



Exhibition Application Package

Somerset Regional Art Gallery *The Condensery*

mail@somerset.qld.gov.au

WELCOME

Welcome to the Somerset Regional Art Gallery - The Condensery.

This contemporary art space has been created from the remains of Australia's first condensed milk factory which first opened in Toogoolawah in 1899. This new precinct, an art gallery, embraces the historic elements of the site, its strong links to the community and the creativity of Somerset residents.

The transformation from what was a dilapidated century old building to what you see today has been a journey involving Somerset Regional Council, the federal government, the Toogoolawah Condensery Project committee comprising of Somerset residents and industry experts, heritage specialists, architects, builders and more.

The gallery is a short walking distance from the Brisbane Valley Rail Trail and the Toogoolawah township.

The Somerset Regional Art Gallery - The Condensery is a permanent, valuable community asset and tourist attraction that will provide a major boost to the Somerset art scene, tourism and the region's economy.

Somerset Regional Art Gallery - The Condensery was jointly funded by Somerset Regional Council who contributed \$1.5 million towards this project and the Australian Government which contributed \$500,000.

GENERAL INFORMATION

Somerset Regional Art Gallery - The Condensery provides 71 linear metres of fixed-wall hanging and display space. The gallery is equipped with movable wall panels, plinths and artist stands that can be located at various positions within the gallery. There is a flexible track lighting system and a standard hanging system fitted to all gallery walls.

The gallery aims to present quality exhibitions of local, regional, state, and national content. The exhibitions will be selected following set criteria by a selection committee, to cover a range of media and conceptual development in a balanced program over a two to five- year period.

The gallery is a public gallery that is community orientated and celebrates its own professional and amateur artists whilst introducing to the community a reasonable range of high quality shows from elsewhere in Australia. It is a community engagement space, developing ongoing partnerships with local and regional groups, focusing on environmental, social, economic, educational and heritage issues.

The gallery aims to have at least four regional artist exhibitions and two travelling exhibitions on display per year. This can range from emerging to significant regional professional artists. All spaces have their own particular merits.

All spaces cater for:

- Curated or themed exhibitions;
- Thought provoking exhibitions with high educational content;
- Significant community celebrations;
- Solo or group exhibitions by artists, craftspeople and organisations;
- Museum and social history exhibitions;
- Community exhibitions or partnerships;
- Performance and suitable arts functions, providing they will not interfere with pre-existing exhibitions in any physical way;

- Exhibitions nominated at the discretion of the coordinator for special purposes or in the event of a cancellation;
- Developmental work.

GALLERY SPACES

Gallery One

This is the largest and most flexible space in the gallery, due to its size and availability. It gives preference to major exhibitions from interstate, intrastate and national organisations, or exhibitions of high quality from professional artists. There will also be times allocated to showcase regional and community exhibitions. This large room can be divided into several spaces, and is air conditioned, but not humidity controlled.

Gallery Two

This space will predominantly show local art but is also available as overflow from gallery one. This enables the exhibiting artist/group to experience all the professional processes involved with exhibiting. Preference will be given to Somerset residents. This space is air conditioned, but not humidity controlled.

Artists may not submit another solo exhibition for at least two years in any of the galleries, other than at the discretion of the Somerset Condensery Gallery Advisory Committee.

Bunker

This is the smallest of the gallery spaces and offers limited natural light. This space is air conditioned, but not humidity controlled. **This space is not available for hire.**

Terrace

This is an outdoor space, with several levels of entertainment space. This offers views over the surrounding farmland and highlights outdoor sculptures.

Individual artists and / or groups and organisations are encouraged to submit an application to exhibit their works in the gallery. All applications are assessed by the Somerset Condensery Gallery Advisory Committee.

All applications will be assessed based on the following criteria –

- Suitability of the proposed exhibition
- Suitability of the content
- Mediums used
- Size of works
- Type and style of work

Successful applicants will be advised of an offer by receiving an **Invitation to Exhibit** in writing. Please note that no further correspondence will be entered into between Council or the Somerset Condensery Gallery Advisory Committee and unsuccessful applicants. Further details about the gallery requirements and dates to note for the exhibition period offered will be included in the formal invitation. Successful applicants must formally confirm their acceptance, in writing, to the Somerset Condensery Gallery Advisory Committee.

Applicants must advise the gallery at their earliest if they no longer wish to exhibit.

Fees and charges apply to hire Somerset Regional Art Gallery - The Condensery. Please refer to the **Schedule of Fees** for a current list of charges that apply.

SCHEDULE OF FEES

Following the establishment of the Friends of the Gallery (FOG), commission for the sale of artworks will be charged at a rate of 15% of the sale price. Prior to the establishment of the FOG program, individual agreements must be made between the artist and Somerset Regional Council.

This includes any retail sales associated with the exhibition (for example, mini productions of the works).

The following fee structure is applicable for arts (performing) and art workshops (other than exhibitions) to be held at the Somerset Regional Art Gallery – The Condensery:

(i)	A full day fee	Bookings equal to or more than four hours.	\$100.00
(ii)	A half day fee	Bookings of less than four hours.	\$50.00
(iii)	Bond	As deemed by the Chief Executive Officer refundable upon the property being left in a clean and tidy condition. Interest is not payable by Council on deposits. GST applies only on default.	\$250.00
(iv)	Key bond	When a key is made available outside opening hours, regardless of hirer.	\$10.00

Arts / Art Workshops to be held and organised by arts groups based in the Somerset Regional Council area are excluded from the requirement to pay a bond.

That in addition to art related performances and workshops, other promotional events be permitted to be held in the Somerset Regional Art Gallery – The Condensery, if they support the promotion of the gallery to the visiting public and if a Councillor is available to open/close the facility and be present for the event duration. If outside of ordinary business hours.

Any proposed bookings that require the moving of artworks will not be permitted.

GUIDELINES FOR EXHIBITING IN THE CONDENSERY

The Somerset Regional Art Gallery - The Condensery is available by either –

- The artists approaching the Somerset Condensery Gallery Advisory Committee to display an exhibition, or
- The Somerset Condensery Gallery Advisory Committee offering the artist(s) space to display artworks on the terms and conditions contained in a loan agreement.

Somerset Regional Art Gallery - The Condensery will be available for exhibition periods of two months. This includes time for mounting and dismounting of the display.

There are no fees to hire the gallery space to have an exhibition. The outline of the fee structure for workshops and events is detailed on the Schedule of Fees. Details regarding payments of workshop and event fees -

- Cheques are to be made payable to Somerset Regional Council.
- Hire charges will be required to be paid by the artist(s) a minimum of five days prior to the workshop or event.

An exhibition timeline will be included in documentation sent out with the Invitation letter and Invitation to Exhibit form. This exhibition timeline sets out the delivery and collection dates and times for the works. The gallery reserves the right to dispose of any artworks which remain in the gallery after two weeks from the closing date of the exhibition.

All advertising and promotion of exhibitions must be approved by the gallery officer. Artists are not to undertake any advertising or promotion of any kind without the express permission of the gallery officer.

The Artist(s) will:

- (a) Supply to the gallery officer a completed artwork register. All details must be completed including artwork names, description, media used, size and prices if for sale.
- (b) Ensure that any hung artworks are able to be attached to the gallery hanging system by having a strong wire or D hooks firmly secured across the back of the artwork. D hooks are the preferred hanging option, especially on heavy works.
- (c) Supply professional, printed labels for each of the artworks included in the exhibition.
- (d) Replace any sold works with another of the same / similar size.
- (e) Reimburse Council for the cost of rectifying any loss or damage to property, furniture, appliances,

apparatus or fixtures and fittings which is caused or contributed to by the artists;

- (f) Provide a copy of all media releases to the gallery officer for proof reading and Council approval.

The Gallery will:

- (a) Provide relevant information relating to the exhibition supplied by the artist(s) to Council's usual media contacts at Council's discretion. Such information will be incorporated into gallery advertising (where possible);
- (b) Email invitations to guests for the official opening function. Artist/s to provide a list of names and email addresses for this purpose. Staff will include the gallery's network of contacts on the invitation list (Councillors, Friends of the Gallery, gallery volunteers etc).
- (c) Ensure that the gallery is open during advertised opening hours. Upon request, where mutually agreeable and when sufficient volunteer staff are available, the gallery will be opened at other times.
- (d) Make note of potential closures.

Though the gallery is security monitored, staff, volunteers and Council will not be responsible for any damage to, or the loss or theft of, any artworks except in the case that the proven cause of the damage, loss or theft is the negligence of the gallery.

The artist irrevocably indemnifies the gallery and agrees to keep it indemnified from and against every action, claim, demand, notice, loss, damage, cost and expense for which the gallery shall or may become liable in respect of or arising from all or any of the following –

- (a) Loss or damage to property, or death or injury, caused or contributed to by the use or occupation of the premises and not caused by the negligence of the gallery.
- (b) An act, neglect, default or omission by the artists.

Council have the right to cancel an exhibition if the gallery has become unsuitable for the purpose due to damage to the facility by water, contamination, or any other exceptional circumstances.

Council is not responsible for any cost and expense which may have been incurred by the artists, nor for any economic loss allegedly suffered in the event that an exhibition is cancelled or unsuccessful with sales.

Council has the right to direct where artworks are to be hung or placed and to require removal of artwork if it poses a danger, or is offensive.

APPLICATION DETAILS

Name of exhibitor / group _____
Postal address _____
Suburb _____ Post Code _____
Phone / Mobile _____
Email _____
Website address _____
Facebook page _____
Is your primary place of residence in the Somerset Regional Council area? ☐ Yes ☐ No

EXHIBITION DETAILS

Title of Exhibition _____
Preferred dates for exhibition _____
Preferred gallery exhibition space
(The final allocation of exhibition space will be determined by the Somerset Condensery Gallery Advisory Committee)
☐ Gallery 1 ☐ Gallery 2 ☐ Bunker ☐ Terrace

Do you wish to have an opening function? ☐ Yes ☐ No

A separate charge will apply if you select 'yes'. Applicable charges available on approval of application.

Do you want the gallery to organise a curator? ☐ Yes ☐ No

All exhibitions are to be curated professionally. Note, all costs associated with a professional curator are the responsibilities of the exhibiting artist/s.

SUPPORTING DOCUMENTATION

The following documents must be submitted before your application can be assessed.

- ☐ Completed Exhibition Application Package
- ☐ Artist resume or information about group / organisation
- ☐ Flash drive containing a minimum of five and a maximum of ten digital images of artworks
 - Images must be in JPEG format
 - Images must be a minimum of 500kb in size
 - Do not send original artworks with the application.

☐ Have you attached other relevant information which you did not have space to include in the application form? Please provide details –

EXHIBITION RATIONALE

Where applicable, please address the following criteria in your rationale –

- Appeal to the community
- Cultural connections of exhibition
- Value of development investment for artist and exhibition
- Uniqueness of exhibition
- Opportunities for community engagement and interaction
- Industry connections to link art
- Meaningful experiences for community
- Marketing. Does the exhibition lend itself to a particular avenue or style of media?
- Economic benefits to local community
- Benefits to Council and ratepayers

500 words maximum. Dot points are acceptable.

EXHIBITION PROPOSAL

*Are there opportunities for public programs or workshops to be provided with exhibition?
Consider purpose for exhibition programming:*

- Offer cultural experiences
- Educate and raise awareness of topical themes through art
- Entice, captivate and entertain
- Raise profile of particular art medium/form
- Extend knowledge and skills
- Inspire and encourage new audiences

BRIEF DESCRIPTION OF PROPOSED PROGRAM ACTIVITIES AND WORKSHOPS

If you are proposing to run activities or workshops, please provide a brief description here.

- What is your proposed fee for offering activities and workshops?
- Are there costs for materials associated with the proposed workshops? If, so, what is an estimate of cost per person?
- Would you intend to charge the public for attendance at workshops?

SPECIAL REQUIREMENTS

Are there any special requirements to mount or install the works?

- *This includes all special requirements to mount the work, including outline of proposed equipment and installation requirements (for example video/data projectors, plinth, etc.) and any possible workplace, health and safety issues with the artworks.*
- *All costs associated with special requirements are the responsibility of the artist / group.*
- *Any items brought into the gallery for use during an exhibition must comply with Councils safety regulations.*

ARTIST RETAIL APPROACH

Are the artworks in the exhibition for sale? Are exhibition ephemera, other works, CD's, DVDs, books for sale? ***Confirmation of sale arrangements will be included in the exhibition agreement developed prior to the exhibition.*

EXHIBITION MARKETING

Do you have any media experience? What media opportunities can you participate in to assist Somerset Regional Art Gallery - The Condensery in marketing and promoting your exhibition?

FUNDING

Are you seeking sponsorship from government funding bodies and/or the private sector?
Has the artwork/exhibition creation been a funded project? If so, by whom?

(Please provide details of required promotional content and logos associated with sponsorship).

IMPORTANT INFORMATION FOR APPLICANTS

- The Somerset Regional Art Gallery – The Condensery is committed to showing work by and undertaking projects with professionals who, even though they may not earn a living from their work, have trained or practiced as artists/curators/researchers/performers and see this as their primary occupation.
- Due to limited storage space, collection of the artwork must be within one week of the closure of the exhibition.
- Please address the criteria above in order for your proposal to be considered.
- Please ensure your proposal is available in digital format.
- Somerset Regional Council and the Somerset Condensery Gallery Advisory Committee reserve the right to reject works, exhibition proposals and submissions.
- Acknowledgment of receipt of your submission will be issued within a two week period of the date received.
- All proposals are kept on file for a period of 12 months and therefore cannot be returned.

Completed proposal must be submitted:

Somerset Regional Art Gallery - The Condensery
Somerset Regional Council
PO Box 117
Esk QLD 4312

Or email: mail@somerset.qld.gov.au

OFFERS ARE SUBJECT TO:

- Applicants are entering a formal agreement with Somerset Regional Art Gallery – The Condensery.
- Permission to use the gallery name must be sought in any request by successful applicants for funding or sponsorship.
- Use of the gallery name and / or logo must not be used unless prior permission has been granted by the Chief Executive Officer, Somerset Regional Council.

PRIVACY

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so, and is dealt with in accordance with Council's Privacy Policy.

DECLARATION OF APPLICANT

I/We, the applicant/s declare that the above information is correct in all respects at the time of lodgement of this application with Somerset Regional Council. Should any of the details given in relation to this application change in the future, the applicant shall advise in writing prior to any such change being implemented.

I have read the Somerset Regional Art Gallery – The Condensery Guidelines for Exhibiting and understand and accept the conditions of exhibiting at the Somerset Regional Art Gallery – The Condensery.

Exhibitor Name (printed) _____

Exhibitor Signature _____ **Date** _____

CHECKLIST

Have you completed the following sections?

- ☐ APPLICATION DETAILS
- ☐ EXHIBITION DETAILS
- ☐ SUPPORTING DOCUMENTATION
- ☐ EXHIBITION RATIONALE
- ☐ EXHIBITION PROPOSAL
- ☐ BRIEF DESCRIPTION OF PROPOSED PROGRAM ACTIVITIES AND WORKSHOPS
- ☐ SPECIAL REQUIREMENTS
- ☐ ARTIST RETAIL APPROACH
- ☐ EXHIBITION MARKETING
- ☐ FUNDING

Have you collated your supporting documentation?

- ☐ RESUME OR INFORMATION ABOUT YOUR GROUP / ORGANISATION
- ☐ FLASH DRIVE CONTAINING IMAGES OF ARTWORKS
- ☐ OTHER RELEVANT INFORMATION TO SUPPORT YOUR APPLICATION

Have you read the following?

- ☐ GUIDELINES FOR EXHIBITING IN THE CONDENSERY
- ☐ IMPORTANT INFORMATION FOR APPLICANTS
- ☐ OFFERS ARE SUBJECT TO
- ☐ PRIVACY
- ☐ DECLARATION OF APPLICANT

- ☐ **Yes, I have signed the declaration on page 11.**