

Tondoon Art Gallery Exhibition Application Form

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Application Criteria

The exhibition space is visited by a range of age groups including children; therefore, we must ensure art displayed is fitting with the environment of the botanic gardens and is of a suitable nature for all members of the community. Applications must contain the following:

An appropriate exhibition theme that is inspired by, or closely related to:

- Our environment and the importance of passing it on to future generations;
- Creations directly inspired by Tondoon Botanic Gardens;
- Environmental conservation and preservation; or
- Children's environmental education.

An attached detailed description of the intended exhibition, including:

- The artist's thought process and inspiration when creating the exhibition;
- Type of mediums used (e.g. paintings, mosaics, sculpture);
- A Curriculum Vitae explaining your professional background and qualifications; and
- Images of what the exhibit will include, along with their dimensions and hanging/display requirements (e.g. cord hanging, display stand)

For those planning to include workshops to complement your exhibition, please also attach:

- Detailed description of the workshop and any photographs (to be used for advertising and promotions);
- A Public Liability Certificate of Currency; and
- Working with Children Blue Card for all facilitating in the workshops.

Submission

One application is required per exhibition. Submissions will not be accepted without a completed application form and relevant photographs of the work to be displayed.

Successful applicants will be contacted in writing upon approval. Approval letters will be sent to successful applicants prior to their display month.

Contact

Please do not hesitate to contact the Business Development Officer on 4971 4444 or via email on Tondoon@gladstone.qld.gov.au if you have any questions or require further information.

Disclaimer

Council reserves the right to withdraw approval for exhibitions at its discretion. A Public Liability Insurance Certificate of Currency and valid Blue Cards are required and are the responsibility of the exhibitor..

APPLICANT DETAILS:	
Artist / Organisation:	
Contact Person:	
Phone:	Mobile:
Address:	
Email:	
Website:	
EXHIBITION DETAILS:	
Please attach a detailed description of your exhibition, and/or workshop, and images of relevant work to the back of this application.	
Title of exhibition:	
Theme of exhibition:	
Preferred display month, in order of preference (please circle):	
1. Feb / Mar / Apr / May / Jun / Jul / Aug / Sep / Oct / Nov / Dec	
2. Feb / Mar / Apr / May / Jun / Jul / Aug / Sep / Oct / Nov / Dec	
3. Feb / Mar / Apr / May / Jun / Jul / Aug / Sep / Oct / Nov / Dec	
Will a workshop be held with the exhibition: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please complete the following section, ' Workshop Details '; if no continue on to the ' Applicant's Agreement ' section.	
WORKSHOP DETAILS (IF APPLICABLE):	
Please attach a Public Liability Certificate of Currency and a Working with Children Blue Card for all adults facilitating.	
A Temporary Commercial Activity permit may be required for any workshops that charge a fee to the public. This would require a Park Booking form to be completed and may incur a fee.	
Activity Title:	
Activity Date(s):	
Activity Duration:	Preferred start time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Area of Gardens to be used:	
Age/grade level of participants:	
Name of all facilitators who will help run the event:	

WORKSHOP DETAILS (CONTINUED):

Will a participation fee be charged: Yes No

If yes, how much will you charge and what will it be used for:

Brief overview of activity:

Include how it relates to your exhibition.

Please also attach a risk assessment form and supporting images relating to your activity.

Materials to be used by facilitators (e.g., paint, paper):

Participant requirements (e.g., special clothing, materials to bring):

EXHIBITION FEES AND CHARGES:

Hanging Fee per month **\$130.00**

APPLICANTS AGREEMENT:

By signing this application form, I confirm that I have read and understood this form, including the conditions attached.

Printed Name:

Signature:

Date:

Collection Statement

The Gladstone Regional Council is collecting the personal information provided above for the purpose of processing this form. This personal information may be accessed and used by authorised employees of Council. This personal information will not be used for any other purpose without your permission, unless authorised or required by law.

CHECKLIST:

- Completed and signed application form
- Detailed description of the intended exhibition with photographs of the art that will be displayed
- A recent Curriculum Vitae including professional background
- Detailed description of the workshop including age groups and estimated fees (if applicable)
- Copy of Public Liability Certificate of Currency attached (if applicable)
- Copy of Working With Children Blue Cards of all facilitators attached (if applicable)

PAYMENT DETAILS:

TERMS AND CONDITIONS

- Payment can be made by completing the Credit Card Section on this form or you may pay in person at any of Council's Administration Centres. Cashiers hours may vary at each office. General operating hours are from 8.30am to 4.30pm - Monday to Friday
- Payment is required at time of application. Failure to pay may result in cancellation of exhibition.
- Cancellation is required 3 days prior to date of exhibition. Refunds will not be given for late cancellations

Payment Options - Only to be completed if NOT paying at a Council Office in person

CREDIT CARD →

Visa

Master Card

AMEX

Name on Card:

Expiry Date

Card Number: _____ / _____ / _____ / _____

CHEQUE attach cheque or money order made payable to Gladstone Regional Council.

SUBMIT COMPLETED FORM TO:

In Person: Any of our Council Customer Services Centres

Post: Gladstone Regional Council
Tondoon Botanic Gardens
PO Box 29
GLADSTONE QLD 4680

Fax: (07) 4975 8500

Email: info@gladstone.qld.gov.au

OFFICE USE ONLY Receipting Code: RC155

Date: _____ Receipt Number: _____ Amount Paid: _____ Cashier Name: _____

Terms and Conditions Art Gallery Exhibition Venue

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It is the applicant's responsibility to read all the conditions relevant to exhibitions within the Art Gallery at Gladstone Tondoon Botanic Gardens. By signing the application the applicant is confirming they agree to the terms and conditions of the exhibition and any special conditions that may be advised in the confirmation letter. Any changes to your exhibition must be made in writing to Council and will need to be approved.

1. The submission of this application does not guarantee selection to exhibit works.
2. Individuals or groups are fully responsible for transporting, assembling and dismantling their exhibition pieces, artwork/s or displays.
3. Gladstone Regional Council will provide an open hanging space, display plinths, and picture/artwork hanging hooks (no chains). All Council materials used in the display must be returned at the end of the exhibition.
4. Exhibition pieces, artwork/s or displays are not to be fixed to any wall or building surface with "bluetac®" (or like product), glue, masking or sticky tape, thumb tacks, pins, nails or screws, as this damages the surface making it unsightly for future exhibitions/ displays.
5. Any specialty equipment or items that are being brought into the space by the artist / coordinator for the display or workshop are only permitted with prior arrangement with Business Development Officer.
6. The applicant is not permitted to use the Tondoon Botanic Gardens or Gladstone Regional Council logo on any promotional materials without prior permission.
7. Limited media promotion of exhibitions will be provided by gardens staff or Business Development Officer. Artists must discuss all desired media promotions with the Business Development Officer well in advance. Please keep in mind some Council promotions will require a notice of at least two months. All content must be provided by the artist.
8. Artists are welcome to be present in the Visitor Centre during the opening hours of the exhibition at any time.
9. Artists are welcome to promote their own exhibitions and workshops.
10. All events for any exhibition or display (e.g. openings, workshops) will require prior arrangement with the Business Development Officer with a minimum of two (2) weeks notice, or risk having the event cancelled.
11. Artist workshops complementing exhibitions are subject to approval and require submission of a detailed description of the workshops, a Public Liability Insurance Certificate of Currency, and a Working with Children blue card for each facilitator, as stated in the application.
12. All artists working with children are required to hold a current "Positive Notice Blue Card for Child Related Employment (Queensland)" with original cards to be viewed by the Business Development Officer prior to any workshop/event/promotion/etc. involving children.
13. No food or drinks are allowed inside the Visitor Centre display room unless special permission is given by the Business Development Officer. This will require prior arrangement with a minimum of two (2) weeks notice.
14. Any artist who wishes to utilise the deck space outside the Visitor Centre display room for an opening or gallery event, will need to arrange catering through the on-site café (currently, Savour the Flavour at 0458 888 721). Please arrange this as early as possible to avoid disappointment.

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15. Should an artist wish to have an event anywhere else in the gardens, they will need to make a park booking by contacting our Parks Booking Officer on (07) 4977 6899. If indicated on their application, a park booking will allow artists to provide their own food and drinks without consulting the café. Please make a booking as early as possible to avoid disappointment.
16. The selling of work is permissible; although Council staff take no responsibility for the sale of any exhibition pieces or artwork.
17. Gladstone Regional Council do not collect commission from any artwork sold.
18. Displays must be accessible to the public during Tondoon's normal opening hours.
19. The art display should not encroach or overcrowd the information displayed for Tondoon visitors. Nor should it obstruct any entrances, fire exits, fire extinguishers and light switches, causing potential hazards to public health and safety.
20. Artists may keep the main entrance doors open or closed; however, the doors must be closed when the air-conditioner/heater is in use.
21. With minimum disruption to any exhibition or display in place, all programmed events (e.g. tours, school holiday programs, or other Council authorised event) must be allowed to utilise the display area. The hirer will be notified of any pending events that may coincide with the display.
22. No responsibility will be accepted by the Gladstone Regional Council, its staff or officers, for theft or damage to exhibition pieces, artwork/s or displays.
23. In the event that damages to Council property occur as a result of an activity sponsored by the artist (i.e. any damages resulting from a display, opening, workshop, or other event involving the exhibit), the artist who has made the booking will be held liable for all costs involving repairs.
24. All communications regarding the operation of the centre are to be directed to Gladstone Regional Council's Business Development Officer - email: Tondoon@gladstone.qld.gov.au or telephone (07) 4971 4444.