

Tondoon Botanic Gardens Art Gallery

Exhibition Application Form

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.

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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:

☐ Yes

☐ 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:

☐ AM

☐ PM

Area of Gardens to be used:

Age/grade level of participants:

Name of all facilitators who will help run the event:

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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 \$132.00

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.

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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

IN PERSON: You may pay in person at any Council's Administration Centres. Cashier hours may vary at each office. General cashier hours are from 8.30am to 4.45pm Monday to Friday.

CREDIT CARD: To pay via Credit Card- please tick this box and Customer Solutions will call for payment over the phone-prior to processing the application.

POST: Cheque/Money Order payable to Gladstone Regional Council, PO BOX 29, GLADSTONE DC QLD 4680

SUBMIT COMPLETED FORM TO:

In Person: Any of our Council Customer Services Centres

Post: Gladstone Regional Council
Tondoon Botanic Gardens
PO Box 29
GLADSTONE DC 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: _____