

Montsalvat Galleries

Exhibition Handbook

Montsalvat

Before his death in 1975, Jørgensen willed that Montsalvat become a charitable trust. He wanted Montsalvat to remain a home for arts and artists—a centre for creativity in all its forms.

Today, Montsalvat offers artists six indoor areas of varying sizes for use as gallery spaces and performance areas. These are the Barn Gallery, Long Gallery, Upper Gallery, Residents' Gallery, Chapel and Meeting Pool Restaurant. In addition, the gardens are available for ephemeral work, sculpture displays, concerts and the creative arts.

Each area offers different qualities and can be tailored towards specific artistic needs. Larger spaces offer scope for more substantial events and smaller rooms are more intimate. Various themes can also be explored, including presentation of principal exhibitions and concerts, support of emerging artists, young artists, mixed media, audio, small scale three dimensional and outdoor work.

The application process is conducted by Montsalvat with a selection panel that selects suitable exhibitions for all spaces. In addition, individual artists may be invited to hold exhibitions, or the services of a professional curator may be utilised to research and develop a particular exhibition or concept.

This Exhibition Handbook is a comprehensive guide detailing the terms and conditions offered by Montsalvat. We warmly invite all artists to hold exhibitions at Montsalvat, assisting us to encourage this inspiring and creative arts community to flourish.

*Rob Hauser
Chief Executive Officer*

GENERAL INFORMATION

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Montsalvat Opening Hours:

9.00am- 5.00pm daily.

Closed on Christmas Day and select public holidays.

Periodic performances or events may held during exhibition open hours.

Meeting Pool Restaurant Opening Hours:

10.00am - 3.00pm Tuesday - Friday (closed on Mondays)

9.00am - 4.00pm Saturday & Sunday

From 6.30pm Thursday - Saturday for dinner

Montsalvat Admission Fees:

Adults \$14.00

Children (5-12)\$8.00

Concession \$10.00

Families \$35 (2 adults and up to 3 children)

Groups \$12.00 for 10-20 people, \$10.00 for 20+ people

Free admission to exhibitions

Exhibition Venue Hire Fees

Venue	Cost
Barn Gallery	\$180 per week - 4 week min. Plus 33 & 1/3% commission on sales
Long Gallery	\$130 per week - 4 week min. Plus 33 & 1/3% commission on sales
Upper Gallery	\$155 per week - 4 week min. Plus 33 & 1/3% commission on sales
Chapel	\$130 per week - 4 week min. Plus 33 & 1/3% commission on sales
Meeting Pool Restaurant	33 & 1/3% commission
Gardens	\$620 per day Plus 33 & 1/3% commission on sales

Montsalvat will offer the Barn Gallery for presentation of feature exhibitions, including exhibition development by Montsalvat, or by guest curators or artists, as well as leasing of spaces to artists.

All sales are subject to 33 & 1/3% sales commission. This includes artwork and any associated materials such as books, cd's, catalogues, etc.

Included in the costs are:

- ◆ Staffing at the front desk (not specifically curatorial). *Barn Gallery only*
- ◆ Preparation of mounted tags for each artwork hanging in the exhibition
- ◆ Provision of hanging materials and advice and assistance with set up for hanging
- ◆ Administration of artwork sales including responsibility for receiving money from sales and forwarding payment to artists at the conclusion of an exhibition
- ◆ Publicity as stated

Artists are responsible for:

- ◆ Providing Montsalvat with suitable text and digital images for publicity at least four weeks prior to the exhibition
- ◆ Providing Montsalvat with text for mounted labels at least three days prior to the exhibition being hung
- ◆ Preparation and provision of invitations for exhibition
- ◆ Correctly using and displaying the Montsalvat logo
- ◆ Personal mail outs
- ◆ Hanging and dismantling of exhibition
- ◆ Organising exhibition openings and communicating with Montsalvat staff over arrangements
- ◆ Catalogue production
- ◆ Program production
- ◆ Insurance of work and public liability

Publicity

Montsalvat will offer the following publicity for exhibitions and associated creative arts events:

- ◆ Referral of media contacts to artists for interviews, etc
- ◆ Advice with catalogue compilation
- ◆ Inclusion in the Montsalvat Calendar of Events
- ◆ Inclusion in the Montsalvat e-Newsletter (sent to 2,000+ contacts including Media contacts)
- ◆ Inclusion on the Montsalvat website

Montsalvat Logo, Acknowledgements and Marketing

All promotional material produced, including invitations, catalogues, essays, media releases, brochures, CD/DVD covers, etc, must include the Montsalvat logo using 'Old English Text MT' font (at least size 16 font).

- ◆ Verbal acknowledgements must be included in speeches or interviews relating to the event.
- ◆ The logo should be prominently displayed and not distorted or altered in any way.
- ◆ Promotional material that does not include the Montsalvat logo or acknowledgement or distorts or alters the logo may not be displayed or distributed by Montsalvat.

Exhibition Openings

Artists may choose to hold an opening to formally launch their exhibition. This is the responsibility of the artist and should be co-ordinated through Montsalvat.

Catering is supplied by Montsalvat according to the following costs:

Catering/Beverages	Cost
Cheese Platters (approx 20 people per platter)	\$70
Fruit Platters (approx 10 people per platter)	\$50
Bruschetta Platters (approx 10 people per platter)	\$35
Beverage Package 1 (red wine, white wine, mineral water)	\$15 per person
Beverage Package 2 (1 glass pp red wine, white wine, mineral water)	\$7 per person
Beverage Package 3 (Tea, coffee, mineral water)	\$5 per person
Staffing - Waiter (1 per approx 50 guests)	\$125

- ◆ All beverages must be served by Montsalvat staff holding a Responsible Serving of Alcohol Licence.
- ◆ Montsalvat provides catering. No external catering allowed.
- ◆ Food must be provided alongside alcohol service.

Meet the Artist

Artists are encouraged to spend time in the gallery during their exhibition. As an alternative to a formal opening, Meet the Artist times can be promoted giving artists and visitors a chance to interact during the exhibition.

Ancillary Events

Artists may wish to hold complimentary events during their exhibition. These can include Meet the Artist, Artist's Talks, Book/CD/DVD Launches, Concerts, etc. Artists should talk with Montsalvat staff to discuss options.

Hanging System

Artwork is hung from metal rods that are hooked into a railing along the roofline. All works for hanging must be prepared with wires prior to arrival at Montsalvat and in the case of heavy works (more than 5kg) artists should consult with gallery staff.

Installation

Montsalvat is able to advise artists on the installation of their artwork but it remains the exhibitor's responsibility to physically install work and move any exhibition equipment. The exhibitor should arrange for an assistant to help install their work or else arrange for Montsalvat staff to assist at a rate of \$40/hour. This must be requested at least two weeks prior to installation of the exhibition.

Insurance

Art work is not covered by Montsalvat's insurance and Montsalvat takes no responsibility for any theft, loss or damage to artwork during installation, display or dismantling in any venue.

Occupational Health and Safety

In accordance with OH&S procedures, all exhibitors using the gallery spaces have a responsibility to protect their own health and safety, as well as those others using or visiting the spaces. Work areas need to be kept clean and tidy at all times, including installation and dismantling, to prevent spills, falls, trips and other related injuries.

Payments

Upon acceptance of an exhibition application, the artist is required to pay a 50% non-refundable deposit (of the hire rate). The balance is due subsequent to reconciliation of the gallery sales at the conclusion of the exhibition.

Conditions and prices are subject to change.

Contacts

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