

Chrissie Cotter Gallery (CCG) Exhibition Guidelines

Marrickville Council provides the CCG for use as a free gallery space and encourages innovative and contemporary forms of art and cultural expression by emerging and established artists and cultural workers. The exhibitions may be solo or group shows and priority is given to quality, contemporary, exhibitions with thematic directions which examine issues of relevance to contemporary art and/or the local communities.

The CCG is located in the heart of Marrickville Council, situated between the tennis courts and the bowling club on Pidcock Street, Camperdown.

The gallery has a combined hanging space of approximately 17 metres on three walls, the fourth divided by three sets of double glass doors with a ceiling height of 3.1 metres. There is a small adjoining kitchen, toilet facilities and parquet floor and the space has been equipped with appropriate hanging and lighting systems and electrical outlets.

Please read the guidelines and condition before submitting your application. For further information please contact Council's Arts Officer on 9335 2280.



Conditions of Use

- Applicants must complete an application form.
- The following criteria will apply for eligibility to exhibit in the CCG:
 - individual artists or cultural workers resident in the Marrickville;
 - artists or cultural workers who live outside the local government area if there is a benefit to the artistic and cultural life of Marrickville; or
 - exhibitions from outside the local government if there is a benefit to the artistic and cultural life of Marrickville.
- Successful applicants need to:
 - provide a media release to Council three weeks prior to the opening of the exhibition.
 - provide three digital images of work in the exhibition (over 350dpi), a title and small - synopsis of the exhibition, within two weeks of the acceptance of the application;
 - keep records of the number of people attending the exhibition and the amount of work sold;
 - display a visitor's book provided by Council to record postcodes and comments.
 - document the exhibition and sent Council three images of the exhibition for Council records;
 - include Council's logo on all marketing material, including invitations; and
 - gain approval from Council for all marketing material.
- The maximum time allowed for each exhibition is three weeks including set up and dismantling time, and a minimum exhibition period of one week. Council recommends exhibitions between one – two weeks.
- Artists will be given use of the space free of charge, but will be responsible for all expenses/responsibilities associated with the exhibition including staffing, cleaning, security, insurance of the exhibited material, opening and publicity.
- Artists are free to determine the opening times of their exhibitions between the hours of 10am - 8pm provided that the exhibition is open from 11am to 4pm Wednesday to Sunday.
- Council wishes to encourage exhibitions which are linked to local events such as the Newtown Festival and Walking the Street or other events such as the Sydney Gay and Lesbian Mardi Gras, Greek National Day, Portugal Day and the Vietnamese Moon Festival.
- Marrickville Council will advertise each new exhibition free of charge in its regular Council column and Marrickville Matters. Participants need to provide Council with 40 copies of the invitation three weeks prior to the opening of the exhibition so that it can be distributed to Councillors and senior staff.
- If alterations to the building need to be made for the purposes of the exhibition such as drilling holes etc, permission must be sought from Council prior to the work being conducted.

- Please note that it is very important to keep record of the number of people attending the exhibition and the amount of work sold during the period so that Council can use this information for future planning.
- The CCG is covered for public liability, but artists need to insure their own work if they deem this necessary.

Fees

The exhibition space will be provided free of charge, but there will be a 15% commission on works sold during the exhibition.

A key to the CCG will be supplied on the payment of a deposit of \$200 at the Citizens' Service Centre at 2-14 Fisher Street, Marrickville in accordance with Council's Fees and Charges Policy.

It is vital that upon installation of the exhibition, Council is alerted to any existing damage with regard to the facilities at the space, as participants will be expected to pay for any damage or breakages incurred during the exhibition period. Artists are responsible for picking up and returning keys. A fee of \$20 per key lost will be charged.

Insurance

Marrickville Council covers public liability insurance for the Chrissie Cotter Gallery. Council insurance does not cover the content of exhibitions. Artists are responsible for their own content insurance if required.

Privacy

The supply of personal information on this form is voluntary, although failure to supply the information may result in delays or rejection. The information is used by council officers to assess your application. The details provided are not publicly available. At anytime you have access to view or correct any information you have supplied. The information you have supplied will be stored at Council offices.

For further information:

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