



# **Braybrook Community Hub Access Gallery EXHIBITIONS PROGRAM**

## **GUIDELINES**



Maribyrnong  
CITY COUNCIL

**Arts &  
Culture**

**BRAYBROOK  
COMMUNITY  
HUB**



Maribyrnong  
CITY COUNCIL

# Application Guidelines

## General Information

The Braybrook Community Hub Access Gallery is a new community arts space established at Braybrook Community Hub in 2017 to provide local artists and community organisations with the opportunity to mount a professional exhibition in a public and accessible community centre to showcase their work to diverse audiences.

It also allows local artists and community groups to facilitate artist talks, workshops or information sessions informing the local community about their arts practice.

The gallery space is located off the main entrance foyer at Braybrook Community Hub.

The Braybrook Community Hub Access Gallery is provided as a space for hire under the general rules applied to all Council facilities. As such the gallery has provided an opportunity for waiving of the Facility hire fees.

## Enquiries

For further information or to discuss the application process, please contact:

### Wendy Vine

Centre Facilitator

Braybrook Community Centre

T 9188 5800

E : [braycomm@maribyrnong.vic.gov.au](mailto:braycomm@maribyrnong.vic.gov.au)

# Application Guidelines

## Eligibility

The City of Maribyrnong aims to deliver a balanced annual program of innovative and diverse exhibitions by local and visiting artists and community groups.

Exhibition submissions are invited from Maribyrnong residents and cultural groups. Proposals from artists who live outside the municipality will be considered on an individual basis where they can demonstrate relevance to the Braybrook or Maribyrnong community. Exhibitors should have a coherent body of work to exhibit, with all artwork professionally framed and/or ready to hang.

## Application Assessment

Applications received will be considered by a panel of representatives from Braybrook Community Centre, Council's Arts, Community Learning and Libraries unit and a representative from the local community. Applications will be shortlisted according to the selection criteria and all applicants notified of the outcome by email.

## Selection Criteria

- Applicants must live, work or have a connection to Maribyrnong with a preference given to Braybrook residents
- The proposed exhibition must be coherent in its theme or media
- Proposals must include good quality images of artworks
- Proposals will be preferenced which promote innovation, diversity and quality in visual arts practice
- Artworks must not offend or vilify individuals or groups, and be culturally and politically appropriate
- The gallery will not accept exhibitions which constitute a health hazard or OH&S risk to its staff or visitors. The gallery reserves the right to remove any such work or works if installed and/or to close the exhibition down completely. The gallery will contact the exhibitor/s should such an action be taken
- All applicants must agree to meet the terms of the exhibition application guidelines document and in particular uphold conditions set out in the program structure.
- Artworks must be framed and ready to hang (D-rings, wire or hooks) and presented in a professional manner

## Fees and Charges

There is no rental fee for hire of the gallery space.

# Exhibition Venue and Equipment



*(Street view of Braybrook Community Hub façade from Churchill Avenue)*

## Site Visit

It is recommended that applicants visit the venue prior to submitting applications.

**Address** 107—139 Churchill Avenue, Braybrook VIC 3019

## Exhibition Space

The following items are provided:

- Professional hanging system (hook and cable)
- Maximum total of 11.26 linear running metres of wall hanging space. No mobile walls
- Standard in-roof lighting
- A ladder is available to install the art works

## Installation

All works must be framed with 'D rings' to use the hanging system. Assistance with display of works is available provided the exhibitor has arranged this with staff one week prior to installation.

The exhibitor is responsible for any loss of equipment, or damage to the gallery space. The works at all times will be at the risk of the exhibitor. The Gallery while exercising all care will not accept responsibility for loss or damage to the exhibitor's equipment at any events or during the exhibition.

The exhibitor is responsible for the care of the Gallery space during installation, opening function and demounting and also for any Gallery equipment used for same. The exhibitor will not alter the Gallery space (ie. painting, drilling) and will be responsible for costs and work associated with repairs to walls and furniture.



# Exhibition Details

## Exhibition Dates and Times

Gallery exhibitions will run for an agreed period of 6 weeks unless negotiated. This period includes installation and demounting. The Gallery is not open on Public Holidays.

The gallery is open to the public during regular library hours:

- Monday - Friday: 10am-6pm
- Saturday 10am -2pm

## Delivery and Collection of Work

The Gallery usually allows two (2) days to install an exhibition and one (1) to demount. The exhibitor is responsible for all costs including insurance with transporting work to and from the Gallery. All artworks are to be removed immediately following the exhibition demount.

All artworks are to be clearly labelled in this format:

- Artist Name
- Title of artwork, year created
- Medium
- Dimensions (height x width x depth in cm)
- Price (if applicable)

## Promotion

All costs associated with promotion of the exhibition are the responsibility of the exhibitor. Promotion includes invitations, advertising and printing of catalogues and flyers and exhibition openings. Arts and Culture Maribyrnong can assist successful exhibitors with additional marketing and promotional support.

The exhibitor is required to supply an artist statement, exhibition description and contact details to the Gallery a week prior to installation for an A4 checklist to be made up.

It is the responsibility of the exhibitor to arrange any catering, entertainment, drinks should they wish to have an exhibition opening. The Gallery does not organise or cover cost of openings for exhibitions.

All costs associated with catering and entertainment are the exhibitor's responsibility. At the conclusion of the opening, all food and drink must be removed by the exhibitor from the building and the premises left clean and returned to its original condition.

On confirmation of the exhibition commencement date a timeline will be sent to the artist outlining the promotional support provided by Braybrook Community Centre in the form of postcard produced to promote the exhibition. The production of the postcards will be conditional on the artist supplying the required information in accordance with the timeline provided.

# Exhibition Details

## **SALE OF WORKS**

Any sale of artwork during the exhibition must be wholly administered by the exhibitor. The Gallery does not enter into any negotiations or commercial sales, and does not take responsibility for cash, credit handling or management for any sale of artworks.

The Gallery will not process or reserve works for interested parties. The Gallery can provide any interested parties with the exhibitor's contact details.

The Gallery takes no responsibility for any disagreement arising between the exhibitor and the buyer as a result of the sale of any artwork.

## **STORAGE**

As the gallery has limited storage, all packaging (crates/bubble-wrap/boxes) brought in by the exhibitor must be removed from the gallery once the exhibition is installed.

## **DISCLAIMER**

The Gallery takes no responsibility for any arrangements made or actions taken by the exhibitor that fall outside the parameters of this agreement without prior consultation and/or approval of the Gallery.

The artworks will at all times be at the risk of the exhibitor. The City of Maribyrnong will not accept liability for loss, theft or damage in connection with loaned property exhibited or stored at the facility.



All artworks must remain on display during the advertised exhibition time.

Opening events may be arranged for times other than the exhibition first day by mutual agreement between the exhibitor and Centre management.

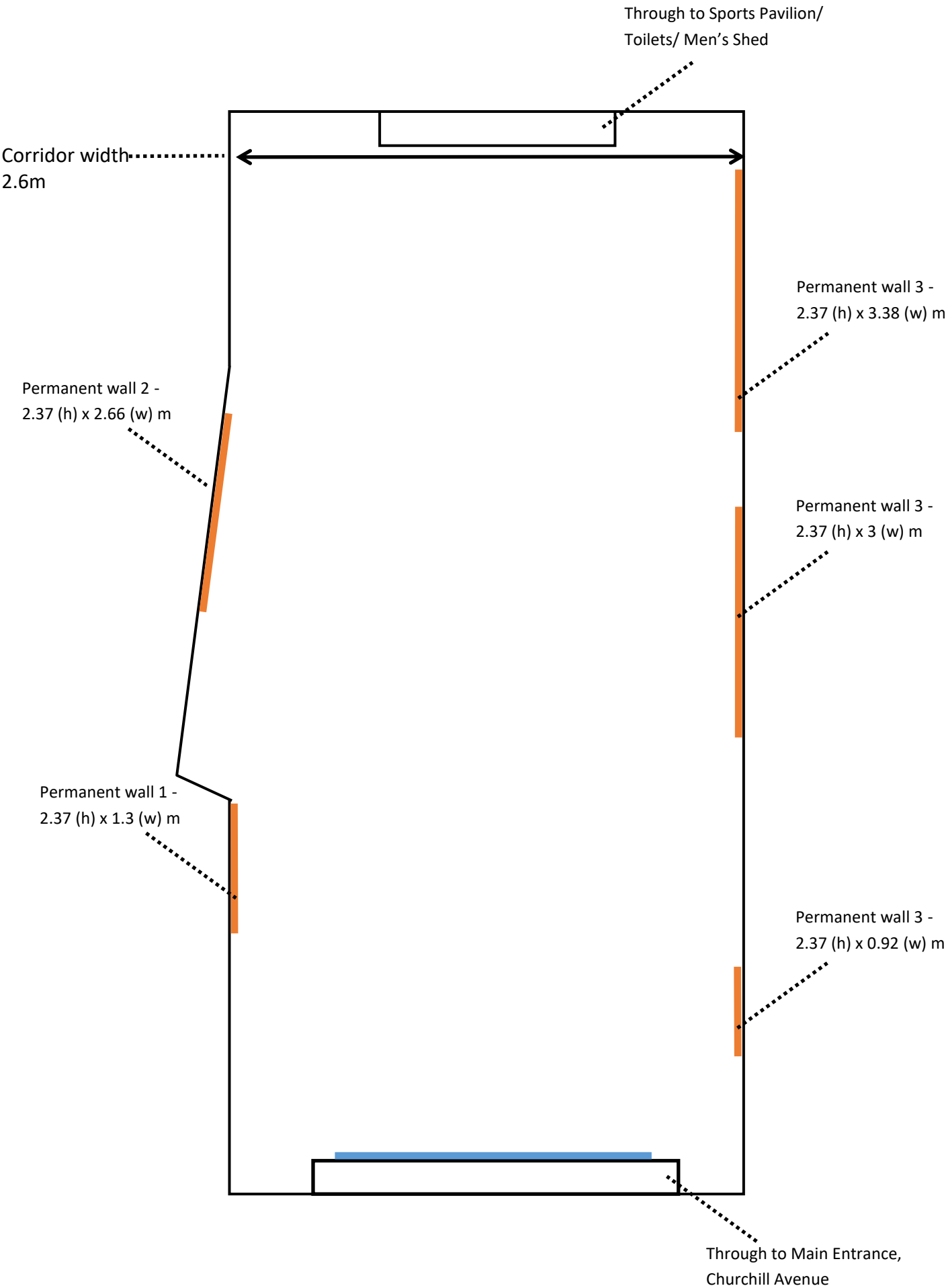
## **PRIVACY STATEMENT**

The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested, we will only use personal information provided by exhibitor/s for the purposes of offering Council services and programs. The information may also be disclosed to third party providers acting on behalf or as agents of Council or in instances where Council is required by law to release or make this information available.

Applicants understand and consent to the information being used for the above purposes and he/she may apply to Council for access to and/or amendment of the information.

-  Foyer (Entrance/Exit)
-  Hanging Walls

# Gallery Floor Plan



Interior Views of the Gallery Space

