

Art Centre Helensville Gallery Hire

Terms and conditions

Thank you for considering our Gallery for your exhibition. Please read this form for full terms and conditions, sign and return by email to manager@artcentrehelensville.org.nz.

Art Centre Helensville is made up of a board of committee members, all applications will be presented to the board prior to confirmation on booking. We will be in touch as soon as possible.

Exhibitor details

Artist Name _____

Email address _____

Phone number _____

Bank account number _____

Name of exhibition _____

Preferred date of your exhibition _____

Terms and Conditions

Hiring Cost for 3-4 week duration: (at a temporary discounted rate)

Main Gallery \$120

Media Room \$60

Deposit of 25% due on confirmation of show

Balance to be paid in full one month prior to show

We accept cash or bank deposit to Art Kaipara Incorporated 38-9020-0478416-00

On application

The artist must send through 3-4 images of their work, and a brief statement of their exhibition. When exhibition is confirmed, a more thorough statement may be requested for promotional material.

What Art Centre Helensville provides

Promotion

In advance of the show we will advertise in our local paper

We advertise in our newsletter which has a large community of followers

We will create an event of your exhibition on our Facebook page, and regularly post the exhibition on our social media sites, Facebook and Instagram.

Your exhibition will be added to our website.

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Artist Responsibility

It is the responsibility of the artist to create their own promotional material. Once the exhibition date and opening event is confirmed please email your flyer to manager@artcentrehelensville.org.nz. This needs to be in Jpeg format.

If you would like help creating your flyer, please email this request to the manager and assistance can be offered.

Agreements

The Art Centre will be photographing the exhibition and opening. On signing this agreement you are giving permission for the Art Centre to use these photographs for the purpose of advertising, promoting and reporting back to our funders on exhibitions.

Although the Art Centre takes very good care to ensure your work well looked after and is professionally handled, we are not responsible for any damage that may occur to your artwork on our premises, or in the delivery process. On signing this form you are agreeing to the terms and conditions that we will not be liable to pay for any cost of damage in the unlikely chance of that happening.

Curation

It is the artists sole responsibility to hang their own exhibition, the artist must be present for the day of the installation. If there is an unseen circumstance in which the artist cannot be present for the hang, arrangements can be made with the manager. Times and dates of the hang will be discussed closer to the exhibition date. The Art Centre manager will assist to ensure the work is suitably displayed.

We are a service to the community, therefore the Art Centre Helensville reserves the right not to hang any works it considers offensive to the viewing public.

A floor plan of both Gallery spaces can be sent on artist's request.

Hanging

All work must be completed and ready to hang with suitable hanging systems. We provide runners therefore canvases must either have D-rings, or be strung. We provide a variety of plinths for 3D works.

Pricing

Art Centre Helensville receives 25% commission on sales. Please include this commission when pricing your work.

Artist will receive payment from sales made on the 20th of the month following the exhibition. This will be deposited into the bank account provided (above).

Opening night

Opening nights are Friday 5-7pm first week of the exhibition. This day is fixed due to staffing and availability on the day. However if you wish to have your opening on a different day and time, this can be arranged if you provide enough notice.

The artist is responsible for catering the event, providing food and wine if they wish. We have wine glasses and platters available.

Art Centre Helensville Gallery Hire

Please leave the Art Centre clean and tidy after the opening. We have a dishwasher and cleaning facilities.

Artist Events

Please contact us if you are interested in holding an artist talk or workshop to accompany your exhibition.

Sign Here

Please sign below if you have read and agree to the terms and conditions of exhibiting at Art Centre Helensville.

SignDate.....

(Office use) Art Centre Helensville.....Date.....

Contact Details:

Art Centre Helensville
Basement
War Memorial Hall
49 Commercial Road
Helensville

Email: manager@artcentrehelensville.org.nz

Phone: 021 1268 041