

Rusten House Art Centre Exhibitions

2024 Terms and Conditions of Hire



Hire Costs

- Exhibitions run in 3-week blocks with additional days either side for installation and deinstallation. Any extension of that time is done in 3-week blocks.
- Gallery hire fees are as listed on the Rusten House Art Centre webpage and in the QPRC full Fees & Charges document which is available on the council's website. These fees are reviewed annually and are subject to change each financial year.
- Bump in and set up must commence from the Thursday before the 1st Saturday of the exhibition opening and bump out on the Wednesday following the final Saturday of exhibition. Bump in and out at other times may be available only after consultation and agreement with Cultural Services management.
Note: Installation and deinstallation days are offered free of charge either side of the exhibition period.

Hire Information and Cancellation

- Hire fees are due in full 12 weeks before the first day of the hire period.
- Failure to pay the whole or any part of the hire fee for specified exhibition spaces, may deem the hirer to be in default of this Agreement.
- In the event of any cancellation by the exhibitor/s, the exhibitor/s will forfeit monies paid to QPRC at the time of written and received cancellation in the following scale:
Cancellation 12 months prior – full refund. Cancellation 6 months prior – 50 % refund.
Cancellation 3 months prior – 25 % refund. Cancellation 1 month prior – no refund.
- In the event of a pandemic shutdown as directed by NSW Health or QPRC Executive, the QPRC Culture and Arts team reserve the right to cancel or postpone this exhibition. In this case the exhibitor/s may choose to reschedule their exhibition for a later date or receive a full reimbursement of the hire fees.
- A hire agreement will be sent out to all exhibitor/s. All exhibitor/s must be listed on the agreement document. **No other artists can be involved in the exhibition** without prior consent from the QPRC Art and Culture Team Leader.

Artwork Sales

- The exhibitor/s may choose to offer works in the exhibition for sale. There is no requirement from QPRC that exhibited works are offered for sale.
- QPRC will take a **25% commission** on all works sold during the exhibition period.
- The exhibitor/s will provide a list of works to be exhibited and sold. This needs to be supplied two weeks prior to bump in date. A template for this will be provided.
- To facilitate art sales, all works of art for display / sale must be itemised on the supplied template or will not be accepted for exhibition. Prices in the supplied exhibition price list must be submitted **once only** and any alterations to that list will be managed by the gallery staff.
- Prices as listed at the opening of the exhibition will be **final** and no alterations or separate negotiations will be entered into with potential buyers whilst the artworks are on exhibition in the gallery.
- The list of works must display the sale price inclusive of 25% commission payable to QPRC for any works which will be for sale in the exhibition.
- A QPRC representative will manage exhibition sales, cash handling and credit card facilities.
- Sold works must remain in the exhibition space (unless by special agreement) until the final day of the exhibition.
- Proceeds of sales (less commission) will be forwarded to the exhibitor/s after they have supplied invoicing and registered for our online payment system. Under normal circumstances payment will be made within 6 weeks of exhibition de-install.

Opening Event

- The standard opening event is the Saturday afternoon following your installation, from 2pm – 4pm. Other times can be arranged by negotiation.
- The exhibitor/s are responsible for costs associated with the opening event should they choose to have one. Audio equipment is available for the event by prior arrangement.
- Catering is the responsibility of the exhibitor/s. Glassware can be supplied by Rusten House Art Centre if required. No food or alcohol is to be left on the premises following the opening event.

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Insurance

- Insurance for the transport of works to and from the venue is the responsibility of the exhibitor/s. QPRC's insurance arrangements cover the artworks whilst in the venue.

Marketing and Promotion

- To facilitate our standard advertising and promotion, the artist will provide at least 3 high-resolution images [minimum 1MB each] to the Culture and Arts team for use in the production of a media release, and for promotion of the exhibition. QPRC will only use the supplied images for promotion of the exhibition and related program and will not use them for any other purpose without the consent of the exhibitor/s.
- The Culture and Arts team will distribute a media release from information supplied by the artist, and create exhibition listing for the Rusten House Art Centre website, Artguide Australia and the Visit Queanbeyan Palerang Treasure Trail website.
<https://visitqueanbeyanpalerang.com.au/>
- The cost and organisation of paid advertising or promotion (catalogues/invitations/newspaper advertising) is entirely the responsibility of the exhibitor/s. Any advertising or promotional material must include the QPRC logo and acknowledge the Rusten House Art Centre. Logos can be inserted into artwork advertisement by prior arrangement with QPRC staff, on behalf of the exhibitor/s.
- Any additional promotion undertaken by the exhibitor/s through their own website and social media platforms must acknowledge the venue and QPRC.

Installation Guidelines

- Installation can only commence after WHS induction has taken place by a member of the Culture and Arts Team. Guidelines will be supplied.
- Exhibition installation, curation and deinstallation is the responsibility of the exhibitor/s. Some assistance from the Culture and Arts team may be available via prior arrangement. The Culture & Arts team is responsible for lighting the exhibition.
- 2 Dimensional artworks must be installed using the gallery track hanging system. No alterations (paint, nails, screws, velcro etc...) may be made to gallery space 2, 3 and 4 without written consent from the Cultural Services team.
- USE OF 'BLU TACK' – Only light blue or white 'Blu Tack' to be used to attach items to walls.
- Plinths are available for 3-D works. A list of plinth dimensions is available upon request. Notification of plinth requirements must be made a minimum of 8 weeks prior to exhibition.
- QPRC reserves the right to exclude works from exhibition or to require rehangings of works that are not presented at an acceptable standard.
- The exhibitor/s must return the exhibition space to the condition in which it was found at the conclusion of their exhibition and is responsible for any costs incurred as a result of any damage to the exhibition space resulting from their exhibition that is over and above normal wear and tear.
- The exhibitor/s must not, without the prior consent of QPRC, inscribe, paint, affix to or exhibit in or on the facility any sign, advertisement, or notice.
- No packaging or materials are to be left onsite at the conclusion of installation.

Gallery Sitting and Activations

- Gallery opening hours are Wednesday-Saturday 10am-4pm during the exhibition period. Rusten House Art Centre will be staffed at these times. Exhibitor/s are encouraged to sit the gallery on Saturdays in addition to staffing.
- The exhibitor/s are encouraged to organise an artist talk during or at the conclusion of their exhibition or organise other activations in consultation with the QPRC Culture and Arts staff.

Additional Usage

- Please note: The Rusten House Art Centre may be used for other functions, workshops and meetings organised by the QPRC Culture & Arts team. If there is a need to use the gallery during your exhibition booking period, you will be contacted by the QPRC Culture & Arts Team to discuss any variation to your arrangements.