

# GALLERY HIRE INFORMATION

## Terms and conditions for hiring exhibition space at

### FERN STREET GALLERY

2/131 Fern Street, Gerringong NSW 2534

Fern Street Gallery is a fine art gallery, run by artists, for artists. We are passionate about opening our doors to both established and emerging artists wanting to showcase their work in our beautiful coastal town.

Gerringong is known for its beautiful beaches, rolling country side and village atmosphere. Just 90 minutes south of Sydney, Gerringong is a popular destination for day-trips and holiday makers. Fern Street Gallery is positioned on the main street, right in the heart of Gerringong which is also home to favoured local cafes and monthly weekend markets.

Fern Street Gallery hires out the front of house gallery, equipped with a professionally fitted hanging system, inclusive of all wires and hooks and gallery lighting. Our space on offer holds approximately 14 linear meters of hanging space, against a neutral white backdrop allowing your work to bring a unique personality to our niche space. Exhibiting artists will also feature in our street facing front window (approximately 1.2m hanging space) – prime real estate for onlookers and passers by.

As an exhibiting artists, you are responsible for promoting your exhibition and working in the gallery space for the duration of your show. Fern Street Gallery is also home to a number of resident artists who take part in a permanent display showcasing their unique talents, located in the adjoining room. During your time as a visiting artist, you have the opportunity to earn 10% commission if you are to sell one of the Resident Artists artworks on display.

## How to submit your application

To submit your interest in hiring our gallery space, please send your completed Gallery Hire Submission Form (attached below) via email to the gallery's Directors at [art@fernstreetgallery.com.au](mailto:art@fernstreetgallery.com.au)

### Details:

Exhibitions are booked for a period of two weeks, allowing you time to connect with our community and with your art collectors. Exhibiting and hiring our space for this period of time, is \$450 + GST per week, (i.e \$900 + GST) with a 20% commission rate on all sales after GST and credit card fees. (We do allow for 1 week hire at a rate of \$550+gst per week).

As a visiting artist, you are responsible for working your exhibition, which involves being present in our gallery space for the duration of your exhibition and keeping the gallery at a high professional standard. You will receive a more detailed guideline in the lead up to your exhibition dates.

Fern Street Gallery exhibitions will be run (at a minimum) in alignment with our official opening times:

Thursdays and Fridays: 10am – 5pm

Saturdays and Sundays: 10am – 4pm

As a visiting artist, you may wish to extend your opening times / days or host a launch event — we encourage your commitment and dedication to do so. Please discuss any extensions with the gallery Directors prior to your exhibition as we will use our social platforms to further communicate this to our extended audience.

Exhibition time periods are run Monday to Sunday within a two week period. Install / bump in will fall on the first Monday of your exhibiting time period — you may begin set up from 11am. Bump out and pack down will then fall on your last Monday — our expectation is that the Gallery be left clean and clear by 10am (You may wish to bump out at the end of your day on Sunday after 4pm).

We provide you with a professional gallery space including professional gallery hanging system, hooks, credit card facilities, invoicing material. We will help promote your exhibition through our social media channels.

Please note that you must have public liability insurance in order to exhibit with Fern Street Gallery. It is your responsibility to supply a certificate of currency. Failure to do so might result in cancellation of your exhibition. Fern Street Gallery's insurance covers your artwork for accidental damage, perils & fire at a wholesale value determined by the insurance agency, which is included in your hiring fee. Please NOTE: our insurance does NOT cover your work for theft. If you choose to serve alcohol at any point throughout your exhibition, the person serving the alcohol MUST have a 'Responsible Service of Alcohol' (RSA) certificate as required by law.

In order to get the most out of your time with us at Fern Street Gallery, we encourage you to also promote your exhibition to rally interest and build momentum for your opening launch. Please send us a hard copy of your invitations in the week prior to your exhibition and we will promote your upcoming sitting within our gallery space. If you require assistance with design for launch material, we can connect you to our gallery designer or alternatively, if you wish to design your own promotional material, we will provide you with a logo and guidelines on how to use our brand.

All sales of your work must go through the gallery payment system. Your payments after concluded exhibition will be deposited into your bank account as soon as possible, no later than 4 weeks following your exhibition (our aim is 2 weeks max). Please note that all your artwork prices must be inclusive of GST. The 20% commission is deducted from the artwork sales price after GST and all credit card fees. Please bare this in mind when pricing your work.

### **Successful applicants:**

Once we receive your expression of interest, we will be in touch to confirm your place in our gallery space and further secure your preferred / available exhibition dates and times. In order to lock in your exhibition period, we require a 50% deposit with the signed booking form, within the first 7 days of confirmation. The remainder of the hire fee is due two weeks prior to bump-in day at the latest.

We are looking forward to welcoming you into our space. We strive to build a thriving community of like-minded creatives and want your experience with Fern Street Gallery to be a warm, welcoming and enjoyable. Please do not hesitate to be in touch if we can further assist you on your path to becoming a visiting artist within our gallery space.

### ***In art together.***

Kerry Bruce and Gitte Backhausen  
*Directors at Fern Street Gallery*

Fern Street Gallery  
2/131 Fern Street,  
Gerringong NSW 2534  
[art@fernstreetgallery.com.au](mailto:art@fernstreetgallery.com.au)

Phone: Kerry Bruce 0418463207 - Gitte Backhausen 0410 400 120

# GALLERY HIRE SUBMISSION FORM

## EXHIBITION APPLICATION FOR VISITING ARTISTS

FERN STREET GALLERY 2/131 Fern Street, Gerringong NSW 2534

You must read the document 'Gallery Hire Information' before submitting this application.

APPLICANTS NAME:

(If applying for a group exhibition, one person only must be the responsible point of contact)

ADDRESS:

EMAIL:

PHONE:

ABN:

WEBSITE:

FACEBOOK & INSTAGRAM:

SOLO SHOW OR GROUP SHOW:

NAMES IN GROUP SHOW:

PROPOSED DATES FOR EXHIBITION: (set up Mondays, take down Sunday two weeks later)

Preference 1: Set up date:

Take down:

Preference 2: Set up date:

Take down:

Preference 3: Set up date:

Take down:

TITLE OF EXHIBITION:

BRIEF DESCRIPTION OF YOUR EXHIBITION:

Please attach the following with your application.

ARTIST CV

ARTIST STATEMENT (A4 PAGE)

6 IMAGES OF CURRENT WORK

Please email application form and required attachments to [art@fernstreetgallery.com.au](mailto:art@fernstreetgallery.com.au) in one email only.