THE OLD FIRE STATION CAFE GALLERY

ABN 55108366230 ACN 108366230 **378 HIGH ST PRESTON 3072**
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The management of "The Old Fire Station Cafe Gallery" is delighted to make our gallery space available for artists to exhibit their works. We are interested in promoting "The Arts," visual & performance, at the café and in providing opportunities for established and up-and-coming artists.

Conditions of exhibiting:

- Artworks must be appropriate for a café setting as customers include young children, family groups etc.
- Management reserves the right to exclude any works from exhibition at any time – a representational selection of artwork should be available to view when applying to exhibit
- Duration of each exhibition is one calendar month (exceptions may apply).
- Insurance – the artist is responsible for insuring their work while at the Fire Station
- Installation to be done by the artist in the day prior to or on the first Friday during the day (avoiding busy times). Take down to be a day or so prior to the next installation – liaise directly with Café staff regarding the timing for this, so as to avoid peak times.
- Artwork should have individual title and price tags clearly visible per piece. Artist's CV or info sheet on philosophy of artwork etc should also be produced and displayed, also business cards or anything else that will assist café patrons in knowing more about you and your work and encourage them to purchase.
- Exhibition launch can be arranged (optional) – with live music/entertainment, food, and drinks. Or guests purchase own food and drinks.
- Deposit for exhibiting - a non-refundable deposit of $100 is required upon completion and acceptance of the agreement between both the venue and the artist, this confirms your booking.
- Exhibition Cost / Commission is on a sliding scale. A = $300 cost, plus 20% commission; B = $200 cost, plus 25% commission, or C = $100 cost, plus 30% commission. **Deposit of $100 comes off Exhibition Cost.**
- Extras are available for the opening night, regarding catering options and special champagne prices. Artist can provide entertainment or the Café can organise to suit the event. This can be discussed closer to the exhibition.
- Purchasing of artist's works is handled by café staff. Monies are kept separately to normal café business accounts and is payable to the artist less commission at the conclusion of the exhibition.
- Booking is not deemed confirmed until Artist has signed and returned this agreement/disclaimer, & deposit.

Publicity Artists are encouraged to arrange their own publicity and promotion. Initial sources would be to invite all possible family and friends, existing purchasers, neighbours, workmates, associates. Additional options are the local newspapers, Leader and Melbourne Times, whereby you can organize articles and photo shoots. Another avenue is to have the exhibition advertised in the EG (New Exhibitions) in the Age on Fridays & in the "What's on" section in the Leader and local papers. The opening night launch is publicised during the normal business of the café and via local traffic in the area. It is expected that the artist will organise their own invitations for friends and family in order to bring guests into the café for the launch. We aim to hold a mutually beneficial and commercially viable and dynamic exhibition with both sides of the agreement being fully involved in the promotion and success of the exhibition.

Artist's Agreement / Disclaimer I understand that I install my artwork, exhibit or perform at the "The Old Fire Station Cafe Gallery" at my own risk, that I am responsible for insuring my artworks against any loss, theft or damage, and I am fully aware and in agreeance to the cost structure as detailed above. I have included my non-refundable $100 deposit in order to secure my booking.

Exhibition Cost / Commission selection (please circle):
A = $300 cost, plus 20% commission; B = $200 cost, plus 25% commission,
C = $100 cost, plus 30% commission.

My name:
_____Email_____

Address:
_____

Phone: _____ Mobile: _____

Proposed exhibition dates: _____ Title of my exhibition is:
_____

Style of work: _____ Signed: _____

Date: _____ Confirmed: Yes / No