



# **PAINTED TREE GALLERY HIRE AGREEMENT FOR EXHIBITIONS**

## **1. CONTACT DETAILS**

I ..... [NAME OR ORGANISATION]  
..... [CONTACT PERSON]

of ..... [ADDRESS]  
.....  
.....  
..... [PHONE]  
..... [EMAIL]

## **2. EXHIBITION DETAILS**

**TITLE:** .....

**BRIEF SUMMARY OF THE EXHIBITION:**.....

**NAME OF ARTISTS/PARTICIPANTS WHOSE WORK IS INCLUDED:**.....

**INSTALL DATE:** .....

**OPENING DATE:** .....

**CLOSING DATE:** .....

**TAKE DOWN DATE:** .....

**3. OPENING/CLOSING EVENT (If relevant):**

EVENT DATE: .....

EVENT START TIME: .....

EVENT FINISH TIME: .....

EVENT DETAILS: .....

.....

.....

**4. EXHIBITION REQUIREMENTS**

Will you be using the picture hanging system? Yes  No

Details.....

Will you be using the display plinths? Yes  No

Details.....

Any other requirements?

Details.....

.....

**5. PAYMENT**

I agree to pay the following costs (all listed as INCLUSIVE of GST):

Hire Fee: \$..... being for \_\_\_ weeks @ \$100 per week (community not-for-profit rate)

OR

\$..... being for \_\_\_ weeks @ \$125 per week (commercial rate)

Gallery Bond \$..... being \$100 (if required by the Gallery Manager)

SFA Staffing \$..... being \$40 per hour (if required by the Gallery Manager)

SFA Membership \$..... being \$15 for each exhibiting artist

TOTAL PAYABLE \$.....

**6. SIGNED CONFIRMATION**

I have read and agree to the Conditions of Hire as outlined in the *Painted Tree Gallery - Terms and Conditions of Hire* (including an understanding that it is my responsibility to insure any artworks to be displayed) in accordance with the function requested as per details above.

Signed: By Hirer (details above) .....

Dated: .....