



## Application to Exhibit

Colac Otway Performing Arts & Cultural Centre's public gallery is available to hire for exhibitions. The space is available to established or emerging individual artists and groups; and businesses.

### Exhibition Space

The COPACC gallery has an open floor space (12m x 12m), one continuous wall space (12m long by 2.4 high), four black display boxes, (2.2 H x 1.3 W x 0.7 D) and a limited number of glass casements (see details below).

The wall space and boxes have tracking to hang artwork. The black display boxes are covered with a black felt fabric suitable for Velcro (male side only) or pinning lightweight work and artwork labels. The supply of Velcro and pins is the exhibitor's responsibility. COPACC provides filaments for hanging framed artwork.

A maximum of 20 kg can be placed on each hanging wire and no more than 20kg can be hung per horizontal metre along the track.

3D works or sculptures can be displayed in the following lockable casements:

- 1 x glass casement chest (0.5m x 2.0 x 1.0) with a single shelf, access to both ends and a single light fitting.
- 1 x tall glass casement (2m H x 0.6 W x 0.6 D) with three adjustable shelves and a single light fitting
- 2 x double tall glass casements (2.0m H x 1.2 W x 0.6 D) with three adjustable shelves and a double light fitting

A number of white plinths (50cm W x 50cm D) of varying heights are also available to display 3D items.

### Exhibition charges

Hire of the COPACC public gallery for art exhibitions is free of charge for Colac Otway Shire resident artists and community groups. A hire charge applies to businesses



wanting to use the gallery in connection with a business event at COPACC. Charges will apply if you intend on hosting an exhibition opening or an associated event. Commission applies to any artwork sold. This is currently 10%.

### **Public Liability Insurance**

Public liability insurance is required for exhibitions and functions. If you have your own, please submit a copy with this application. If not, please complete the attached form(s). Please note that the insurance fee stated in the forms is waived for Colac Otway Shire resident artists and community groups for the purpose of holding an exhibition and associated function.

## **Application Form**

### **Application Process**

Terms of conditions, application form, checklist and insurance forms are included in this document. If you have any questions please contact COPACC on (03) 5232 9418 or email [copacc@colacotway.vic.gov.au](mailto:copacc@colacotway.vic.gov.au).

Prior to making an application please contact COPACC to check dates and availability.

- For group exhibitions please provide a main contact person for all communication
- If you intend to have an exhibition opening, please provide clear information regarding your event to assist COPACC staff.

**Exhibition Title:** \_\_\_\_\_

**Name of Artist(s)/Group:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Mobile number:** \_\_\_\_\_

**Email:** \_\_\_\_\_



**EXHIBITION DATES:** For availability and to make a tentative booking contact COPACC on 5232 9418 or email [copacc@colacotway.vic.gov.au](mailto:copacc@colacotway.vic.gov.au)

Start Date/bump-in: \_\_\_\_\_ Arrival Time for Set-Up \_\_\_\_\_

End Date/bump-out: \_\_\_\_\_ Arrival Time for Pack Down \_\_\_\_\_

### Exhibition Details

Please describe your exhibition – type of artwork, number of pieces etc.

### Exhibition Description for Marketing

To assist you in marketing your exhibition on the COPACC website and Facebook page, please answer the following sections by submitting a maximum of 100 words for each section:

- a) **Local Media:** What would be the “hook” that would entice visitors to the exhibition? Share an interesting fact about you, or exhibiting artists, and this particular exhibition.

- b) **About the artist(s):**

What does this exhibition mean to you?

How long have you been exhibiting? (Is this your first show?)

What training have you undertaken?



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**ss Promotion:** Do you have links to social media or your works online?

**Support Material:** Please provide two to four images of work from your exhibition including artist's name, title, year, medium and dimensions in at least one of the following methods:

- USB or video
- Email high resolution images (minimum 1 MB, maximum 5 MB) to [copacc@colacotway.vic.gov.au](mailto:copacc@colacotway.vic.gov.au)
- Dropbox or online image/video links with high resolution images/video

**4. Will you be having an exhibition opening?**     Yes     No

*If yes, please complete sections 5 and 6*

Exhibition openings will be held in the main COPACC foyer gallery. Hire costs of the foyer for an opening include a COPACC support staff member who will assist with set up prior to your event and pack down following the event's conclusion. They will also be available for the duration of your event to run the bar and/or barista services (\*beverages to be purchased at bar/barista prices). The hire cost for the foyer space in 2021/2022 is:

Community day rate	\$40 per hour
Community evening/weekend rate	\$62 per hour
Commercial day rate	\$51 per hour
Commercial evening/weekend rate	\$74 per hour

**5. Function date** \_\_\_\_\_ **Function time** \_\_\_\_\_



Number of attendees expected/invited: \_\_\_\_\_

## 6. Catering

COPACC offers continuous brewed coffee and selection of teas. Please specify numbers required –

Tea and coffee (standard) @ \$4 per person

Juice @ \$7 per jug (orange & apple available)

Will you be serving food?  Yes  No

What time is the food to be served? \_\_\_\_\_

Name of Caterer: \_\_\_\_\_ Ph. \_\_\_\_\_

Time of food delivery \_\_\_\_\_

Is the kitchen being used for food preparation?  Yes  No

Time kitchen is required: \_\_\_\_\_

Use of Kitchen is an additional charge. For 2022/2023 the charges are:

Community day rate	\$33 per hour
Community evening/weekend rate	\$65 per hour
Commercial day rate	\$58 per hour
Commercial evening/weekend rate	\$74.00 per hour

*If your caterer is preparing food in the COPACC kitchen please provide a copy of their current Colac Otway Shire Food Provider Registration. Alternatively please provide a Temporary Food Permit.*

**Bar & Barista Service:**



Please ask us about this service.

**7. Equipment required:**

Please tick equipment required or insert quantity where appropriate

	Gallery wall space	Free of charge
	Black display boxes	Free of charge
	Hanging filaments	Free of charge
	Casement chest	Free of charge
	Single tall casement	Free of charge
	Double tall casement	Free of charge
	White plinths	Free of charge
	Lectern	Free of charge
	PA System (includes 2 microphones)	\$115
	Cordless radio microphones (each)	\$56
	AV system (Data projector, DVD & Video)	** please enquire
	Tablecloths (black, rectangular)	\$12.50 each

**APPLICATION CHECKLIST**

- Completed application form
- Exhibition description for promotional and marketing support
- Equipment required indicated
- Completed insurance form(s) – exhibition and function if applicable



## CONDITIONS OF EXHIBITION

### Artwork sales:

Where an artist exhibits work for sale, 10% commission is payable to COPACC on all works sold during the exhibition period. Work sold during the exhibition should remain on show until the exhibition's conclusion.

Work will be considered "sold" only after full payment has been received and a red sticker placed next to the work. Work will continue to be available for sale until full payment is made. COPACC will not take work "off sale" or put it "on hold" on promise of payment or on part payment.

COPACC staff will receive payments for all artworks sold and provide income reconciliation. In the case of artwork from more than one artist in an exhibition being sold, payment will be made to an authorised contact person for all exhibition sales. It will be this person's responsibility to distribute money owing to the artists. Payment for sales will be made on supply of invoice from the artist or authorised contact person.

Payments for artworks can only be made during COPACC office business hours 8:30am–5:00pm Monday to Friday, excluding gazetted Victorian Public Holidays.

Contact name and number for sales enquiries (if different to exhibition contact):

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Delivery of artwork to a purchaser must be arranged by the exhibition organiser. Artwork cannot be left at COPACC for collection.

### **Displaying of Artwork:**

It is the responsibility of exhibitors to display all artwork. Nothing is to be adhered to the Gallery wall. Ladders and trolleys are available on request.

COPACC has a hanging system in the foyer gallery (track sliders and filaments, stainless steel cables droppers and hooks). These are provided to you free of charge for your exhibition but any lost or damaged filaments will be billed to the exhibitor at the replacement cost.

A COPACC staff member will provide information on using this system.

Please leave the filaments, droppers and hooks hanging on the tracks on completion of your exhibition.

Safe weight loads on hanging tracks and fixtures (walls and boxes) must be observed (refer to page 1). Free-standing artwork must be stable and capable of supporting itself. COPACC reserves the right to refuse to exhibit works that are not deemed to be safe.

COPACC will undertake basic lighting on completion of installation. Exhibitors are responsible for signage, labelling of artwork, keeping the exhibition tidy and catalogue production. *All work is installed at the exhibitor's own risk.*

### **Bookings:**

Bookings will be recorded as tentative for seven (7) days. If a completed booking form has not been received within seven (7) days, the booking will be released. To secure your booking please return this form, complete with your requirements.

Bookings cancelled with less than 48 hours' notice will be charged.

Please return completed form via [copacc@colacotway.vic.gov.au](mailto:copacc@colacotway.vic.gov.au)





Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

***Privacy Notification***

The personal information on this form is being collected by Council to enable the processing of an application to exhibit at COPACC. The personal information will be used by Council for that primary purpose or directly related purposes only. The information will not be released unless required by law. The applicant may apply to Council for access to and/or amendments of the information.

Thank you,

Team COPACC