

# JUBILEE COMMUNITY EXHIBITION SPACE

## Guidelines

### Jubilee Community Exhibition Space

Located in the foyer of the Jubilee Community Centre, Civic Precinct, Gordon Street, the Jubilee Community Exhibition Space offers exhibition and display opportunities to local artists, art collectives and community groups. Exhibitions and displays change every fortnight so you can visit regularly and find new and interesting things to see and do.

### Opening times

The Jubilee Community Exhibition Space is typically open Monday to Friday, 8.30am – 4.30pm. Entry is free of charge.

### The facilities

The Jubilee Community Exhibition Space is part of the Jubilee Community Centre, which houses Mackay Regional Council offices and training rooms as well as a suite of meeting rooms available for community hire. Located in the Civic Centre Precinct, it is close to the Mackay Entertainment and Convention Centre, Artspace Mackay and Foodspace Cafe, Mackay Regional Council Chambers and Jubilee Park.

*Please read on to see how you or your group can become involved and showcase your artwork or display to a growing number of Mackay residents and visitors to the area.*

**Mackay Regional Council is committed to providing opportunities to local artists, art collectives and community groups through the Jubilee Community Exhibition Space. Based on availability, most exhibitions and displays will feature for twelve days.**

To be considered for an exhibition or display, please submit your completed exhibition proposal with an attached copy of your public liability insurance Certificate of Currency online. If you would prefer to submit your proposal in hardcopy, forms can be collected from the Jubilee Community Centre, and when completed returned in person at the front reception, Jubilee Community Centre or scanned and emailed to: [jubilee@mackay.qld.gov.au](mailto:jubilee@mackay.qld.gov.au).

### Exhibitions and displays that will be considered

Exhibition proposals from local artists, art collectives and community groups, which seek to connect and empower people and encourage positive change within our community. ***Please note: you must reside within the Mackay region to be eligible for this program.***

Preference will be given to exhibition proposals which demonstrate a link to:

- Place: creating identity, culture and connection;
- Participation: an engaged and caring community;
- Partnerships: Capacity building and working together;
- Prosperity: Living, working and doing business in the region;
- People: A healthy and safe community.

### **Exhibitions and displays that will NOT be considered**

Artworks or displays that are unsafe, dangerous or may physically threaten Council staff and the general public's health and safety will not be exhibited.

Artworks or displays that are considered to be obscene, unsuitable for children, defamatory, culturally unacceptable or may lead to legal action against Mackay Regional Council will not be exhibited in the Jubilee Community Exhibition Space.

Artworks or displays that may potentially damage the Jubilee Community Exhibition Space fittings or buildings and surrounds will not be exhibited.

### **Please note**

Exhibitions and displays appearing in the Jubilee Community Exhibition Space will not have sole use of that area. The public will regularly walk through the space to access to the Jubilee Community Centre front reception desk and Mackay Regional Council reserves the right to host other activities and functions within the foyer space whilst exhibitions and displays are on. Please discuss this possibility with Jubilee Community Centre administration staff if you have any concerns.

### **The space**

The Jubilee Community Exhibition Space has 15.65 metres of linear wall space to a height of 2.36 metres over 4 rendered walls, light grey in colour. The foyer receives a high amount of ambient light during the day via clear glass walls along one side of the foyer. The Jubilee Community Centre, and Jubilee Community Exhibition Space within the centre, are air-conditioned.

The Jubilee Community Exhibition Space has hanging cables and hooks for hanging artworks on the Gallery System and we recommend that exhibitors use two D-shaped rings on the back of their works. No more than 25 works are to be exhibited at any one time on the walls.

We recommend that works on paper be framed behind Perspex or glass. A set of 24 wooden Perspex Gallery Frames are available. Frame measurements are: 400mm x 550mm and can be hung portrait or landscape.

Free-standing artworks, sculptures and displays may be displayed in the floor area of the foyer exhibition space upon discussion with administration staff. Please discuss your requirements and concepts with staff at the Jubilee Community Centre.

Three display showcases, five plinths and a large, permanent digital screen are also available for use by Exhibitors. Please discuss your requirements with Jubilee Community Centre staff.

### **Security**

The Jubilee Community Exhibition Space is open during Council front office hours, Monday to Friday, 8.30am – 4.30pm. If exhibitors wish to open exhibitions and displays outside of these hours (i.e. after office hours and/or on weekends), they must organise themselves or someone to oversee/supervise the foyer exhibition space.

For all after-hours bookings exhibitors, must collect access cards from the Jubilee Community Centre during business hours of the day of hire. Arrangements can also be made to collect access cards from other areas of council if required.

Access cards must be returned to the secure box at the conclusion of the hire period.

- Access cards are NOT permitted to be copied.
- Access cards are NOT permitted to be passed onto other hirers/users of the facility.
- Any swipe card that is lost is to be reported immediately to Senior Coordinator Community Programs or representative.
- All evening functions shall vacate the facility by 10pm.

Mackay Regional Council has after-hours security for the Jubilee Community Centre. The venue is also fitted with security cameras throughout which are in operation 24 hours a day.

A maximum number of 100 people are permitted in the Jubilee Community Exhibition Space at any one time. Please limit invitations to openings and launches to this number.

Neither Council nor its employees shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of such article or thing.

### **Promotion**

Mackay Regional Council will provide each artist, arts collective or community group who exhibits in the Jubilee Community Exhibition Space with the following:

- Marketing support for the exhibition via eNewsletters, Facebook and a listing on the Mackay Regional Council website;
- Text acknowledgement, a Mackay Regional Council electronic logo file and style guide for the use of the logo on all promotional material including flyers and invitations.

### **Fees**

The exhibition fee for an exhibition or display in the Jubilee Community Exhibition Space is \$180 for a two-week period. (Note: this period includes one day for installation and one day for demounting the exhibition/display.) This fee covers the use of the facility – lighting, air-conditioning, cleaning and promotion.

To secure your booking, payment of the exhibition fee is due no later than four weeks prior to your booking date.

The exhibition fee can be paid via credit card to 1300 MACKAY or in cash at Mackay, Sarina or Mirani Customer Service Centres. Once you have paid the exhibition fee please present the payment receipt to Community Programs staff so the receipt number can be recorded to secure your booking. (Community Programs Staff are to

record the receipt number on the outlook calendar booking along with the contact details of the person presenting the receipt.)

### **Cancellation and refund of fees**

Cancellations made earlier than and up to four weeks prior to the booking date will receive a full refund of the exhibition fee.

Cancellations between four to two weeks prior to the booking date will receive a partial refund of 50% of the exhibition fee.

Any cancellations being made within 14 days of the booking date will not receive a refund of the exhibition fee.

### **Exhibitor's responsibilities**

All exhibitors are responsible for the following:

- All promotional materials for the exhibition, including printed and/or electronic invitations, catalogues, room brochures, price lists etc. The exhibitor will be responsible for the printing and design costs as well as postage.
- Providing a final draft of all promotional materials (which must include the provided text acknowledgement and Mackay Regional Council logo) to staff at the Jubilee Community Centre **for approval before going to print**. Proofs for approval can be hand-delivered in person at the front reception, Jubilee Community Centre or emailed through to: [jubilee@mackay.qld.gov.au](mailto:jubilee@mackay.qld.gov.au). Please allow up to 3 working days for approval.
- Completing the Mackay Regional online Volunteer Workplace Health & Safety Induction. This will then allow you to work on Council property to install and demount your exhibition. You can access the online induction on the Mackay Regional Council Website here: <http://mrc.moodle.com.au/login/index.php>
- Installation (bump-in) and demount (bump out) of the exhibition or display. Installation must be completed by 4.30pm on the first Monday of your booking and demount/bump-out must be completed by 4.30pm on the last Friday of your booking. Jubilee Community Centre staff will take exhibitors through a site induction and demonstrate use of the Gallery System on the morning of your exhibition installation.
- Artwork labels, didactics and/or artist's statements. We recommend that you follow the label format provided at the end of this exhibition proposal and present these on thick card or foam core. **Please note: artwork labels, didactics and/or artist's statements are to be adhered to the gallery walls using Blu-tack only. No pins, Velcro or tape are to be used.**
- Any extra equipment that may be required for the display of artworks i.e. plinths, easels and barricades are to be provided by the exhibitor and approved by Jubilee Community Centre staff.
- Catering and alcohol for an opening event or launch (if applicable). The exhibitor must comply with legislation defined by the State Government's Liquor Licensing division. Please discuss your needs with Jubilee Community Centre staff. Note: an exhibition does not need to have an opening or launch event, e.g. you may prefer to host a talk during regular opening times.
- Artworks may be available for sale (no commission will be charged by Mackay Regional Council) but management of all sales and collection of sold artworks

is the responsibility of the exhibitor. Any communication regarding sales of artworks is to occur between the exhibitor and buyer. Mackay Regional Council staff will not act as brokers. Works sold must not be collected until after the closing date of the exhibition.

- Appropriate insurance for your work.
- Delivery and collection of the artworks to the Jubilee Community Exhibition Space.

### **Public Liability Insurance**

As an exhibitor in the Jubilee Community Exhibition Space you are advised of the requirement to have appropriate public liability cover for the duration of the use of the site. Council will not accept liability for any damages that might result from the exhibitor's negligence or failure to take appropriate duty of care in their use of the site.

Individuals and/or small arts/cultural/heritage groups who are not incorporated, do not have an ABN and would be considered "non-commercial" (I.E. will not have any works for sale) may be eligible for cover under Mackay Regional Council's Casual Hirers Policy. Please contact Community Programs staff if you think you may be eligible for this.

If you do not currently hold public liability insurance and would not be eligible for cover under our Casual Hirer's Policy here are some links to assist you when considering your insurance options:

<https://www.communitydirectors.com.au/icda/risk/>

<https://business-insurance.aon.com.au/Professions/Other/social-club-and-hobby-group-insurance>

<https://flyingarts.org.au/professional-services/insurance-services/>

<https://www.duckforcover.com.au/html/default.cfm>

<https://www.artslaw.com.au/info-sheets/info-sheet/liability-and-insurance/>

**Sample artwork labels, didactics and/or artist's statements**

**First name LAST NAME**

resides (insert name of town/region)

***Artwork title***

medium

Price \$ (if applicable)

## **Exhibition title**

**Description of exhibition: Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.**

**Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.**