

GALLERY SPACE PRIMROSE PARK COMMUNITY HALL

To support artists by Primrose Park Community Hall is now a gallery space available for hire by artists.

All artwork MUST be the artist's own work. Publicity, promotion and insuring of artworks are the responsibility of the artist.

THE GALLERY

- Primrose Park Gallery is located next to Primrose Park Art & Craft Centre in Matora Lane (off Young Street), Cremorne.
- The size of the gallery is 7.2 metres wide x 17 metres long.
- The gallery has a hanging system on the walls and two lighting tracks running lengthwise along the centre of the ceiling.
- There are kitchen facilities in the gallery, however the building does not have access for people with disabilities, toilets are located downstairs.
- Parking is available on site.
- Bookings must be a maximum of 6 days eg. Sunday to Friday evening. Saturdays are not available from April-September.

HOW TO BOOK

- Ring Council's Booking Officer on 9936 8200 to organise a time to look at the gallery, and make a booking.
- You will need public liability cover (\$10,000,000). If you do not have public liability insurance, contact Derek Graham from Primrose Park Art & Craft Centre, on 9908 1851 to become a member of the Centre. The membership will cover your insurance. The cost is \$45, and is valid for one year from the date of receipt.
- Your booking will be confirmed when Council has sighted your public liability cover, or a current membership card from Primrose Park Art & Craft Centre.
- Payment of \$30 per day plus \$200 refundable bond is required when the booking is made. If serving food or drink, a litterbin is required at a cost of \$41. A fee of 25% of the total cost will be charged if the booking is cancelled. A \$25 administration fee is charged if the exhibition booking date is changed.
- On receipt of the bond, the artist will be provided with information on the use of the gallery hanging system.
- The hanging system and a ladder are available on site in the gallery. The artist will be issued with hooks to hang works one working day prior to the start of the exhibition. Please note: If the hooks are not returned, the replacement cost (\$3 per hook) will be taken out of the bond.
- The key to the gallery and the hooks must be returned the first working day after the exhibition. Your bond application will be processed on receipt of the key and hooks.
- The 'exhibition' sign, which is provided for the hirer's convenience, must be locked safely inside the gallery at the end of each day.