



INFORMATION PACK

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St Nicholas **Gallery & Events**

A helpful guide, outlining fees, facilities and other important information to assist with your next

Exhibition, Function or Demonstration

2018

Introduction

It is with great pleasure we welcome you to St Nicholas Mordialloc. We would also like to thank you for selecting our Church for your function or event. We know you will enjoy our beautiful, refurbished building as much as we do, along with the local community.

The Church was originally built in 1923 being refurbished, in December 2011. The refurbishment has created a seamless blend of old and new, which incorporates the original Church building nestled within a variety of fresh, modern extensions. The building has a very welcoming and approachable feel while maintaining its very proud, historical significance.

There are two key elements of our Gallery and Events space for your consideration:

The Gallery itself, which is called St Columba Chapel and Gallery, is an intimate and rustic space within St Nicholas Church. We think you will agree this is a very eclectic area for artisans to share their talents with the local and surrounding communities.

*The Foyer and Church Auditorium, **which can be hired independently of the Gallery space***, has been extended and modernised within the original Church building, the latter complete with audio and overhead visual equipment, lending itself as an excellent events and demonstration area.

The following pages will outline all relevant information to ensure you have an enjoyable and successful event here at St Nicholas Mordialloc.

Gallery Hours – (during Exhibitions)

Monday to Thursday 12pm – 3pm

Saturday 10am - 1pm

Closed Fridays, Sundays & Public Holidays

We reserve the right to close the Gallery in the event of a wedding, funeral or other unforeseen event.

Hire Fees

St Columba Chapel and Gallery (upon approval of material)

- \$150 per week
- Includes use of the Foyer for the opening event
- Full kitchen facilities
 - Double width oven
 - Refrigerator
 - Two drawer dish washer
 - Hot water urns and boiling water tap
 - China, cutlery and glassware
 - Kitchen appliances – mixer, toaster, microwave, pie oven
- Commission on sales will be charged at only 10%
- Adjustable Victorian hanger system with nylon, self-locking hooks (up to 4kg weight per hook)

Foyer and Church Auditorium hire for demonstrations, educative purposes and events: Price on application. Includes:

- Use of sound and visual equipment (operated by a Church Representative) at no extra cost.
- Includes use of full kitchen facilities
 - Double width oven
 - Refrigerator
 - Two drawer dish washer
 - Hot water urns and boiling water tap
 - China, cutlery and glassware
 - Kitchen appliances – mixer, toaster, microwave, pie oven

Contact

An Exhibitor Proposal Form can be found on page 10. For other enquiries and information regarding exhibitions and events, contact St Nicholas Church Office.

Telephone: 03 9580 1192

Email: office@stnicholasmordi.org.au

Selection Criteria for the Art Gallery

All artwork will be subjected to approval by nominated selection committee. The Church reserves the right to change this committee as needed. Sensitive material will be addressed as needed.

Staffing Requirements

The Gallery will be staffed by at least one person at all times. A roster combination of volunteers will be rotated during opening hours. Each exhibitor will be expected to staff the Gallery on pre-arranged days each week.

Marketing

The exhibitor will be responsible for marketing of the exhibition. A sandwich board is available for positioning outside the door.

The Gallery is continually developing a growing email list, from which we will advise previous guests about new exhibitions as well as our own website: www.stnicholasmordi.org.au

Facebook page: St Nicholas Gallery & Events
<https://www.facebook.com/pages/St-Nicholas-Gallery-Events/257006547741044>

Insurance

The Church has full public liability insurance. However, it is the exhibitor's responsibility to ensure their artwork is insured in the unlikely event that artwork is damaged during transit to and from the Gallery, during the exhibition and during hanging or displaying of each piece.

Exhibitor Responsibilities

An exhibition will be, ideally, hung on a Friday afternoon, and then run from the following Saturday of the agreed week, finishing on the Saturday of the agreed week, (an exhibition may run for 1 or multiple weeks as agreed, however, 2 weeks appears to be the optimum, and will be discussed with the Exhibitor).

For *Opening Events*, see page 6. The artist may also like to host some extra events during the exhibition, (painting exhibitions/talks), to encourage additional interest. We also encourage the opportunity for Parishioner connection with the Exhibition, with the exhibitor attending a Sunday Service. These matters are not mandatory, but suggestions, and can be discussed with the Gallery Management.

All exhibitors will be responsible for the following key points, and it should be noted we are only too happy to assist with these requirements and give as much support and guidance as necessary.

1. Exhibitor Proposal Form

- Complete an exhibitor proposal form
- Attach artists CV
- Include introductory letter
- Number of works to be exhibited, along with sale pricing
- Also to be included is a basic advertising or marketing plan (for which we are happy to give guidance for a successful exhibition)

2. Upon approval of proposal:

- 25% (non-refundable) deposit to be paid within 7 days, with final payment of hire fees (non refundable) due 1 month before agreed Exhibition date.
- Catering needs
- Days available to assist with staffing Gallery

3. One week prior to exhibition

- Delivery and hanging of works (with guidance from organisers)
- Final confirmation of opening night times and requirements
- Final numbers for opening night guests
- Catering and staffing requirements for the night
- Advise support crew numbers

4. Opening Event

- Arrive at least one hour prior to opening
- Greet guests on arrival and discuss paintings as required
- Assist with clean up along with own support crew

• During duration of exhibition

- Staffing exhibition as per agreement
- Supply any literature for distribution during exhibition

• Final day - Assist with removal of artwork on designated collection day

Opening Event

The Opening Event may be held on the Saturday afternoon of the Exhibition opening, or an afternoon/evening subject to availability of the Foyer (hospitality space) and Church representative.

Opening Events are an excellent opportunity for the exhibitor to showcase their talents to a selected group of people or to the community, whichever is preferred. It is designed as a meet and greet for artists and guests and gives artists exposure to potential sales or commissioning of their works.

Opening Event costs are to be met by the exhibitor. Staffing for this occasion will also be arranged by the exhibitor. A Church representative will be available on the night to assist where needed.

Cleaning of all facilities used will be arranged by the exhibitor on the same night as the event.

Planning of the Opening Event is to be in consultation with the Gallery Management, with a view to positive promotion of the exhibition. It is suggested that there be an introductory talk at the opening and that there be some musical input.

Exhibition Sales

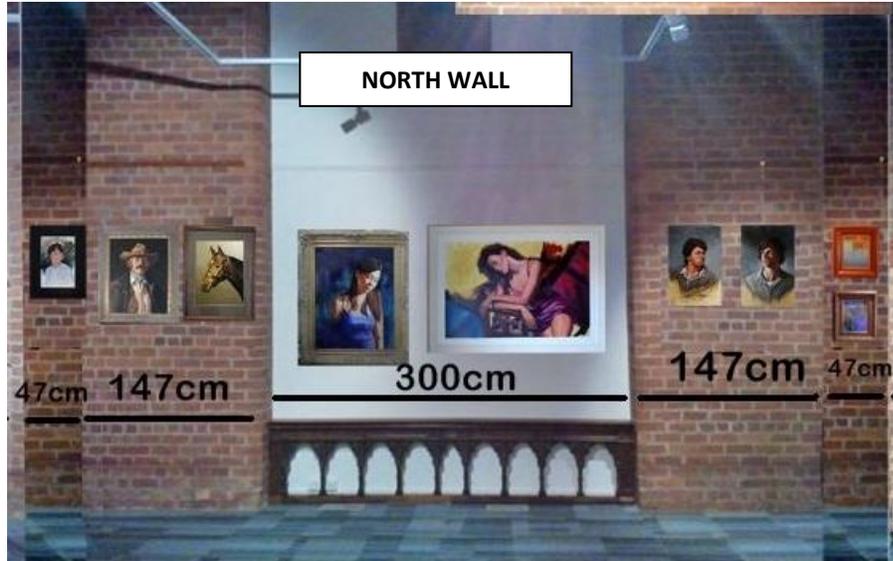
- The Church will be responsible for collecting all money from sales during the exhibition and will attract 10% commission of all sales.
- Payment for artwork is to be made on the day or night of purchase.
- Money will be forwarded to the artist within 30 days from last exhibition date via cheque, or direct deposit if details provided. All commissions will be deducted from total sales.
- All artwork is to be collected on the last day of each exhibition and will be the responsibility of the buyer to collect any sold works.
- If artwork is not collected by the end of each exhibition, special arrangements will need to be made for the collection of each piece.
- If artwork is not collected after 30 days from end of exhibition, the artwork will be returned to the artists with details of the sale.
- No refunds will be arranged by the Church; this will be at the discretion of each artist.
- Credit Card Payments can be arranged.

Gallery Responsibilities

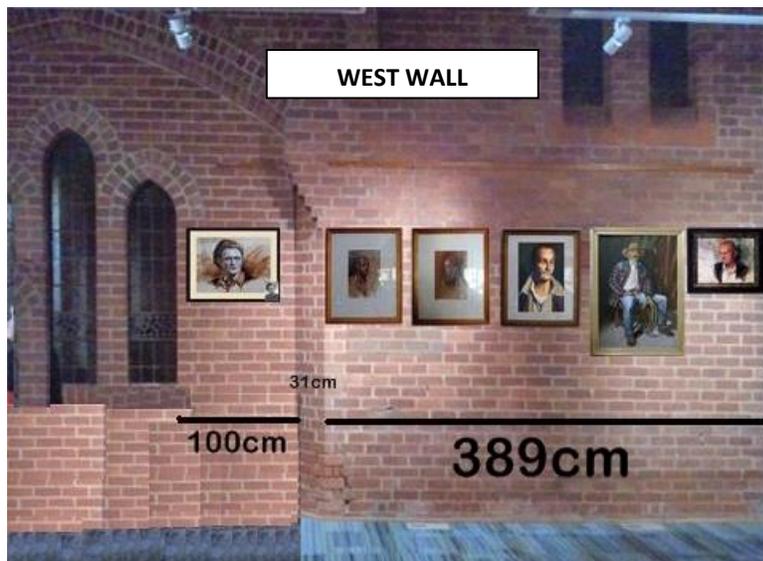
- **Proposal**
 - Ensure proposal is complete
 - Ensure dates are available in the event diary with your opening event if required
 - Present to selection committee for approval
- **On approval of proposal**
 - Receive 25% deposit to be paid within 7 days of approval, with final payment of hire fee due 1 month prior to arranged exhibition
 - Confirm catering and staffing requirements
 - Secure dates in event diary
- **One week prior to exhibition**
 - Assist with receiving and hanging of works
 - Confirm opening night times, guests and requirements
 - Confirm catering and staffing requirements
- **Opening Event**
 - Arrive at least one hour prior to opening
 - Ensure everyone is comfortable and relaxed and the progression of evening
- **During exhibition**
 - Roster for manning exhibition
 - Handle all sales of artwork and arrange collection days (after exhibition)
- **Final day**
 - Assist with removal of artwork
 - Reconcile sales and submit payment request to treasurer

Gallery Layout

- **North Wall** dimensions (left to right)
 - Left Brick Feature - 1.4m (with hanging rail)
 - White Wall – 3.0m (with hanging rail)
 - Right Brick Feature 1.47m (with hanging rail)
 - 2x Brick Corner Feature – 0.47m (with hanging rail)



- **West Wall** dimensions (left to right)
 - Stained Glass Feature – 1.95m
 - Brick Wall – 1.0m (with hanging rail)
 - Brick Feature wall – 3.89m (with hanging rail)



- **East Wall** dimensions (left to right)
 - Brick Feature Wall – 3.8m (with hanging rail)
 - Door space 1.02m (locked at all times – storage area)

- Brick Feature Wall – 2.22m (with hanging rail)



- **South Wall** (left to right)
 - Lockable event door – 0.99m
 - White wall – 1.25m (with hanging rail)
 - Window with display bench – 2.05m
 - White wall – 1.43m (with hanging rail)
 - Lockable event door – 1.20m





Exhibitor Proposal Form

Applicant Details:

Name of Exhibitor.....

Address.....

Phone Number.....Mobile.....

Email address.....

Proposal Details:

Name of exhibition.....

Type of medium.....Duration of exhibition.....

Preferred dates of exhibition.....

Date and times available to staff Gallery.....

Agreement:

I hereby agree to the conditions and terms set out in the **Information Pack** and take full responsibility for all requirements as set out in the Guide.

I agree / disagree to have photos of this exhibition used for publicity purposes for St Nicholas Gallery.

I agree / disagree to the taking of photos by the general public of the works of this exhibition.

Name:.....Signature.....Date.....

Please post or email a filled in copy to St Nicholas Church.

The deposit and balance can be paid by direct debit to:

St Nicholas Anglican Church Gallery Account

BSB 703 122

Account No: 05009374

Please put as the reference: **EXH, your initial and surname**; and advise us that you have paid this way by email to: office@stnicholasmordi.org.au