for any catering for an Opening.
- Hirers must ensure everyone has left the exhibition space prior to locking up.

### **Bond**

- Hirers must leave the Art Space in the same condition as it was hired. A Condition Report will be completed at the beginning and end of the Hire.
- At the end of the hire period an inspection will be made and any damage must be promptly repaired to the satisfaction of Council staff prior to the next hire period. This includes patching and repainting walls, cleaning floors, replacing damaged exhibition furniture etc.
- A Bond is required as stipulated on the Hire Form, to cover any damage, missing equipment and the return of the security swipe card and/or key.
- When the Council Officer is satisfied with the condition of The Space they will require the Hirer's banking details to return the Bond.

### **Access & Security**

- Hirers will be given a swipe card/and or key to access the Art Space. Both are to be returned to Council at the end of the hire period.
- Council will brief the Hirer on security procedures when entering and leaving the building.
- The Hirer must have their own mobile phone.
- A security guard checks the building at night. If the Art Space is broken into after hours the security firm will make provision to temporarily secure the building and will inform Council.
- Council should be informed immediately of any damage which occurs during normal business hours.
- Council is not responsible for any damage/theft to art works or Hirer's belongings should a break-in occur.

## **INSURANCE**

### **Indemnity**

The Hirer will indemnify Council against any claim whatsoever which may arise out of the Hirer's actions or failure to act in any particular way relating to the agreed use of the Art Space at the Concourse.

This indemnity includes:

- Claims arising from any personal injury, (including death), loss of value, loss of amenity or damage to property, and any costs or expenses arising there from.
- Transit insurance for the artworks, insurance for loss or damage of artworks.
- Public Liability for the Hirer or visitors to the Space or any equipment provided by Council or brought by the Hirer into the Art Space.

### **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 and a deductible (excess) of no more than \$500. Council may request a higher Limit of Indemnity in certain cases. A Certificate of Currency must be produced at the time of finalising the hiring agreement.

### **Damage to Facility**

The Hirer shall not damage or suffer to be damaged any portion of the facility including the buildings, the furniture, fittings, grounds and landscaping. The Hirer hereby agrees to indemnify Council for any damage sustained by the facility during the currency of the Agreement where such damage arose from the activities of the Hirer and was reasonably preventable by the Hirer. All damage to be reported to Council no later than the next working day. If the damage is not satisfactorily rectified the Hirer will forfeit the Bond.

### **Moving furniture, equipment & contents**

The Hirer shall not remove or cause the removal of any furniture, equipment or other contents owned by the Council or by third parties from their usual position without reference to and approval from Council staff.

## **CANCELLATION**

### **Cancellation by Hirer**

Cancellations by the Hirer must be in writing (or emailed). Verbal cancellations will not be accepted. In the event of cancellation by the Hirer the percentage of the fee forfeited will be as follows:

- More than 60 days from commencement of hire period – 50% deposit forfeited.
- Less than 60 days from commencement of hire period – all of deposit forfeited.

## **GENERAL CONDITIONS OF USE**

The Hirer will not use the Art Space for any of the following activities unless authorised elsewhere in this agreement:

- The erection or use of mechanical or structural amusement devices.
- Any activity which may pollute the environment or be contrary to State or Federal regulations.
- The holding of any fireworks display or the ignition of fireworks, or bringing into the building explosives, fuel or flammable liquid or substance, ammunitions, firearms or weapons of any kind without express prior written consent of the Council.
- Any unlawful activity.
- Sub-letting the facility.

### **Right of Refusal**

Council reserves the right to refuse any application or cancel any booking for use of the Art Space at The Concourse, where the responsible Council officer believes such booking to be contrary to the public interest. Disputes may be referred to the General Manager whose decision shall be final. Council will not be liable for any form of compensation.

### **Termination for Breach**

If at any time the Hirer is in breach of a material term of this Agreement, Council may, in its own absolute discretion, cancel the hire of the venue by giving written notice of such cancellation to the Hirer. Should the hire of the venue be cancelled the full hire amount specified in the Hire fee schedule shall be payable by the Hirer.

### **Force Majeure**

If either party to the agreement is rendered unable wholly or in part or carry out their obligations under this Agreement, both parties will utilise reasonable endeavours to mitigate the effects of a force Majeure event. Subject to availability of the Venue, an event may be rescheduled at the discretion of Council. Costs associated with any form of relief granted under a force majeure event shall be borne by the Hirer.

(A "force Majeure" event may refer to an act of God, a strike, a lockout, an act of public enemy, civil commotion, war, blockage, riot, state of emergency, lighting, fire, storm, flood, washout, explosion, Government restraint, or any form of Governmental intervention and any other cause which is not within the control of the party alleging it)

### **No Smoking Policy**

Smoking is prohibited in The Concourse buildings and on the site.

### **Alcohol**

The Hirer is responsible for all aspects of serving free alcohol including prevention of under age drinkers and providing a server with a Responsible Service of Alcohol qualification. If the Hirer wishes to sell alcohol they must acquire a Limited license – single function from the Office of Liquor, Gaming & Racing and provide a copy to Council.

### **Noise control**

No amplified music is to be played loudly in the Art Space.

### **Parking & Loading Zones**

There is no specified loading zones for the Art Space. However loading zones can be booked ahead. Please contact the Council for further information.

Long term and short term parking is available under the building. The entry is via Ferguson Lane off Anderson Street, Chatswood.

Check The Concourse website [www.theconcourse.com.au](http://www.theconcourse.com.au) for parking fees.

### **Rubbish**

The Hirer is to place all rubbish in the bins provided. They will be removed by the cleaners. Hirers are to comply with the appropriate recycling practises.

### **Cleaning**

The Art Space will be given to the Hirer in a clean condition. Cleaning of the Art Space will be done by Council. Please note any spillage to the surfaces should be cleaned by the Hirer during exhibition period. The Hirer, however, must keep all areas tidy, clean and to a professional standard at all times.

### **Toilets**

There are no toilets in the Art Space. Male, female and accessible toilets are located off the corridor directly to the left of the Art Space exit, towards Anderson Street.

### **Children**

Children must be supervised within the Art Space at all times.

### **Animals**

No pets, animals or birds are allowed in Council Venues/Facilities without written permission from Council. Registered guide dogs are exempt.

### **Emergency Exits**

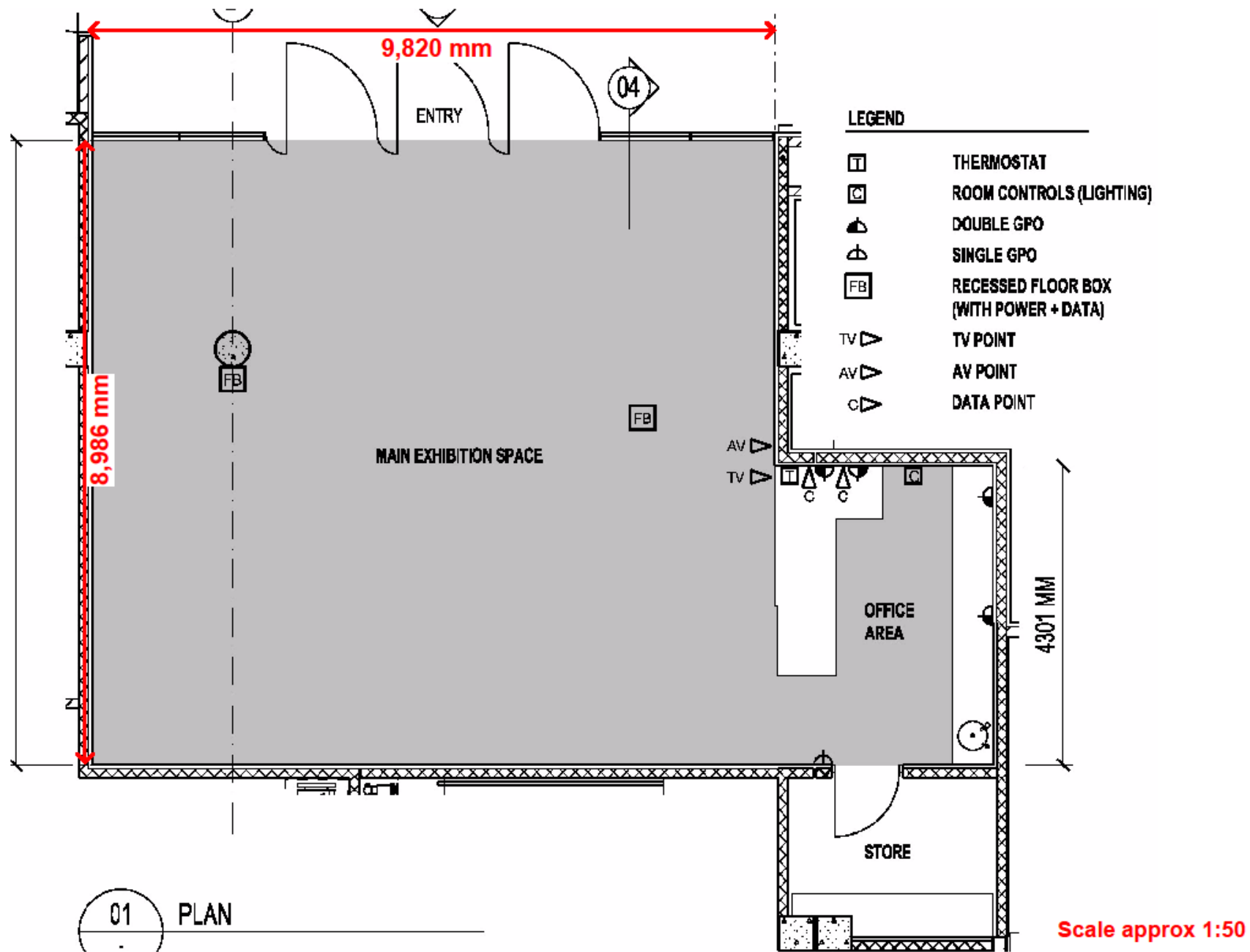
At the commencement of the usage period, the Hirer shall undertake inspection of emergency exit routes and doorways to ensure they permit clear and immediate egress at all times.

**An Evacuation Plan is attached to the wall in the office space and a copy will be provided when the Hirer has occupation of the Art Space**

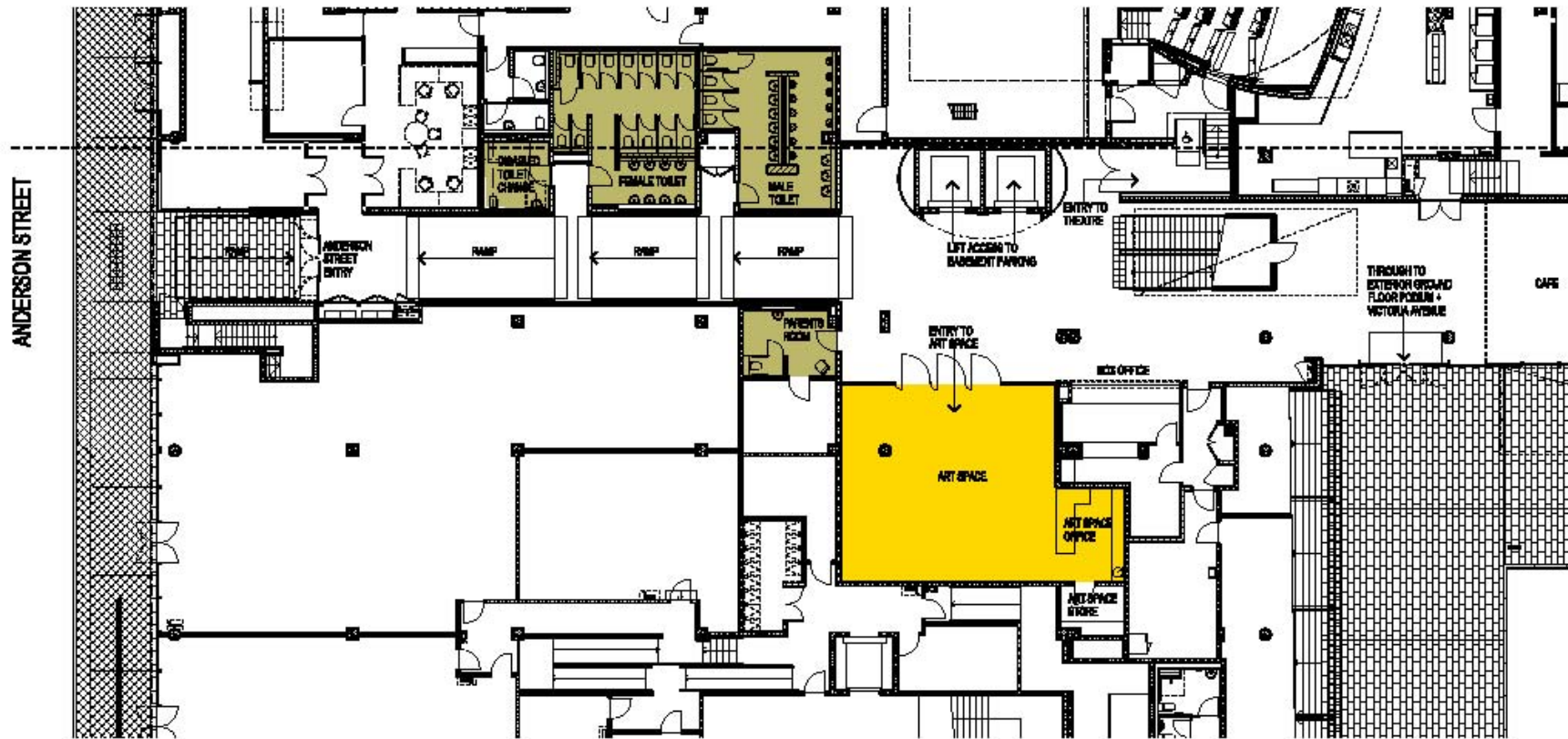
**Emergencies**

The Hirer shall follow the reasonable direction of a designated Council officer when there is an emergency situation or to prevent an accident. Where no Council officer is present, the Hirer shall undertake responsibility to respond to an emergency by clearing the Facility, contacting emergency services and minimising the hazard as appropriate and where safe to do so.

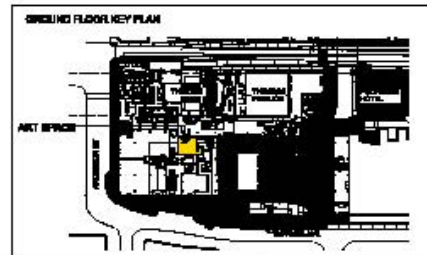
**If there is an emergency the Hirer should ring 000 or Chatswood Police on 9414 8499**



15/10/10 PM PREPARED BY ARCHITECTURE/AMC/Chairswood Concourse/Architectural Floor Art Space Tenancy Design/10/10/10/AMC/AMC



01 Plan



CLIENT

THE CONCOURSE  
CHairswood  
ONE JACKSONS BLVD • WOLLONGONG NSW 2520  
WOLLONGONG CITY COUNCIL

ARCHITECTURE, INTERIOR PLANNING + INTERIOR DESIGN

**TOL &** Toland  
architectural  
design  
partners

toland@toland.com.au  
www.toland.com.au  
Registered Architect, Robert Toland (9777)

101 Gwynne St  
Sydney NSW 2000  
+61 2 8260 1944

CLIENT	01 FOR REVIEW	01
DATE	08/10/2010	01/10

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PROJECT

**Chairswood Concourse:  
Ground Floor Art Space Tenancy Plans**

DRAWING TITLE

**Location Map / Key Plan**

PROJECT NO.

2010.28

DRAWING NO.

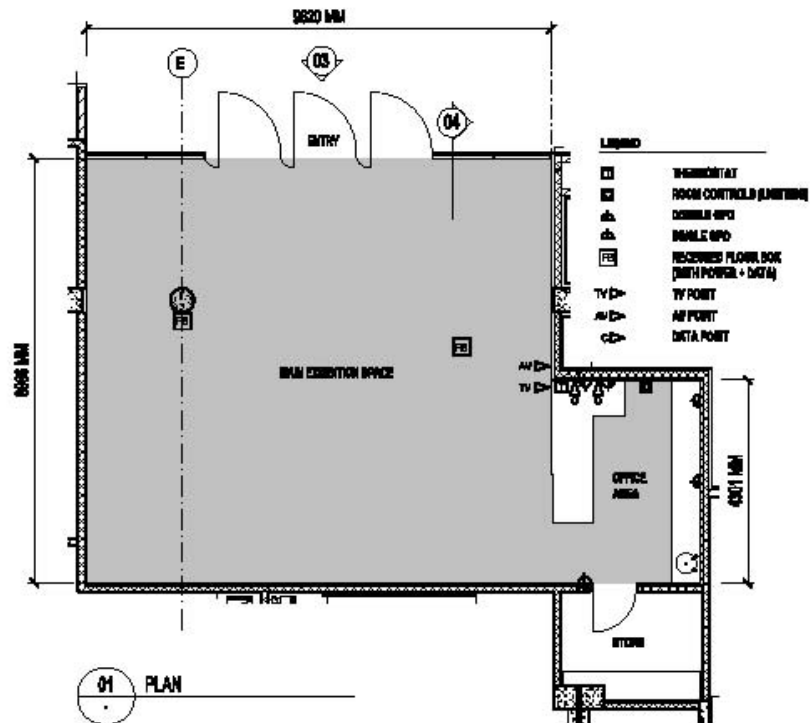
CA-01

SCALE AT AS SHOWN

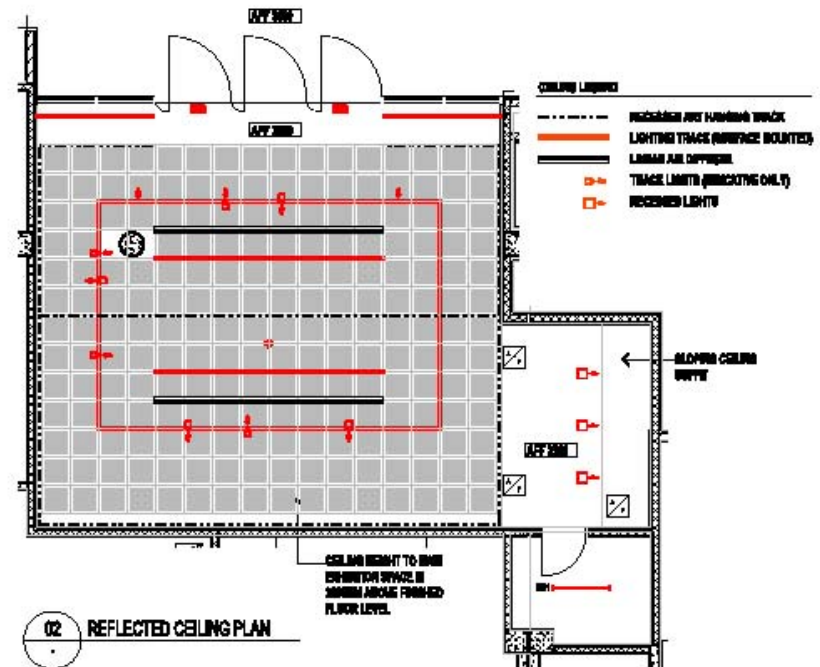
1:200

N/A NORTH

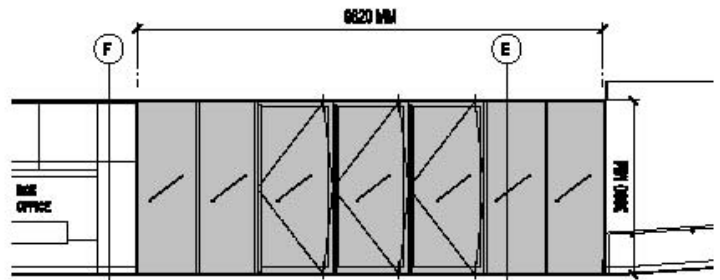
PROJECT NO: 2010.28  
 PROJECT TITLE: CHAIRSWOOD CONCOURSE GROUND FLOOR ART SPACE TENANCY PLANS  
 CLIENT: THE CONCORSE  
 DRAWING NO: CA-02  
 DATE: 2010.28



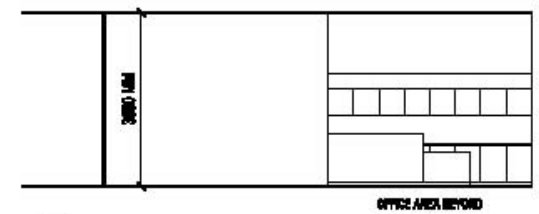
01 PLAN



02 REFLECTED CEILING PLAN



03 FRONT ENTRY ELEVATION



04 SECTION/ELEVATION

**CLIENT**  
  
**THE CONCORSE**  
 CONCORSE ARCHITECTURE & VISUALIZATION CHAIRSWOOD  
 WILLOUGHBY CITY COUNCIL

**ARCHITECTURE, MASTER PLANNING + INTERIOR DESIGN**  
  
**TOL & CO.**  
 Toland & Co. Ltd  
 Registered Architect, Robert Toland (2077)  
 +61 2 9550 1944

DATE	08	APPROVED	
DATE	01	FOR REVIEW	
DATE	01	FOR REVIEW	

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**PROJECT**  
**Chairswood Concourse:**  
**Ground Floor Art Space Tenancy Plans**

**DRAWING TITLE**  
**Plan, Reflected Ceiling Plan,**  
**Elevation/Section**

**PROJECT NO.**  
 2010.28

**DRAWING NO.**  
 CA-02

**SCALE AT ALL SIZES**  
**1:100**

TRUE NORTH



# ART SPACE AT THE CONCOURSE HIRE APPLICATION FORM

## 1. APPLICANT DETAILS

Name: .....

Contact/Representative: .....

Phone: (daytime)..... (Mobile) .....

Postal Address:.....

.....

Email: .....

ABN: (if applicable) .....

## 2. EXHIBITION DETAILS

Name of Exhibition:.....

.....

Summary of Exhibition: .....

.....

.....

.....

Preferred Dates:

Option 1: .....

Option 2: .....

Option 3: .....

Please attach:

- Outline of Exhibition - 1 x A 4 page and include its aims, content, outcomes, relevance to contemporary visual art practice and Willoughby community.
- Exhibition Plan & Budget - 1 x A 4 page demonstrating how the space will be used, method of installation, special requirements, and proposed budget.
- Curriculum Vitae (maximum 2 pages) Include tertiary qualifications (if relevant), exhibition history, publications etc.
- Images on a CD - Provide images of proposed exhibition on a CD in jpeg format only, max file size 1MB for each image. For a solo exhibition up to 10 images of past and proposed artworks. Up to 20 images if a group exhibition. Please provide stamped self-addressed envelope if you want your CD returned. Clearly label the CD and support material with titles of works and dimensions.
- Copy of current public liability insurance.



## ART SPACE AT THE CONCOURSE SUMMARY OF CONDITIONS OF HIRE AGREEMENT

The following is a Summary of the Conditions of Hire Agreement. Please tick the circles to confirm you understand and agree and sign below.

- 50% of the hire fee must be paid within 14 days of Council's notification that the hiring application is successful. The remaining 50% and Bond must be paid at least 28 days before installation.
- Works are exhibited at the Hirer's own risk. Lost or damaged items are entirely the responsibility of the exhibitor.
- All exhibitors must have their own Public Liability Insurance and are to provide a copy with their application.
- 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 space to the condition in which it was hired - i.e. repainting, patching walls, removing/replacing exhibition furniture, general cleaning etc. A fee, as outlined in the Art Space at The Concourse Policy and Guidelines, will be charged should the space not be returned to its original condition.
- Exhibitors are responsible for the promotion of their exhibition.
- Council staff can provide curatorial advice regarding the exhibition but will not physically assist exhibitors in hanging artworks.
- Catering requirements must be organised and paid for by the exhibitor.

---

I/we have read the Art Space at The Concourse Exhibition Policy and Hire Guidelines and understand and agree to the outlined Conditions of Hire.

Hirer's name:.....

Address:.....

Contact phone:.....

Email address: .....

Signed:.....Date:.....

**Please return the completed Hire Application Form and Summary of Conditions of Use to:**  
Arts & Cultural Manager  
Willoughby City Council  
PO Box 57  
CHATSWOOD NSW 2057

**COUNCIL USE ONLY**

Received by ..... Position .....

Signature ..... Date .....



## THE ART SPACE AT THE CONCOURSE EXHIBITION HIRE AGREEMENT FORM

**Do NOT complete this form until the hire is confirmed by Council in writing.  
The completed form is to be returned with payment (see Methods of Payment below)**

Title of Exhibition: .....

Name/s of applicant/s: .....

Contact phone number: Home: ..... Mobile: .....

Postal address: .....

Email address: .....

ABN:.....

Category: (please tick)       Individual artist                       artists group show  
    commercial organisation       community organisation

Dates of Exhibition: .....

### Hire Fees

The proposed 2011-12 Hire Fees are listed below. Please tick which applies to your Hire Agreement.

- Category A: Commercial galleries/ Educational Institution (per week)– \$600 per week (inc GST).
- Category B: Community Organisation/Artist Group Exhibition - \$400 per week (incl. GST).
- Category C: Individual artist – \$275 per week (incl. GST).
- Category D: Full Concession For further information [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au)).

\*Please note all categories listed above must pay a Bond of \$200.

I agree with the exhibition dates as stated above and enclose \$..... which is 50% of the Hire fee and the Bond. The remaining amount of \$..... will be paid by:(date) ..... which is up to 28 days before hire period.

Signature:..... Date: .....

**Bond Refund** will be paid, after inspection of the Art Space and check against Condition Report, as follows:

- Cheque: Payable to (Name) .....  
(Address) .....
- Direct Deposit (Provide Name of Account Holder) .....
- BSB:..... Account No: .....

### Methods of Payment

#### **In Person**

Cheque/Cash/Credit Card to Customer Service, Level 4, 31 Victor Street, Chatswood

#### **By Mail**

Download Credit Card Authorisation Form from [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au) or Cheques made payable to 'Willoughby City Council' can be sent to:

Arts & Cultural Manager, Willoughby City Council, P O Box 57, Chatswood 2057.