

<b>BANANA SHIRE REGIONAL ART GALLERY (BSRAG) CONDITIONS OF HIRE</b>		
<b>ABOUT BSRAG</b>	<b>LOCATION</b>	
	62 Valentine Plains Road, Biloela QLD 4715. The gallery is part of the Banana Shire Council (BSC) Biloela Administration Centre and Council Chambers.	
	<b>OPENING HOURS</b>	
	Monday to Friday: 9:30am – 4:00pm Saturday: 3 <sup>rd</sup> Saturday of the Month, 10am-Midday After Hours: Workshops, events etc. can be scheduled on weekends and after hours Admission: Free  BSRAG is generally staffed by the Arts & Cultural Advisor during general opening hours, and by volunteers on Saturdays	
	<b>CONTACT US</b>	
Arts and Cultural Advisor Email: <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a> Phone: (07) 4992 9500 Website: <a href="http://www.banana.qld.gov.au/art-gallery">www.banana.qld.gov.au/art-gallery</a> information.		
<b>HIRE FEES</b>	<b>EXHIBITIONS</b>	
	MAIN GALLERY & PALM TREE ROOM	\$260.50
	MAIN GALLERY	\$234.50
	PALM TREE ROOM	\$156.50
	<b>WORKSHOPS</b>	<b>HIRE FEE</b>
	FULL DAY	\$50
	FULL DAY – EXHIBITING ARTIST	N/A
	<b>FUNCTION HIRE</b>	<b>HIRE FEE</b>
ONE NIGHT ONLY – ENTIRE GALLERY	\$175	
<b>PAYMENT</b>	<ul style="list-style-type: none"> <li>• Payment is due 30 days prior to exhibition, function or workshop</li> <li>• Please provide a copy of receipts or the receipt number to the Arts &amp; Culture Advisor for any payments for gallery hire</li> <li>• Fees will be charged at the rate as per the financial year the exhibition is held in. For exhibitions booked in advance there may be changes to fees &amp; charges. The Arts &amp; Cultural Advisor will keep exhibitors informed of changes to fee structures.</li> </ul>	
	<b>PAYMENT OPTIONS</b>	
<ul style="list-style-type: none"> <li>• <b>IN PERSON</b> At one of Council’s Customer Service Centres (Biloela, Moura &amp; Taroom)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>BY MAIL</b> Please send cheque payable to <i>Banana Shire Council</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>BY CREDIT CARD</b> The Arts &amp; Cultural Officer or Customer service can process a credit card payment over the phone</li> </ul>
<b>CANCELLATIONS</b>	Please notify the gallery as soon as possible in the event that you need to cancel or re-schedule your exhibition or event. Please note advertising for exhibitions may commence up to 6 months in advance. Fees will either be retained if re-scheduling or returned if prior to flyer design work commencement, partial refunds may apply thereafter.	

<b>EXHIBITIONS</b>	<b>EXHIBITION SCHEDULE</b>
	<p>BSRAG operates under a for-hire system, local and visiting artists/groups are able to hire the gallery for exhibitions. We endeavour to plan a balanced and exciting exhibition schedule and will manage bookings alongside touring exhibitions, displays from the Banana Shire Art Collection and curated projects.</p> <p>Touring: The exhibition schedule aims to include 1-2 touring exhibitions per calendar year.</p> <p>Annual Exhibitions: June/July: <i>Art Mix</i> (combined Banana Shire Schools Art Showcase organised by BSC) October: Brigalow Arts Festival (local visual arts competition organised by the Banana Shire Art Gallery Association)</p>
	<b>EXHIBITION DURATION</b>
	<p>Generally exhibitions are scheduled for 6 weeks. From time to time the gallery may schedule exhibitions for other time periods depending on the overall schedule.</p>
<b>INSTALL &amp; DEMOUNT</b>	<b>EXHIBITION PROPOSALS</b>
	<ul style="list-style-type: none"> <li>• Exhibition proposals are accepted year round and gallery bookings are subject to availability</li> <li>• BSRAG encourages both established and emerging artists to exhibit in our spaces</li> <li>• Applications are assessed by the Arts &amp; Cultural Advisor</li> <li>• Please contact the Arts and Cultural Advisor to discuss available dates prior to submitting an exhibition proposal</li> <li>• Exhibitions are booked up to 2 years in advance and we recommend planning ahead (proposals are accepted for exhibitions in development)</li> <li>• Successful applicants will be sent a booking confirmation outlining the key dates and deadlines for the exhibition</li> </ul>
<b>DELIVERY &amp; COLLECTION OF ARTWORK</b>	<p>Install: preferably first Monday/Tuesday of the booking Demount: preferably final Friday of the booking</p> <ul style="list-style-type: none"> <li>• Gallery staff and volunteers will be available to assist with installation and demount of your exhibition</li> <li>• Gallery uses a track hanging system (installed at 3m high)</li> <li>• No drilling into walls or other permanent marks</li> </ul> <p>BSRAG staff are happy to assist in devising alternative display methods when necessary</p> <p>The gallery does not have sufficient space to store artworks long term. Artworks need to be delivered and collected on the designated install and demount days unless previously organised with gallery staff, such as for exhibitions arriving via freight. Packaging material is to be taken by the artists after exhibition installation.</p>

<b>ARTWORKS</b>	<ul style="list-style-type: none"> <li>• Artworks should be the original work of the artist/s</li> <li>• Artworks are to be clearly labelled with: Artists Name, Title, Price</li> </ul>		
	<b>2D ARTWORKS</b>		
	<ul style="list-style-type: none"> <li>• Framed works must be supplied ready to hang with 2 x D hooks</li> <li>• Unframed works and works on paper may use magnet system if appropriate</li> </ul>		
	<b>3D WORKS</b>		
	<ul style="list-style-type: none"> <li>• Plinths or cabinets are available for use, subject to availability</li> <li>• Other specific display items such as busts for jewellery etc. are to be provided by the exhibitor</li> <li>• Hanging pieces can only be hung in the Palm Tree Room from the installed hooks</li> </ul>		
	<b>DIGITAL AND INSTALLATIONS WORKS</b>		
	<ul style="list-style-type: none"> <li>• Electrical equipment must be tested &amp; tagged</li> </ul>		
<b>INSTALLATION EQUIPMENT</b>	<b>MUSIC &amp; SOUND</b>		
	<ul style="list-style-type: none"> <li>• BSRAG plays soft music during the day (classical piano etc.) if there is music that will be more suitable for your exhibition please discuss this during planning additionally if there are any sound requirements for your artworks, such as video and multimedia works.</li> </ul>		
	<b>ITEM</b>	<b>DETAILS / DIMENSIONS (H + L + W)</b>	<b>QTY</b>
	Plinths (with acrylic covers)	975 x 500 x 500 mm + acrylic cover (square) (inside cover 480 x 480 x 475 mm)	3
		975 x 600 x 500 mm + acrylic cover (rectangle) (inside cover 480 x 480 x 475 mm)	1
	Display cabinet (with glass top)	1450 x 630 x 100 mm	1
	Projector & screen	Main gallery only	1
Projector screen	Palm Tree Room	1	
Floating walls	3500 x 700 x 2000 mm	4	
<ul style="list-style-type: none"> <li>• Gallery hanging system – hanging tape and hooks</li> <li>• Magnet system – for works on paper</li> <li>• Tape measures, level</li> <li>• 1 x high ladder, 1 x step up</li> <li>• Hand trolley, pallet jack</li> </ul>			
<b>EXHIBITION LABELS &amp; TEXT</b>	<ul style="list-style-type: none"> <li>• Artwork labels are created by BSRAG</li> <li>• BSRAG will provide an excel document for artists to complete. The document is to be returned to gallery in the format provided. Fields required are: Artist, Title, Year, Medium, Price or NFS</li> <li>• BSRAG prefers individual artwork labels, however a catalogue list and number system may be used if more suitable for the exhibition</li> <li>• Artists may provide text for extended labels, such if you would like to provide explanations for individual artwork or text introducing their exhibition</li> <li>• While care will be taken, BSRAG is not responsible for editing any typos or misspelt names provided by exhibitors, please check your information carefully</li> </ul>		

<p><b>WORKSHOPS</b></p>	<ul style="list-style-type: none"> <li>• The <i>Palm Tree Room</i> is our designated workshop area</li> <li>• Exhibiting artists are encouraged to give a workshop or public program alongside their exhibition, a discounted price applies</li> <li>• Other individual artists or organisations are welcome to book the workshop space for workshops separate to the current exhibitions</li> <li>• From time to time BSC may organise public programming alongside your exhibition, this is dependent on funding available and artists will be consulted in the planning process</li> <li>• Workshop proposals are accepted year round and bookings are subject to availability of space and staff/volunteers</li> <li>• Applications are assessed by the Arts &amp; Cultural Advisor</li> <li>• Please contact the Arts and Cultural Officer to discuss available dates prior to submitting a workshop proposal</li> <li>• BSRAG will not collect participant fees for external parties, the artist or organisation facilitating the workshop is responsible for collecting fees from workshop participants</li> </ul>
	<p><b>RESPONSIBILITIES OF WORKSHOP FACILITATORS</b></p> <p><b>PRIOR TO WORKSHOP</b></p> <ul style="list-style-type: none"> <li>• Organise any workshop materials</li> <li>• Organise and process any participant fees</li> <li>• Liaise with the gallery and supply promotional information</li> <li>• Organise swipe card access if necessary and have a delegated responsible person sign for the card. Cards are to be used by that person only, are to be reported if lost as soon as possible and returned to BSC ASAP after the event/workshop</li> <li>• BSRAG understands workshops will be reliant on participant bookings to go ahead. If waiting on numbers to confirm, please advise BSRAG as soon as possible when bookings reach minimum capacity. Accordingly, please advise BSRAG if the workshop becomes booked out</li> </ul> <p><b>SETUP &amp; USING THE SPACE</b></p> <ul style="list-style-type: none"> <li>• Use drop sheets if necessary</li> <li>• The gallery will assist in setting up tables and chairs and any other requirements</li> <li>• BSC staff will provide evacuation information and the hirer is responsible to evacuate attendees in the event of emergencies and to contact emergency services &amp; BSC staff</li> <li>• Ensure emergency exits are kept clear</li> <li>• Maintain good workplace health and safety practices</li> </ul> <p><b>CLEANUP</b></p> <ul style="list-style-type: none"> <li>• Kitchenette to be left clean and tidy, all washing up completed and put away</li> <li>• All rubbish to be bagged and placed into gallery wheelie bin or removed</li> <li>• Tables are wiped clean and folded away</li> <li>• Vacuum or sweep the gallery area and mop any spills</li> <li>• Ensure all doors and windows are shut and locked</li> <li>• Ensure all lights are turned off</li> </ul> <p><b>AVAILABLE EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• Sink (for art material use)</li> <li>• Cleaning equipment (mops, vacuum, broom, dustpan &amp; brush etc.) and bins</li> <li>• Trolley – for unpacking equipment etc.</li> <li>• Whiteboard</li> <li>• Projector screen (data projector &amp; laptop will need to be arranged by facilitator)</li> <li>• Kitchenette – fridge, microwave, tea and coffee, cutlery, cups etc.</li> </ul>

**FUNCTION HIRE  
AND EXHIBITION  
OPENINGS AND  
EVENTS**

**FUNCTION HIRE**

BSRAG is available for hire as a function space for events such as corporate functions. Function hire is for the use of space and facilities only and does not include changes to the galleries scheduled exhibitions. Functions may be invitation only or public events.

Please keep the Arts and Cultural Advisor updated with the planning of your event and any special requirements. For larger events the gallery may work with you to develop a 'run-sheet' to ensure all are informed of the different aspects of your event.

**EXHIBITION OPENINGS**

Typically exhibitions openings are held on Friday nights at 6pm, however BSRAG endeavours to be flexible to work with the artists requirements. After-hours access is subject to staff and volunteer availability.

The gallery suggests coinciding exhibitions to host their opening events together. The gallery can assist with communicating between artists and groups. Additionally, if your exhibition coincides with a BSRAG organised exhibition opening we ask for a contribution towards catering to create a combined event.

**CATERING**

The artist or group hiring the gallery is responsible for catering (both food and drinks). Please discuss your catering requirements with the Arts and Cultural Advisor, they may be able to suggest ideas for your event and assist with planning.

- Food license may be required by catering businesses
- Plates, napkins, consumables etc. are to be organised and provided at the hirer's expense
- Volunteers & gallery staff will generally be able to assist with the setup of your event

**EQUIPMENT AVAILABLE**

- PA system and lectern
- Tables & chairs
- Music Sound System: AUX connection – plays from iPod or similar device
- Cleaning equipment (mops, vacuum, broom, dustpan & brush etc.)
- Access to a kitchen which includes an oven (subject to availability)
- Tablecloths (must be returned clean within 2 working days of the event)
- Glassware: limited glassware is available for use. (Breakages fee \$5 each)
- Kitchenette area with fridge & microwave are available for use

**USE OF SPACE**

- Any setup in the administration foyer area during weekdays must commence after 5PM
- Any additional areas required beyond gallery area will need to be booked by the Arts & Cultural Advisor in advance
- A person should be nominated to monitor any spillages or broken glass and respond accordingly

Clean Up:

- Kitchenette to be left clean and tidy, all washing up completed and put away
- All rubbish to be bagged and placed into gallery wheelie bin or removed
- Vacuum or sweep the gallery and kitchen area and mop any major spills

<p><b>WORKPLACE HEALTH &amp; SAFETY</b></p>	<ul style="list-style-type: none"> <li>• Exhibitors, workshop facilitators, workshop participants etc. to wear appropriate clothing to work in and closed in shoes</li> <li>• Follow gallery staff and gallery volunteers' instructions regarding WHS and undertake any work safely and as per instructions</li> <li>• Gallery staff may remove artworks from display if deemed unsafe</li> <li>• Emergency exits are to be kept clear</li> </ul>
<p><b>INSURANCE</b></p>	<ul style="list-style-type: none"> <li>• Artworks are insured only for the duration of the exhibition, artists are responsible for insuring their works to and from the gallery.</li> <li>• Artists or organisations are encouraged to have their own Public Liability Insurance</li> <li>• If workshops are catered towards young people please provide a copy of the tutors and any assistants <i>Working with Children Blue Card</i>.</li> </ul>
<p><b>PROMOTION</b></p>	<p>BSRAG will create advertising material to promote your exhibition or workshop. The design of this material aims to be consistent with all other BSRAG promotional material. The artist needs to assist the gallery by providing information and images in a timely manner and of high quality. If a workshop is aligned with an exhibition it will be included in the flyers for the exhibition.</p> <p><b>PROMOTIONAL GUIDELINES</b></p> <p>Images: JPEG, at least 1MB in size, labelled with artist, title and photographer's credit Text: Provided in Word Document</p> <p><b>ITEMS COMPLETED BY BSRAG</b></p> <ul style="list-style-type: none"> <li>• Design &amp; printing of DL flyers (Appendix D)</li> <li>• Gallery TV welcome image – both 'coming soon' &amp; 'now showing' versions</li> <li>• Facebook friendly images</li> <li>• Posters if appropriate</li> </ul> <p><b>DISTRIBUTION NETWORK</b></p> <p>Print Material:</p> <ul style="list-style-type: none"> <li>• Artist</li> <li>• BSRAG &amp; Other BSC Admin Centres (Taroom &amp; Moura)</li> <li>• Biloela Information Centres</li> <li>• Biloela Library</li> <li>• Biloela Shopping World &amp; other local businesses</li> <li>• BSC Focus Magazine (goes to every household in the Shire, quarterly publication)</li> <li>• Mayor &amp; Councillors</li> <li>• From time to time BSRAG may advertise in the Central Telegraph</li> </ul> <p>Email/Digital:</p> <ul style="list-style-type: none"> <li>• Exhibition/event listing on BSC community calendar</li> <li>• Email to Alan McTaggart 'My Town, Biloela' Central Telegraph (publishing not guaranteed)</li> <li>• Email to Central Telegraph (publishing not guaranteed)</li> <li>• Email to BSRAG mailing lists</li> <li>• Banana Shire Schools (if suitable)</li> <li>• Community newsletter editors</li> <li>• BSC website and social media (Facebook and Instagram)</li> </ul> <p><b>FUNDING ACKNOWLEDGEMENTS</b></p> <p>Please notify the Arts &amp; Cultural Officer if you have received any funding for your exhibition and send any logos or text that is a requirement so this can be included in promotional material.</p>



	<b>SALES COMMISSION</b>
	20% of sales from exhibition (BSRAG hang exhibition)
	15% of sales from exhibition (artist/artists assist with hanging and dismantling)
	20% of sales from retail cabinets
	<b>EXHIBITION SALES</b>
	<ul style="list-style-type: none"> <li>• Artworks can be for sale or not for sale</li> <li>• Commission rates are outlined above</li> <li>• Sales are handled by gallery staff, volunteers or customer service</li> <li>• Sales at after-hours events are handled by gallery staff/volunteers and are processed either by recording credit card details for processing during office hours, alternatively the customer can return during office hours or call customer service to pay over the phone</li> </ul>
	<b>RETAIL SALES</b>
	Exhibiting artists are invited to leave small, affordable artworks to sell on a consignment basis in the galleries retail cabinets
	<b>PAYMENTS FOR ARTISTS</b>
	<ul style="list-style-type: none"> <li>• Payments for artwork sales will be made to the artists via direct debit at the completion of the exhibition</li> <li>• A creditor information form must be returned to the gallery before payments can be processed</li> <li>• Retail sales will be processed at the end of the month or paid when the value of sales have reached over \$20</li> </ul>

**APPENDIX A: IMAGES of BSRAG**



BSRAG – External View



Main Gallery – looking from entrance towards back of gallery



Main Gallery – Looking towards entrance and projection area





Main Gallery – Looking towards entrance



Palm Tree Room



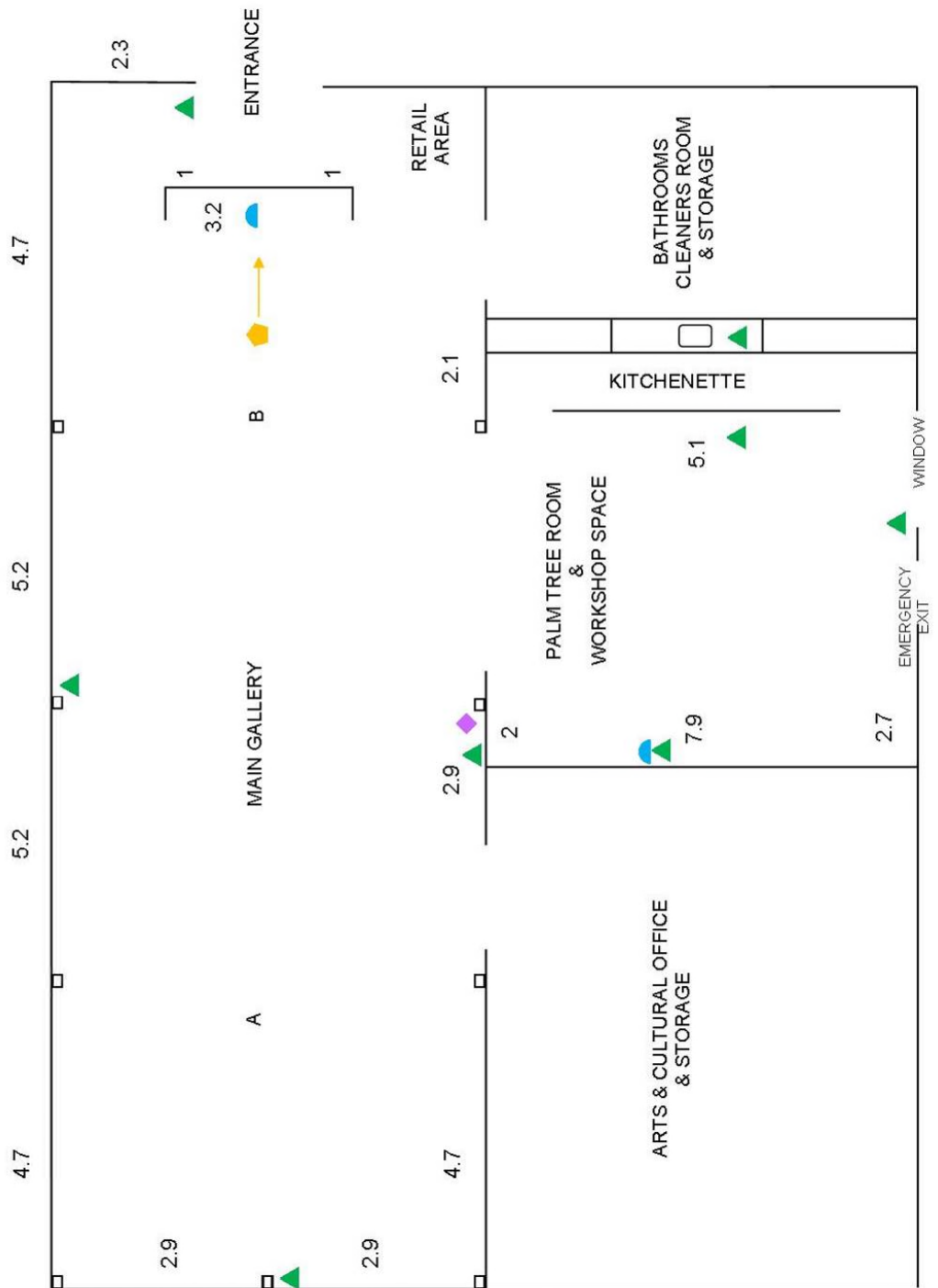
Palm Tree Room

**APPENDIX B: FLOOR PLAN**

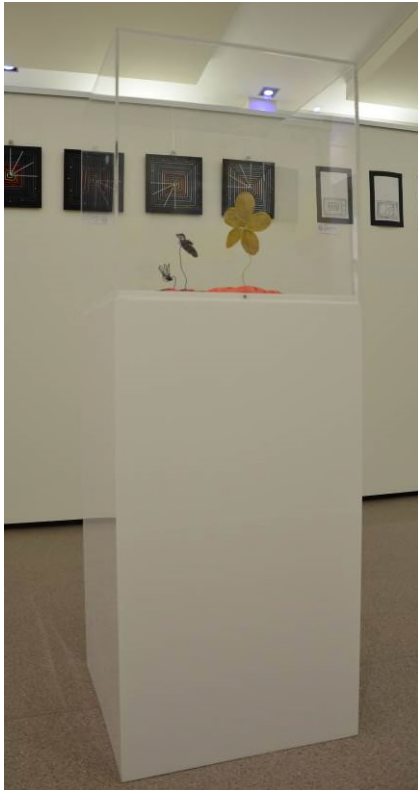
MAIN GALLERY HANGING SPACE: 42.8M

PALM TREE ROOM HANGING SPACE: 17.7M

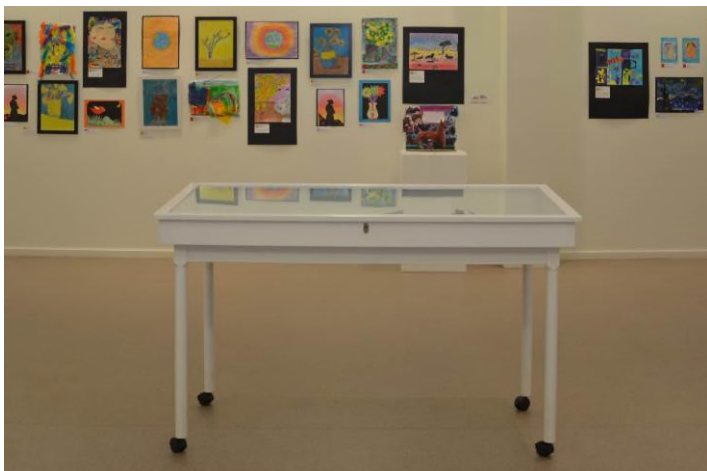
PROJECTOR ▲ POWERPOINT ◆



**APPENDIX C – PLINTHS & DISPLAY CABINET**



Plinth – can be used with or without the acrylic top



Display table – suitable for small items



**APPENDIX D – DL FLYER EXAMPLE (Front & Back)**

*She Dreamt...*



An exhibition about the feminine aspect of spirituality  
by  
RUTH VENNER  
3 SEPTEMBER - 8 OCTOBER 2015

RUTH VENNER  
3 SEPTEMBER - 8 OCTOBER 2015  
*She Dreamt...*

**PUBLIC PROGRAMS & EVENTS**

**GALLERY OPEN**  
SUNDAY 6 SEPTEMBER 10AM - 4PM

**CHOP/SEAL WORKSHOP** with RUTH VENNER  
SUNDAY 6 SEPTEMBER 10AM - 4PM  
Cost: \$25 (includes materials)  
Bookings and enquiries (limited places available):  
Biloela Florist  
Email: [faithsflowers@bigpond.com](mailto:faithsflowers@bigpond.com)  
Phone: 4992 2720

**YOGA AT THE GALLERY** with SARAH LARSEN  
SATURDAY 19 SEPTEMBER 9AM - 10AM  
Suitable for beginners  
Cost: Free  
Bookings and enquiries:  
Shanna Muston, Arts and Cultural Officer  
See gallery contact details below

**GALLERY OPEN**  
SATURDAY 19 SEPTEMBER 10AM - MIDDAY

*She Dreamt...* is displayed in conjunction with the Queensland Rural, Regional and Remote Women's Network 2015 State Conference, 'Women Inspiring Women' hosted at Biloela during September.

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and the Banana Shire Council to support local arts and culture in regional Queensland.



Front Image: Tara/Kuan Yin/Lady Buddha, Ruth Venner.  
Image Courtesy of the artist.

**BANANA SHIRE REGIONAL ART GALLERY**  
62 VALENTINE PLAINS ROAD, BILOELA  
OPEN 9:30-4:00 MONDAY TO FRIDAY  
FREE ENTRY

PHONE: 07 4992 9500  
EMAIL: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)  
POST: PO BOX 412 BILOELA Q 4715

