

LEASE OF EXHIBITION AGREEMENT

AGREEMENT made as of the ____ day of _____, 20____, between _____ (hereinafter referred to as the “Artist”), located at _____ and Novae Gallery Studio and Workshops (hereinafter referred to as the “Gallery”), located at 1098 Botany Road, Botany, NSW 2019 with respect to a forthcoming exhibition entitled _____

Exhibition Dates: _____

Gallery hours of business: Tuesday to Saturday 10.00 – 4.00pm, opening evenings extended till 9.00pm. These are the standard / listed hours, other days or longer hours for shows are possible by negotiation with gallery prior to opening of exhibition.

Installation and Removal of Exhibition

Exhibitions usually run from Tuesdays to Saturday, with opening night usually on a Tuesday evening (between 6.00 – 8.00pm). Set up of exhibition to be in consultation with the gallery on prior to opening. The exhibition should be vacated from the gallery on Sunday between 12.00 - 4.00pm. Any set up or removal outside of these hours must be negotiated with the gallery at time of booking.

Insurance Cover

The gallery is covered for public liability but insurance for artworks is the responsibility of the artist. All valuable artworks should be securely fixed. A back to base security system is in place when gallery is closed.

Gallery Rental Fee

\$1,000 + GST per week for entire gallery space, \$500.00 + GST per week for half of the gallery space. For smaller space requirements please contact gallery for further information.

Conditions:

1. Fifty per cent (50%) of the booking fee is required upon booking; the remaining fifty per cent (50%) is to be paid two (2) weeks prior to the exhibition. An additional \$150.00 cleaning / repairs deposit is also required at this time, which will be refunded at the end of the exhibition if the gallery is left clean and in good order.
2. In the event of a cancellation, less than one (1) month's notice,

booking fee is non-refundable. With two (2) to six (6) months notice fifty per cent (50%) of booking fee is refundable. If more than six (6) months notice is given a full refund of the booking fee less one hundred dollars (\$100.00) admin fee.

3. The Artist is responsible for curating and hanging the Exhibition (with consultation with gallery staff). Works are to be delivered and installed between 12.00pm and 5.00pm on the Sunday (preferred) or after 4.00pm on the Monday.
4. All promotional, advertising and hanging costs, plus opening night expenses (food and beverages) and printing of invitations etc. are the responsibility of the artist. Please note if alcohol is to be served, current RSA (Responsible Service of Alcohol) certificate holders are required. This can be arranged at a cost of \$60.00 per holder. Depending on numbers two certified RSAs are recommended. The gallery will promote and advertise the exhibition on the Novae website and social media pages.
5. Supervision of the Exhibition: The artist is encouraged to attend the gallery each day, although the gallery is also staffed during opening hours.
6. Sales: The gallery manager will handle all sales. EFTPOS and credit card facilities (Visa/MasterCard/Amex) are available. Payment for sales will be available at the end of the show or when cheques clear.
7. Gallery Commission is 25% of all sales.
8. Pulling down: Works are to be removed from the gallery by 4.00pm on the final Sunday of the exhibition. The gallery is to be cleaned and left in the same condition prior to the exhibition.
9. Storage of artworks left behind will be charged at \$10.00 per artwork per week. No responsibility will be taken for works left after the exhibition.

I have read and understood the above terms and conditions.

Signature _____
for and on behalf of Artist(s)

Signature _____
for and on behalf of Novae
Gallery, Studio & Workshops

Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____