

THE FOUNDRY

ARTS
SPACE



Echuca Moama Arts Initiative

Telephone 0429 168 424
Address 17 Murray Esplanade
Echuca Vic. 3564
Email thefoundry@emai.org.au
Website www.emai.org.au

VENUE HIRE

Date _____

First Name _____ Surname _____

Group _____

Postal Address _____

Telephone _____ Mobile _____

Email _____

Event Type

- Exhibition
 Performance
 Workshop
 Other _____

Preferred dates for your event _____

Duration of event _____

- Half Day
 Full Day
 Weekend
 Week
 Month
 Evening

Short Description (max. one typed A4 page) _____

Please provide some images of examples of your work and attach a CV if relevant.

- When completed, please email or drop into The Foundry Arts Space. See address above.

ECHUCA MOAMA ARTS INITIATIVE

emai

.....Raising the profile of the 'ARTS' in the Echuca Moama region.

HIRING CONDITIONS

EXHIBITIONS

Commission

EMAI charges 20% commission on the sale price of all artworks sold during the exhibition. The balance of sales will be forwarded to the artist within four weeks of the conclusion of their exhibition.

Installation and Removal of Exhibition

The Foundry Arts Space (The Foundry) installation team will set up the exhibition, with assistance from the exhibitor as required. All artwork is to be delivered with an inventory for the sales record. All work is to be ready for hanging and where necessary fixed with D Hooks secured to the back of each artwork. Exhibitors are required to remove all artworks from The Foundry the day immediately following their exhibition closure. Delivery of artworks to The Foundry is on the Wednesday before the exhibition opening or as negotiated with The Foundry Arts Space Committee (FASC). Handling methods should accompany all delicate or heavy items. Special plinth or installation requirements must also be clearly communicated.

Gallery Sitting

The hirer is required to man the exhibition for at least one full day per week. Statistics show that art sales are maximized when the artist is in attendance. The Foundry is manned by volunteers, at all other times, pending availability.

Sales

The hirer will provide clear pricing for all artwork. Labelling options will be discussed with the FASC. EFTPOS facilities are available. Sold artworks are to be collected at the end of the exhibition unless other arrangements are made with the FASC.

Marketing Material

Five weeks prior to the commencement of the hire period the artist will provide an artist or exhibition statement along with digital images of their work for marketing purposes.

Exclusions

The FASC reserves the right to exclude works from the exhibition if they are deemed unsuitable or if they have already been exhibited at the Foundry.

Opening Event

Opening event dates should be decided in consultation with the FASC at the time of booking. The Foundry will provide standard catering including refreshments for opening events.

Invitations

The FASC will produce an A4 poster, 20 printed hard copies and an invitation. Electronic copies will be sent out to the EMAI mailing list. Exhibitions will be promoted on EMAI social media. All other advertising is at the exhibitor's expense.

PERFORMANCES

The selling of merchandise will be the responsibility of the hirer unless a prior arrangement is made with the FASC in which case a 20% commission will be taken from all sales.

The provision of drinks and food for patrons will be the responsibility of the hirer unless prior arrangements have been made with the FASC in which case a payment will be negotiated.

Ticket sales will be the responsibility of the hirer unless arrangements are made with the FASC.

Publicity will be the responsibility of the hirer. Details of the event can be forwarded to the FASC a month prior to the performance and will be placed on the EMAI website and social media and advertised at The Foundry.

WORKSHOPS

The hirer must leave The Foundry in a clean and tidy condition. Please cover trestle tables before using art materials and bring own towels for cleaning up. No art materials are to go into the bathroom sink.

The hirer is advised to undertake a risk management plan for their workshop activities. They must cover all aspects of OHS as required by legislation. These should include covering the safety of all people involved, provision for special needs and safety checks on equipment and materials to be brought onto the premises and used in activities.



HIRING FEES

TIME	EXHIBITION HIRE		WORKSHOP HIRE		PERFORMANCE HIRE*	
	Commercial	Not for profit	Commercial	Not for profit	All Performances	
Half Day or Evening	\$75	\$30	\$30	\$15	<p>\$200 *Venue Hire Only. Additional assistance with set up by Foundry volunteers can be negotiated if available.</p>	
Full Day	\$100	\$50	\$50	\$25		
Full Weekend (Fri Night/Sat/Sun)	\$150	\$75	\$75	\$35		
Full Week	\$200 <small>Includes a \$100 Administration Fee</small>	\$100	\$100	\$50		
2 Weeks	\$280 <small>Includes a \$100 Administration Fee</small>	\$140				
3 Weeks	\$340 <small>Includes a \$100 Administration Fee</small>	\$175				
4 Weeks +	\$380 <small>Includes a \$100 Administration Fee</small>	\$190				

Fees are negotiable

A deposit of 20% will be required once the artist has been offered a place. Cancellation fees apply.

A 20% commission applies to sales at exhibitions. EFTPOS Facilities are available.

Artists will provide their own insurance cover if required.

Hire Fee Includes:

- Use of kitchen (basic) and bathroom (one toilet)
- 50 chairs, 4 tressel tables. Some plinths.
- Twenty copies of a full colour A4 flier, designed, distributed and circulated on social media using provided images for exhibitions only.
- Simple catering for an exhibition opening.
- Exhibition is installed by The Foundry Sub Committee curators.

● **Please read all Hire Conditions on the Agreement.**

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