



Royal Queensland Art Society (Brisbane Branch) Inc.

at the Petrie Terrace Gallery

Unit 3, 162 Petrie Terrace, Brisbane 4000.

Ph: 07 33671977.

Email: secretary@rqas.com.au

Private Exhibition Agreement This agreement is between the *Royal Queensland Art Society (Brisbane Branch) Inc.*, operators of the *Petrie Terrace Gallery*, and:

Name : _____

Address : _____

Telephone: _____ Mobile _____ ABN : _____

EMAIL : _____ Registered for GST ? YES / NO

Exhibition Dates: From _____ to _____

Area to be used _____ Agreed price _____

Conditions:

- Use of Premises:** The exhibitor will be licensed to have access to the area agreed above, and exclusive use of the hanging space in that area, for the period of the exhibition, but Royal Queensland Art Society will have reasonable access by all parties to other parts of the gallery and office space. All loading and unloading of items should be via the front door on Petrie Terrace. Please note that lights in the stairwell to the car park are on an automatic switch which turn off at midnight and use of that stairwell after midnight is not recommended.
- The exhibitor agrees to have the gallery clean and set up at all times when the gallery is open to the public. The space is to be restored to its original condition at the end of the exhibition. A bond of \$150.00 to cover damages and cleaning is to be paid with deposit. The bond will be refunded in full or in part as seen fit, after the exhibition.
- Deposits and Payment Terms:** 25% deposit is required on booking the space. The agreement can be cancelled by either party with 60 days written notice, prior to the commencement of the term. Should the cancellation be by *Petrie Terrace Gallery*, the 25% deposit will be refunded. Should the cancellation be by the exhibitor, the 25% deposit will not be refunded. Should the exhibitor cancel the agreement with less than 60 days notice, the full fee is due for payment at this time. Credit card facilities are available to the exhibitor.
- Gallery Hours and Staffing:** The normal gallery hours are 10 am to 3.30 pm, Tuesday to Saturday. The exhibitor may extend opening times if approved by *Petrie Terrace Gallery*.
- The exhibitor agrees to **staff** the gallery during normal gallery hours for the duration of the period. If required, the gallery may provide staffing for a fee of \$100/day.
- Insurance:** Insurance of artwork is the responsibility of the exhibitor. The premises are covered by public liability insurance. The Gallery will take care but accept no responsibility for damage.
- Commission:** The *Petrie Terrace Gallery* will take 11% (inc GST) from all sales.
- Property Damage:** The cost of breakage, damage or loss will be charged to the exhibitor.
- Publicity.** Online advertising via our email list and website will be free, and if desired appropriate files to be supplied to the gallery. All other Invitations and Publicity are the responsibility of the exhibitor, and must include the Royal Queensland Art Society logo.
- The Exhibitor/Exhibitors will be responsible for** - Packing, insurance, transport, frames, mounts, pedestals, curating, mailing lists, opening expenses, catalogues, photography, documentation and catering (the RQAS kitchen may be used).
- However, the Gallery will offer assistance, without obligation, to ensure a presentable exhibition, and the Gallery Director has the final say in the presentation of the exhibition.
- The Gallery may withdraw from an exhibition, without explanation, any work considered unsuitable.
- Copyright remains with the artist/s. The artist/s may consent to publication for the purpose of promotion.

I have read and agree with all the conditions and charges, Signed _____ Exhibitor

Print full name _____

Representative of the RQAS (Brisbane Branch) Inc. Signature _____ Date _____.

Petrie Terrace Gallery

Notes:

Parking restrictions: You may park on Petrie Terrace for either 2 or 4 hours except between 7-9am or 4-7pm as it is then a clearway. In our experience the best time for opening events is mid-week 7.00 for 7.30pm to give your guests the best access to the gallery. For weekend events, either Saturday or Sunday in the early afternoons are good. Suncorp Stadium events can also impact us here in the gallery, and we advise that you check their online events calendar for any clashes.

The Petrie Terrace Gallery is open 10am till 3.30pm Tuesday, Wednesday, Thursday, Friday & Saturday – other times by arrangement. There are up to 7 spots in the Gallery carpark which can be utilised by those using the gallery.

Hire of Gallery

Rates are as follows:

Whole downstairs Gallery (40 linear meters.):

\$1295 for one week only.

2 week hire: \$2465.

3 weeks: \$3491 and each additional week \$1163, all prices including GST.

If you have been a Member for over 12 months you can hire the Gallery with an additional 10% discount.

To book the space please contact Peter Hubbard, Gallery Director, on 07 32822406

or the Secretary of the Petrie Terrace Gallery on 07 33671977

Official Opening (date and time) _____

Final Payment Due: _____

Set up time and Date _____

Bump out Time and Date _____

Other Contacts: _____

Deposit Paid _____ Rec # _____ Balance remaining _____

Paid _____ Rec # _____ Balance remaining _____

Paid _____ Rec # _____ Balance remaining _____

Final Payment Due: 60 days before booking on: _____

Direct beposit details: NAB BSB: 084123 ACC 775276512

Please update your records as our bank account details have changed.

<i>Office Use Only:</i>		
Receipt No	Date	Membership Number
Processed by	Comments	