

THE WYREENA GALLERY

The Wyreena Gallery is a bright exhibition space located within a heritage estate and surrounded by attractive gardens. The Gallery comprises two rooms with the main room adjoining the Conservatory Café. A smaller room comprises hanging space and Gift Shop windows.

See Floor plan included in this flyer.

The Gallery features polished wooden floor boards, high ceilings and a clean, light atmosphere. The space is versatile and can accommodate two and three dimensional work. It is an ideal space for artists to exhibit their work in a vibrant and busy environment.

Artists are required to submit work for review by the Gallery Committee before an exhibition is confirmed.

HIRING OPTIONS

OPTION ONE: \$550.00 (inc GST) with Opening Night:

- ◆ Opening night first Wednesday of the month: 7.30pm to 9.30pm.
- ◆ Artist to be present during the opening night and welcome guests.
- ◆ Staff for opening night.
- ◆ Catering for opening night (excluding drinks).
- ◆ Artist will supply drinks for guests.
- ◆ Rental of the Gallery space.
- ◆ Professional display in the Gallery.
- ◆ Design & printing of 500 invitation cards.
- ◆ Invitation mail out.
- ◆ Catalogue.
- ◆ Administration costs.
- ◆ Press releases and publicity.
- ◆ Public Liability Insurance cover.

OPTION TWO: \$320.00 (inc GST) with no Opening Night:

- ◆ Rental of the Gallery space.
- ◆ Professional display in the Gallery.
- ◆ Design & printing of 500 invitation cards.
- ◆ Invitation mail out.
- ◆ Catalogue.
- ◆ Administration costs.
- ◆ Press releases and publicity.
- ◆ Public Liability Insurance cover.

DURATION OF EXHIBITION

- ◆ Duration of exhibition is one calendar month.
- ◆ The artist is to be present in the Gallery on Saturdays during the exhibition from 9.00am to 2.00pm to administer Gallery and Gift Shop Window sales.
- ◆ Wyreena staff will administer sales during the week.
- ◆ The artist will be notified of any Saturday Café closures, however the Gallery is still expected to stay open during the hours of 9.00am and 2.00pm.

EXHIBITION TAKE DOWN

- ◆ Artist to remove all unsold artwork on the final Saturday, after 1.00pm and prior to 2.00pm.
- ◆ Sold works can be collected by purchasers on the final Saturday of the exhibition on presentation of a receipt.
- ◆ Any remaining sold items can be safely stored in the Gallery for later collection.
- ◆ The Gallery must be left in a clean and cleared state.



IMPORTANT INFORMATION ABOUT INSURANCE

- ◆ **Public Liability Insurance is compulsory** with the hiring of the Wyreena Gallery. The limit of indemnity required is \$10 million in respect of any one single event. The use of the Council's Insurer is included in the Gallery Costs. A certificate will be issued to you, upon full payment of the Gallery Costs.
- ◆ Alternatively, you may arrange your own coverage. The policy must contain a cross liability clause and name Maroondah City Council specifically. A certificate of currency of insurance or other satisfactory evidence of payment of the premium must be provided to Wyreena not less than 14 days prior to the hiring date.
- ◆ **Please note that although Wyreena takes every care with the safety of your artworks, it is the artist's responsibility to insure artworks against theft, loss or damage. Wyreena is not liable for any claims arising from theft or damage of artworks.**

ARTIST RESPONSIBILITIES

- ◆ Payment of \$200.00 non-refundable deposit to confirm booking.
- ◆ Supply four high quality photographs suitable for reproduction on promotional materials including the invitation card.
- ◆ Provision of biographical notes for use in promotional material.
- ◆ In consultation with the Program Officer, discuss the opening night procedures, including arrangement of formal speeches if desired. (Option One)
- ◆ The payment of the balance of the gallery hiring fee of \$320.00 (Option One) or \$120.00 (Option Two).
- ◆ The distribution of invitations for opening night.
- ◆ The maximum number of two dimensional works (paintings etc.) that can be exhibited is approximately 20 to 25 pieces, depending on the size of your artwork.
- ◆ For three dimensional sculptural work the suggested maximum is 30, based on the average size of 30 cm diameter. (Generally more are accommodated.)
- ◆ If more work is submitted than the Gallery can accommodate, the excess may not be displayed.
- ◆ Wyreena reserves the right to refuse to exhibit artwork that is deemed as not suitable, or offensive to the general public, by the Gallery Committee.

DELIVERY OF ARTWORK

- ◆ All artwork to be delivered by 10.00am on the Monday prior to the opening, fully labelled and ready to hang. Hanging is completed by Wednesday afternoon.
- ◆ Supply of a list of artworks and the **RETAILPRICE. (Wyreena will add 33.3% commission, which is 25% when deducted, on the artwork, plus GST on the commission).**
- ◆ All artwork must be signed in for security purposes.
- ◆ Wyreena will hang the exhibition.
- ◆ Once hung, ensure that the final presentation is exactly as represented in the Catalogue.
- ◆ The artist is asked to participate in publicity exercises such as photographs with artwork for the local newspaper and other media.