



2024-25

**GLAM
GALLERY
EXHIBITION
GUIDELINES**



KIAMA MUNICIPAL COUNCIL
your council, your community

Acknowledgement to Country

Kiama Municipal Council acknowledges the traditional owners of this land on which the Gerringong Library and Museum stands, the Dharawal and Wodi Wodi people, and we pay our respects to the Elders past, present and emerging.

As we move into the future we acknowledge the bearers of our collective cultural past and honour their presence in our current and future endeavours together.

COVID-19 Requirements

To ensure that both exhibitors and patrons are able to abide by COVID-19 health and hygiene regulations while at the GLaM Gallery, the following is in place:

- There are currently no public health orders restricting numbers in the space, distancing, and mask-wearing. Please check this at time of exhibition.
- A visitors record sheet is provided and must be completed (both for safety and statistical reasons) by visitors on arrival
- Hand sanitiser is provided on site.
- Regular, appropriate hand-washing by exhibitors is encouraged.
- Disinfectant wipes are provided for wiping down surfaces.

None of these regulations or regulating items are to be ignored. Please ensure that ALL members of your exhibiting group are aware of these requirements and that they are strictly adhered to.

Exhibitions

Cultural art activities of all types, both groups and individuals, are welcome at the GLaM Gallery. This space is available for a range of arts-based activities including; visual arts exhibitions across all mediums, interactive exhibitions and other displays.

Bookings

Booking periods are on a weekly basis, and you will receive an email confirming the start and end dates and times of your hire period. Bookings of two weeks may be considered pending availability and content. To ensure equity of access, artists are limited to one exhibition every six months. Where a date has been requested by more than one exhibitor, applications are prioritised giving Gerringong-based artists highest priority. The GLaM Gallery is to be used for locally based, original work only. No commercial operations or non-original mass-produced items are permitted.

Fees

For a weekly exhibition period, fees will be \$140.00. Fees must be paid two weeks prior to exhibition period. If the key is lost or damaged, a replacement cost will be required. Credit card details will be taken at time of key issue, only used if key replacement is required, and destroyed after key is returned safely.

Public Liability Insurance Requirements

If the facility is hired on behalf of any incorporated bodies, sporting clubs, educational or religious institutions or organisations and/or commercial enterprises (including professional artists), the Hirer must provide Council with Public Liability insurance with a minimum cover of \$20,000,000.00. Public Liability will be required at all times when the Hirer acquires a profit from the hire of Council's facilities. In cases of unincorporated volunteer groups (including non-professional artists) who are not part of or acting on behalf of an organisation, their low-risk bookings will be incorporated by Council's community support liability policy. This policy is in place to protect Hirers (other than those listed above) against public liability claims arising from the hire of community facility. An important factor to bear in mind in respect of this policy is that a \$2,500.00 excess applies to every claim, which is payable by the Hirer.

Cancellations and Refunds

Booking cancellations received more than one week prior to exhibition period will receive a full refund of the hire fee. Booking cancellations received less than one week prior to exhibition period will receive 50% refund of the hire fee unless an alternate exhibitor can be found, in which case a full refund will be provided. Refunds will generally be provided within two weeks of request.

Access

Access to the exhibition space is from the start of your exhibition period until the end of your exhibition period. Exhibitors may not set up before this period.

Requests for earlier access will be considered on a case-by-case basis and only where there are verifiable extenuating circumstances.

Please discuss your plans for opening with Library staff during key transfer and induction.

After vacating the exhibition space at the end of your exhibition period, please return the key to the lockbox according to the instructions provided, place your visitor's record sheet in the envelope in the folder, and leave the folder and bag in the Gallery.

Parking

The GLaM carpark has two-hour parking. All surrounding streets have unlimited parking.

Other Areas

While exhibiting you must ensure the space, any exit doors, and the foyer area are kept clean, clear and safe at all times.

Care and Maintenance

Kiama Council is committed to providing ongoing maintenance of the GLaM Gallery as a public access facility. A cleaner provides regular general cleaning and care of the building and its facilities such as the toilets. However, GLaM also relies on daily care by its users to ensure its ongoing usefulness. Please ensure the exhibition space is swept clean when you have finished your exhibition, and the kitchen is left in a tidy and clean state. Please remove any food or drinks from the fridge. Cleaning equipment is in the room off the kitchen.

No Smoking

There is no smoking in or near the front and back entrances of the GLaM building. This includes the car park.

Out-of-hours Security

The code to the lockbox and security system will be emailed to you two days prior to your booking. Once you have collected the key from the lockbox, please keep it in a safe place.

The procedure will explain building entry and exit. Please return the key to the lockbox according to the procedure at the end of your hire period.

Hanging Wires/Display Boxes

There are 45 wires available on the hanging track and 86 hooks. These are checked by Council staff at the end of each exhibition. Please ensure that all wires and hooks are in the track and available for the next exhibitor before vacating the premises. Wires are to remain hanging straight at all times - do not roll, bend or curl the wires. If you do not require the wires and want them out of sight, please slide them off the tracks and keep all removed wires and hooks in the storage bag provided.

Please do not remove 4 display boxes or tables and chairs from the exhibition space.

Ladders

There is a step stool in the Gallery, and a ladder onsite available for use. These are provided for use by hirers only. They should be checked prior to use to ensure they are in good working order. Report any damage to library staff immediately.

Use three points of contact on the ladder at all times. Where possible have someone hold the ladder while in use. Do not allow children or members of the public to use the ladders.

Familiarise yourself with the "Safe use of Ladders" protocol.

Trading and Opening Nights

Trading Hours Exhibitions:

All exhibitions must be open for the minimum hours of 10am to 3pm each day of operation. Longer opening hours are encouraged, particularly on weekends. Trading hours must be provided to Library Staff for promotion purposes at least two weeks prior to commencement.

Opening Events:

Please consider any COVID-19 regulations and requirements when planning. Alcohol may be served during opening nights and launch events provided someone on-site has a Responsible Service of Alcohol (RSA) certificate.

Responsibilities

You are responsible for:

- Security and insurance of your own works
- Delivery and removal of artwork
- Sales of artwork

Exhibition Promotion

All GLaM Gallery Exhibitions are promoted through the Kiama Library website and Library social media. You may bring your own signage. In addition, there are a number of other options you may wish to take up.

Tourism

You can have your exhibition details placed in the Kiama Tourism Events Calendar for free by contacting www.kiama.com.au/about-us/contact.

Questions or Concerns

Feel free to discuss any questions or concerns you have with Library staff or with Council's Community and Cultural Development Officer.

Library Phone: 02 4234 2302

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