



# Gallery Hire Agreement

Pinklands Reserve, Cleveland/Redland Bay Rd Thornlands 4164

## Between Redland Yurara Art Society Inc and

Full name of person or group.....

Address.....

Phone.....

Type of Exhibition.....

### EXHIBITION DATES:

Gallery will be for hire on weekends only, beginning if required Friday evening (For opening nights etc)

From.....To.....

### OFFICIAL OPENING

Date.....Time..... To.....

### VIEWING TIMES

Open.....Close.....

## CHARGES

\$10 per open day plus 10% commission on any works sold and paid for.

Full payment on booking

5% administration fee on sales, if paid by credit card.

## CONDITIONS

1. Hirer to provide their own personnel to staff and be responsible for the security of both the exhibition and the premises.
2. Must be there on the agreed times as stated above.
3. Advertising to be the sole responsibility of the hirer.
4. Food and/or drinks required by the hirer to be at their own expense. Use of kitchen permitted.
5. Premises must be left in good order and condition by the hirer at the conclusion of an exhibition.
6. When opening events are held in the evenings, the gallery must be returned to a clean and tidy state by 9am the following day.
7. All breakage of crockery, glassware or any damage to fixtures and fittings must be paid for.

I/We, the undersigned have read and agree with all the conditions and charges.

Signed.....

Print full name.....

Date.....Amount.....

Signed on behalf of Yurara Art Society Inc

(Gallery Convener).....

**NOTE TO HIRER: 1** - On completion of form please make a photocopy, keep original and supply copy to Gallery Convener. **2** - If there are any adjustments to the above arrangement, as agreed with the Gallery Convener both parties are to initial changes. **3** - Make sure Gallery Convener has given you our Credit Card - Merchant Operating Guide.

# Gallery Hire Guidelines

**DEFINITION:** "ARTWORK" REFERS TO ANY ART OBJECT, SCULPTURE, CRAFT OR SALEABLE ITEM AS PART OF THE EXHIBITION AGREEMENT

## **IMPORTANT: DON'T FORGET TO PUT THE SIGN OUT.**

Yurara has an "A Frame" board which should be used on open days to flag down traffic on Cleveland-Redland Bay Road. For best results put the sign on the other side of the road opposite our driveway.

*Have you put the effort into advertising and promotional flyers etc. Check with Gallery Convener to help and advise you - the rest is up to you. Good luck and thank you for using the gallery and helping to promote not only yourself but for the greater good of the Club.*

## **SALE OF ARTWORK**

Please write a receipt with name and address of the purchaser, together with details of the Artwork Sold - Artist and name of Work.

Mark all sales in the catalogue listing by ruling through in red.

If sold artwork remains in Gallery while waiting for cheque clearance or any other reason make sure to place a red spot or sold sticker on label.

## **PAYMENT BY CHEQUE**

If payment is by personal cheque, please ensure full address, phone number and some I.D. is given, e.g. Drivers License. Artwork will be available to the customer upon clearance of cheque.

## **PAYMENT BY CREDIT CARDS**

Full working details of Credit Card Payments are outlined in the brochure - Merchant Operating Guide. Please read thoroughly.

**OUR FLOOR LIMIT IS \$150.** This means purchase with a card and person present. Any purchase over \$150, authority has to be given - follow instructions p6 of the Merchant Operating Guide.

Always Check the signature. Tear up the carbon copy and give the customer his copy and card. Retain the remaining slips

## **Phone / Mail Order Purchase = Zero (\$0.00) Limit**

This means full authority must be given.

**IMPORTANT.** The bank will only cover us for our floor limit (\$150) on cards where the customer was present and signed for. We have no authority over that limit, and you (the provider) do so at our own risk, and will have to pay the full amount if the card proves to be illegal. And remember the limit on Phone/Mail purchases is Zero.

*Please read the brochure carefully, so that you fully understand these instructions.*

## **CLAIMING ARTWORK SOLD**

- May be taken same day if paid by Cash
- May be taken if cleared by Visa
- Artwork paid by cheque available on clearance of cheque
- Lay-by accepted with 20% deposit

## **GENERAL MAINTENANCE**

Check regularly to see if paintings need levelling or glass or frames need wiping. That the Gallery is clean and tidy. Toilet facilities are clean especially basins, and toilet paper supplied.

## **MARKETING AND PROMOTION**

As Yurara members, remember you are our ambassadors, so whenever the opportunity arises, help to promote the activities and services we provide to those interested in joining.

*Check the Studio Manual for membership forms, classes etc. and mention our Website: [www.redlandyurara.com](http://www.redlandyurara.com)*