

Terms and Conditions to Exhibit Art

Terms & Conditions | Singleton Public Library

| | | | |
|----------------------------|----------------------------------|---------------------|--------------|
| Reference: | 12/54870 | Version: | 2 |
| Service Unit: | Corporate and Community Services | | |
| Authorisation Date: | 25/10/2012 | Review Date: | October 2021 |

Printing Disclaimer

If you are viewing a printed copy of this document it may not be current. Printed copies of this document are not controlled. Before utilising a printed copy of this document, verify that it is the most current version by referencing Council's intranet.

Table of Contents

| | |
|------------------------------------|----------|
| Table of Contents | 2 |
| 1 Background | 3 |
| 2 The Library’s Terms | 3 |
| 3 Application | 3 |
| 4 Insurance | 3 |
| 5 Advertising | 3 |



1 Background

The Library Gallery Space is available for local artists to exhibit their work. Artists are invited to apply for use of an entire wall or floor space for one or more artworks at a time. The space offers high visibility, as is situated at the entrance of the Singleton Public Library, Queen Street Singleton. The space is only available to local artists, residents of the Singleton Local Government Area.

Artists on display are welcome to work from the space whilst their work is on exhibition, as this greatly increases interest and helps with sales of their artworks. The space is most suitable for artworks that can be hung, however any exhibition ideas are welcomed.

2 The Library's Terms

The Singleton Public Library receive 10% commission on sale of artworks, this commission goes towards:

- A 6 to 8 week exhibition, open during regular opening hours;
- Details of the exhibition will be publicised in print, in email newsletter, and on the Singleton Public Library website,
- Free use of the library display equipment,
- Public liability insurance.

3 Application

- The artist is responsible for any additional design and printing or advertising for the exhibition,
- Any postage costs,
- Emailing to artists own emailing list,
- Participation in hanging the work,
- Delivery and removal of artwork at agreed dates,
- Clearly labelling works with title, artists name and sale price,
- Fitting works with appropriate hooks/eyelets/wires,
- Their own specialist artwork insurance,
- Repairs to gallery wall to return to original condition (if required),
- Ensuring Works do not infringe upon any third party' copyright.

4 Insurance

Artwork is not insured by the Singleton Public Library/Council whilst on the premises

5 Advertising

Any advertising must be approved by the Library Coordinator before production

