



Raglan Old School Arts Centre | Te Whare Toi o Te Kura Tawhito

Gallery | Taiwhanga Whakaatu Toi

Exhibition Information

Introduction:

- The Community Gallery at the Raglan Old School Arts Centre is available for exhibitions and offers a high-profile space and promotion opportunities
- Exhibitions are available for established or emerging artists and community groups
- The Raglan Old School Arts Centre (ROSAC) is a beautiful historic building and a community hub for the arts
- ROSAC is run by the Raglan Community Arts Council, an incorporated not for profit charitable society

General information:

- The Old School is open weekdays Monday – Friday, 10am – 2pm
- Our commission on all sales is 30% (inc GST) of the retail price paid by the purchaser. Commission earned from sales is in addition to the Gallery hire fee charged to artists
- Insurance is held by RCAC for own possessions and liabilities. For any concern about loss due to theft/fire the hiree will need to take out their own Public Liability & Material Damage insurance. Note, security cameras are operating in the Gallery and the building is alarmed and monitored after hours

Gallery and Building information

Gallery:

- Floor space of 50 sq metres
- Wall space: 16 linear metres: 13.5 linear metres with Artiteq hanging system | 2.5 linear metres without Artiteq hanging system
- Two additional movable gallery display boards (4 sides) 2.1 metres high x 1.2 metres wide
- Gallery style track lighting
- Plinths, easels & tables are available at no additional fee

Foyer Space:

- Area to welcome guests & serve refreshments

Kitchen:

- Commercial kitchen facilities: oven, dishwasher, microwave, fridge
- Tables, chairs, outdoor settings
- Kitchen equipment: Glassware, platters, coffee plungers, etc
- Note this is an additional room hire fee – refer separate hire agreement form

Video Projection equipment

- Available at an additional \$25.00 per use for Artists Talks
- For a continuing display, apply for a costing calculated on hours of use

Parking for exhibitors & guests

- In front of Old School Arts Centre

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Marketing your Exhibition

The Exhibitor is responsible for the production of exhibition promotion materials. A time frame of 4 – 6 weeks in advance of the exhibition is realistic for the release of posters and media articles. **Suggestions include:**

- Invitations: even if the exhibition is open to the public rather than invitation only.
 - Posters: Placed around the township, outside the Gallery & in neighbouring towns.
 - Artists profiles
 - Raglan Community Radio – contact station manager for an interview
 - Online news services & social media
 - Email messages
 - Signs & Flags: In the township, outside the Gallery, in neighbouring towns
 - Sponsorship: helps with costs & can give credibility
 - Other media recommendations:
 - Creative Waikato, Eventfinda, The Big Idea
 - Waikato Times, Raglan Chronicle, Raglan Community Radio
 - Facebook: Raglan Notice Board/Raglan Events
 - ROSAC promotion assistance for each exhibition is available with PR material supplied via digital format and supplied posters. PR material is to be supplied 4 weeks prior to start of exhibition date. **An additional marketing fee may apply.**
- RCAC marketing channels are below;
- What's On newsletter (printed/E-news)
 - ROSAC members and other relevant RCAC databases e.g. key accommodation providers
 - ROSAC FB, Instagram, websites
 - Poster delivery key business areas zone 1 & zone 2
 - OSAC website online listing– submit your event details + a medium-res jpg image (200-400kB). Note: additional fee \$5 per listing

Opening Your Exhibition

An organised professional exhibition opening sets the scene for the sale of artwork.

Suggestions for your opening:

- An opening speaker
- Food and Drink: It is the exhibitor's responsibility to arrange the catering, wine & service. ROSAC staff can provide information about local caterers on request
- Catalogue: sets the scene for a professional event. Variations include:
 - A catalogue with images & essay on the theme of the exhibition
 - A list of Artists profiles & exhibits, naming the creator, medium & price
- Finances on opening night: A nominated salesperson to collect the money from sales



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Serving alcohol at the opening:

- Under its liquor license, RCAC is authorised to sell and supply alcohol on the premises Thursday to Friday 3.30pm – 10.30pm and Saturday to Sunday 3pm – 10.30pm
- A certified Bar Manager or Acting Duty Manager will be appointed to operate the OSAC café/bar for an exhibition opening with a minimum of 3 weeks prior notification of the date of exhibition opening.
- Sponsored alcohol (wine/beer) can be provided and served as a single serve per visitor. A corkage fee of \$5 per bottle will apply. Corkage fee will be invoiced to the hiree post exhibition opening.
- Food must be provided by Gallery hiree with serving of alcohol

Your Exhibition

Setting up the exhibition

- Usually from mid-day on the first day. Enlist help to curate your exhibition as needed

Staffing the Gallery:

- The Old School office is open Monday-Friday 10am -2pm. Office staff can assist with general visitor enquiries and sales, however, more sales are likely if the exhibition is staffed by the artist
- It is recommended that you organise staffing for the hours you wish to be open
- Potential customers may want to talk to the artists about their work
- Easels are available to paint in the Gallery during exhibition hours if you wish

Vacating the Gallery

- Please vacate the Gallery, and other facilities used, at the time agreed. The exhibition must be fully taken down by midday of the day after the end of the rental period

Cleaning the Gallery

- Refer to your Hire Contract for guidelines
- You can opt to pay a \$50 cleaning fee to have the Gallery cleaned for you



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Exhibition Information

Hire fees and booking the Gallery

We have two options for your consideration:

Option 1. Full Gallery hire (walls + floor) for an Exhibition are as follows:

Booking Fee	\$30	Non-refundable booking fee paid at the time Gallery booked for exhibition
Gallery Hire	\$80 per week	Each week: (Friday midday to next Friday midday week or part week) Week includes set up and pack down time, with the Gallery space being cleared, clean and available for set up of the next exhibition. There is no discount for periods of less than one week.
Plus Commission	30% or 10% of retail sale price	Applies where artworks or related secondary items are on sale. 30% of retail sales price (incl. GST) for all artworks; 10% on secondary exhibition merchandise (eg: cards, books, posters, coasters).
Consumables	\$10	Additional fee applies if you require exhibition labels and/or foam mounting squares

Option 2. Monthly Wall hire - for an Exhibition are as follows:

RCAC member	\$120 per month	Wall hire only
Non-RCAC member	\$140 per month	Wall hire only
Plus Commission	30% or 10% of retail sale price	Applies where artworks or related secondary items are on sale. 30% of retail sales price (incl. GST) for all artworks; 10% on secondary exhibition merchandise (eg: cards, books, posters, coasters).
Consumables	\$10	Additional fee applies if you require exhibition labels and/or foam mounting squares



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Exhibition Information

Additional terms and conditions for Option 2 - Monthly Wall Hire only

- Artists may staff the Gallery at other times, otherwise it is open during weekdays Monday to Friday 10am – 2pm and at other events organised by RCAC eg Raglan Creative Market, Fortnightly movies
- Artists to take full responsibility for their own work
- When an exhibition is booked between 10am – 2pm Monday to Saturday, the room will not be hired to other groups in these hours. Outside of these hours, the Gallery space may be used for small meetings or art workshops. It will not be used for markets other than the Creative Market on 2nd Sunday of each month, or for physical activity events that might put the art work at risk. e.g. Dance or Zumba.
- The Raglan Creative Market is held the 2nd Sunday of every month. There will be stall holders located indoors in the Gallery room during this RCAC event. If you are concerned about your art, please discuss with the team in the office or be present during this time. These visitors provide an extra opportunity to sell work
- All art is to be wall art only

Payment option for your Gallery hire: Eftpos or cash available at the OSAC office or online into RCAC bank account **38 9018 0232468 00**

Payments following end of exhibition

- All funds must go through the Raglan Community Arts Council accounting system whilst keeping track of all sales using the RCAC Daily Sales Summary sheet
- At the close of an exhibition any artwork sales will be paid out within 14 days into a nominated bank account, less 30% commission

Location & Contacts:

- Raglan Old School Arts Centre, 5 Stewart St, Raglan
- Phone: 07 825 0023
- Email: info@raglanartscentre.co.nz
- Website: www.raglanartscentre.co.nz
- FB/Instagram: #raglanoldschool



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To apply for an exhibition

There are three ways to submit your application:

1. submit application using our online registration form
2. print your application and deliver to the office open weekdays 10am-2pm
Monday to Friday Raglan Old School Arts Centre, 5 Stewart St, Raglan
3. Email your application to the Old School Manager info@raglanartscentre.co.nz

Complete the proposal form (pages 7-8). Provide as much information as possible to help us ensure we can accommodate your proposal.

Proposal presentation

Step 1:

Please upload a minimum of 6 and maximum of 10 medium-resolution jpegs (200-400kB) with your completed proposal form. These images must demonstrate the nature and quality of your work. Examples may be of previous work that is relevant to the proposed exhibition. Where possible choose images that will give the committee a realistic sense of what your proposed exhibition is likely to involve. Label accordingly if it is 'work in progress'.

Other supporting documents may be included e.g. a one-page CV. If you require assistance with your proposal or presentation, please make an appointment to discuss with the Old School Art Centre Manager.

Step 2

When your proposal is received you will be sent an email to acknowledge receipt.

Step 3: your application will be considered by the committee with a decision notified within 5 working days.



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Artist Name	Group Name (if applicable)

Address	Post Code

Home Phone	Mobile

Email	Website and/or FB page (if applicable)

Exhibition title	Media

Which option Gallery hire / 1 or 2?	

Preferred month – first choice	Preferred month – second choice

Exhibition opening date – first choice	Exhibition opening date – second choice

Exhibition description Brief description of your proposed exhibition (max 200 words)

Would this exhibition support a public artist talk, workshop or demonstration?	Are there any specific requirements, e.g. plinths required?



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Exhibition Proposal

Who is your target audience?	What is the relevance of the exhibition to Raglan/Whaingaroa or the Waikato?

Do you have a personal affiliation to Raglan/Whaingaroa or the Waikato?	

Will this be the first time the majority of this work has been exhibited? If not, please provide information of where and when it was exhibited

Artist background – please attach a one-page CV

Additional information: include any additional information or comments you feel may be helpful

All exhibition sales will be deposited into nominated bank account less 30% commission. Payment will be made within 20 working days (or sooner)			
Artist Name 1		Bank Acct:	
Artist Name 2		Bank Acct:	
Artist Name 3		Bank Acct:	
Artist Name 4		Bank Acct:	

Artist declaration	Signature/digital
<ul style="list-style-type: none"> I have read and accept the responsibility of both OSAC and the artist as outlined in this proposal I submit the completed proposal and supporting documents and images as requested I acknowledge that insurance is to be arranged at my own expense if I deem this necessary 	



Artist checklist:

Tick

Completed proposal form	
6-10 images	
One page CV or artist background information	
Additional supporting material	
Bank account details confirmed	