

# KAPUNDA GALLERY

## CONDITIONS OF GALLERY HIRE

While all due care is taken at all times, the Artist accepts all risks associated with the display of works while being handled, stored and displayed by Kapunda Gallery. It is the responsibility of the artist/ group to ensure adequate insurance of works if required.

The Artist agrees to a **commission** to be collected by Kapunda Gallery for the sale of works during the exhibition. The commission will be deducted from the label (retail) price determined by the artist. Commission for Kapunda Gallery members is 25%, and 33.3% for non-members.

A non-refundable **deposit is to be paid to Kapunda Gallery at the time of booking**, upon acceptance of a successful Exhibition Application (Expression of Interest): full-gallery deposit \$50, half-gallery deposit \$25. No deposit is required with the Exhibition Applications (Expressions of Interest).

**The full balance of all outstanding monies is to be paid to Kapunda Gallery is due at least six weeks prior to the opening of the exhibition.**

### Basic Gallery Hire includes:

- Exclusive hire of the gallery space (full or half) for the duration of the exhibition (approximately 6 weeks) with Gallery attendant supervision and customer service during opening hours.
- All hanging equipment and some plinths and display tables are included. Please advise Kapunda Gallery of any specific requirements prior.
- Publicity and Invitations distribution as per the Gallery's normal schedule of local papers, radio stations, galleries and email list. (A copy of the email invitation/flyer will be supplied to you)
- Hanging of exhibition in consultation with hirer(s). NB the Gallery retains the right to all the ultimate decisions regarding hanging, use of space, content etc.
- Preparation and provision of basic catalogue and copying.

### Responsibility of the Hirer(s):

- All beverages including alcohol, if there is an opening event.
- All paid publicity or advertising entered into by the Hirer(s).
- To do and pay for - all mailing and emailing over and above the Gallery's standard listings.
- Provide any additional display props required and not readily available in the Gallery.
- To consult with the Gallery Committee Member assigned as Coordinator of your exhibition (contact details will be forwarded to you as soon as possible after booking confirmation) re all exhibition requirements.
- Arrange an Opener for your exhibition and provide a gift for that person if desired.
- To meet ALL the General Exhibition requirements as set out in the KCG Exhibitor's [Declaration and Entry Conditions form](#) (attached).
- To provide 3-4 high quality JPEG images of current works at time of Application.
- To comply with all requirements and timelines requested by the Exhibition Coordinator assigned to your exhibition by Kapunda Gallery.

For further information please direct general enquires via email to [kcg@kapundagallery.com](mailto:kcg@kapundagallery.com). Once your exhibition has been allocated a Coordinator please direct all enquiries to that person.

# KAPUNDA GALLERY

## APPLICATION FOR GALLERY HIRE

### GALLERY HIRE OPTIONS (Please select):

- Whole Gallery Solo Exhibition:** Exclusive hire of the entire gallery space for a solo artist or joint exhibition of two artists only with maximum of 50 medium sized wall items. **\$250**
- Half Gallery Solo Exhibition:** Hire of half the gallery space for a solo artist or joint exhibition of two artists only with a maximum of 30 medium sized wall items. **\$125**
- Whole Gallery Group Exhibition:** Exclusive hire of the entire gallery space for a group exhibition with maximum of 50 medium sized wall items. **\$300**
- Half Gallery Group Exhibition:** Hire of half the gallery space for a group exhibition with a maximum of 30 medium sized wall items. **\$150**
- Optional Additional Window Hire:** In addition to the gallery space, the adjacent front two windows facing Main Street are available to hire for the display of exhibition items. **\$100**
- Optional Exhibition Opening Catering\*:** Kapunda Gallery will organize the catering including finger food, fruit juice with serving supplies (such as glassware, napkins etc) for approximately 45 people (including gallery helpers on the day). Food and supplies above this number is the responsibility of the Hirer and should be notified to Kapunda Gallery. **\$75** *\*This option must be selected at the time of Exhibition Acceptance to ensure that the opening event is publicised.*

### EXHIBITOR'S DETAILS:

Name of Artist / Group:

Name of Contact Person:

Contact Address:

Postcode:

Contact Email Address:

Contact Phone Number:

**DESCRIPTION OF EXHIBITION:**

Title of Exhibition:

Exhibition Media (oil painting, mixed, photography, digital etc):

If a group exhibition, approximate number of artists involved:

Approximate number of works to be exhibited:

Exhibition description e.g. theme, genre, concepts (200 words):

Preferred months of the year to exhibit (please number in order of preference):

February-March

June-July

September-October

**BANKING DETAILS (for sales payments):**

ABN (if applicable):

GST status:

Banking: BSB

Account

**PROMOTIONS:**

Social media profiles:

*Please attach:*

- Artist/ group profile and/ or statement.
- 3-4 high quality JPEG images to be used to promote the event.

**Artist /Contact Person signature:**

**Printed Name:**

**Date:**

For further information please direct general enquires via email to [kcg@kapundagallery.com](mailto:kcg@kapundagallery.com). Once your exhibition has been allocated a Coordinator please direct all enquiries to that person.