



Old School Arts Centre

Thank you for your interest in the Old School Gallery as a venue for your exhibition.

Raglan Community Art's Council's mission statement is *"to nurture the development of the arts in Whaingaroa."*

The Old School is Raglan's premier visual arts space. We offer a high profile space, and substantial sales and promotion opportunities.

Exhibition opportunities are available for established and emerging artists and community groups.

Facilities and services:

The Old School is open every weekday 10am-4pm.

The site is fully alarmed and monitored after hours.

The Gallery is for hire for up to one Calendar month at a time.

Name of Room	Wall Space	Charge per week	Charge per day	Colour
Gallery		110.00 week one 80.00 per week thereafter	10.00	White

A commission of 30% on all sales will go to the Old School, when the sales commission exceeds the gallery fee for the duration of the exhibit, no gallery fee is charged.

How to apply to have your work exhibited.:

Step 1: **By 31 October 2008.**

To help us assess whether the gallery is suitable to accommodate your proposal within our exhibition programme, please complete the following details and include high quality photographic examples of your work and forward to:

Raglan Old School Arts Centre
P.O. Box 91
Raglan

Phone 825 0330 Fax 825 0880

Email info@raglanartscentre.co.nz

Step 2,

We will send you a letter acknowledging your proposal.

Step 3.

Your application will be considered by Arts Centre staff in the context of the Gallery Calendar, other applications and practical considerations.

You can expect to be informed of the decision during December. If accepted. We will send you an Exhibitor Pack to formalise the arrangement. Once this is signed and returned the Arts Events coordinator will then work with you to fine-tune the details of your exhibition.

Old School Responsibilities:

The Old School agrees to:

1. Supply details of your exhibition to the following media:
Waikato Times Arts Diary
HCAC website
WDC Links
ROSAC Website
ARTERIAL
2. The Old School will take steps towards gaining media coverage for your exhibition by sending press releases and your contact details to: Raglan Chronicle, Waikato Times, This Week, Hamilton Press. Coverage by the media cannot be guaranteed.
3. E-mail an electronic invitation to the Old School mailing list
4. Provide discounted design and production service for flyers, invitations, posters and other print media.
5. Provide price-lists, labels and Mounted Artists Bio provided information is supplied within the requested timeframes.
6. Assist you to hang your work to your preferred layout.
7. Assist you to plan your opening event, including providing: tables, glasses, crockery, cutlery.
8. Assist with demounting your exhibition and prepare it for transport after the exhibition closes.

The Old School's Rights

The Old School shall:

1. Not accept unfinished or poorly presented works.
2. Reserve the right to refuse work that may be substandard or offensive.

The Artist's responsibilities:

The Artist agrees to:

1. Have all exhibited art works for sale.
2. Return all requested documents within required timeframes.
3. Provide promotional material as requested to meet deadlines.
4. Provide one artist's bio for the wall label and a list of art, title, media and gallery price within the required timeframe before the opening of the exhibition.
5. Cover the cost of delivery to and return of artworks by the Old School.
6. Deliver work at a time agreed with the Old School staff.
7. Solicit own additional publicity.
8. Provide original signed artworks, named on the reverse, ready for hanging, if wall mounted.
9. Provide insurance cover for the period works are in the Old School.
10. Be responsible for the cost of organising their exhibition opening: ie, food, beverages, liquor license, invitations to the public etc.
11. All technical requirements to support the exhibition are at the artist's expense ie. Audio, visual.
12. Courier fees for sold artworks will be the responsibility of the buyer.
13. Collect work in the week following the close of the exhibition.

Old School Gallery Exhibition Proposal Form

Exhibition Title:

Media:

Artist name (or coordinator name if a group exhibition):

Address:

Home Phone:

Mobile:

Email:

Website:

Gst No:

Give a brief description of your proposed exhibition, including, where appropriate a conceptual basis:

Artists Information, experience and history:

Preferred dates:

Is your exhibition linked to any other event in the Whaingaroa district?

Attach good quality hard copy images or other supporting documents to illustrate the nature and quality of your work to enable the selection committee to make it's decision.

Artist declaration:

I have read and I accept the responsibilities of the Old School and the Artist as outlined in this document.

I enclose the completed Old School Gallery exhibition proposal form and supporting documents and images, as requested.

Signature	
Date	

Please send to:

Raglan Old School Arts Centre
P.O. Box 91
Raglan
Email: info@raglanartscentre.co.nz

By October 31.