



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.....

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Exhibition Dates:

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

Official Opening:

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

Viewing Times

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

CHARGES

\$20 per open day plus 10% commission on any works sold and paid for. Yurara Tutors who hold a students exhibition will not be charged commission on Sales.

Full payment on booking

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 Convenor.....

NOTE TO HIRER: On completion of form please make a photocopy, keep original and supply copy to Gallery Convenor. If there are any adjustments to the above arrangement, as agreed with the Gallery Convenor, both parties are to initial changes.



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 the 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 Convenor 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 the 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 Licence. Artwork will be available to the customer upon clearance of cheque.

CLAIMING ARTWORK SOLD

- * May be taken same day if paid by Cash
- * 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 is supplied.

MARKETING & 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