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 Manager)

SFA Staffing	$.....	being $40 per hour (if required by the Manager)
SFA Membership	$.....	being $15 for each exhibiting artist
TOTAL PAYABLE	$.....	

6. COMMISSION FEE

I understand that the Galley Sales Commission Fee is 30%

7. WORK HEALTH & SAFETY

I have familiarised myself with Southern Forest Arts Risk Management Guidelines.

[available to read here]

8. 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 artworks to be displayed and to abide by the actions required of me in the Risk Management Guidelines) in accordance with the function requested as per details above.

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

Dated: ……