

BASIC GALLERY HIRE: (A) SOLO artist or JOINT Ex. of 2 only Artists using WHOLE GALLERY SPACE

MAXIMUM 50 med. Size wall items - \$250

As above, for HALF GALLERY SPACE- Maximum 30 medium wall items - \$125

(B) **GROUP** – Hiring by a Group for their exclusive use of FULL or HALF SPACE

Full Gallery - **Maximum of 50 (or 25) Medium wall hanging items** - \$300

Half Gallery – **Maximum 25 Medium wall hanging items** - \$150

ALL HIRERS MUST agree to fill in and submit all the paperwork as specified by KCG.

COMMISSION on ALL SALES of 25% for KCG Friends; 33.3% for NON-members in addition to the above.

DEPOSIT: FULL GALLERY \$50 payable at time of Booking (NOT AT E.O.I.) and is **NON-REFUNDABLE**.

HALF GALLERY \$25 “ “ “ “ “ “ “ “ “ “ “ “ “ “

No money is payable with written Applications/Expressions of Interest. **Deposit is payable when you are advised that your Exhibition Application/Expression of Interest is accepted and you agree to proceed.**

Balance of all outstanding monies to be paid to Kapunda Community Gallery Inc. at least 6 WEEKS PRIOR TO OPENING OF THE EXHIBITION.

BASIC Hire of the K.C.G. INCLUDES:

- Publicity and Invitations distribution as per the Gallery’s normal schedule of local papers, radio stations, galleries and KCG email listing. (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 re hanging, use of space, content etc.) All hanging equipment and some plinths etc. are included. (Please consult re requirements)
- Preparation and provision of basic catalogue and copying.
- Floral decorations.

Responsibility of the Hirer(s):

- **ALL LIQUOR and BOTTLED SOFT DRINKS** 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.
- 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 at least 4 JPEG images of current works at time of Application IF REQUESTED.
- **To comply with all requirements and timelines requested by the Exhibition Coordinator assigned to your exhibition by KCG.**

(Window space may also be available at an ADDITIONAL COST, if not otherwise booked.)

OPTIONAL EXTRA –

EVENT OPENING – KCG will organize Catering (finger food, fruit juice and water for approx.. 45 people (inc. KCG helpers on the day) with serviettes, paper plates etc; servers and clean-up) for an **ADDITIONAL \$75 * TO BE NOTIFIED TO KCG at the TIME OF ACCEPTANCE OF EXHIBITION OFFER, so that it can be printed on the KCG Public Exhibition Calendar.**

Please note that the Event is only for food and supplies for approx.. 45 people. Food and supplies (e.g. glassware) above this number is the responsibility of the Hirer to organize themselves and should be notified to KCG.

PLEASE DIRECT ALL GENERAL ENQUIRIES VIA EMAIL TO: kcg@kapundagallery.com.

Once your exhibition has been allocated a Coordinator please direct all enquiries to that person.