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www.darebinlibraries.vic.gov.au

ART SPACES APPLICATION FORM

Name (and organisation if applicable):

Address:

Telephone numbers:

Email:

Month you would like to exhibit:

Library where you would like to exhibit:

Please provide the name of your exhibition, an artist's statement and/or description of your exhibition, plus digital images of your art. If you exhibit, this information will feature on the Darebin Libraries website:

The personal information collected on this form will only be used by Darebin Libraries for the purpose of arranging exhibitions. It will be handled in accordance with the requirements of the Victorian Information Privacy Act 2000 and the Health Records Act 2001, as applicable. Darebin Libraries will not disseminate your personal details to any third party unless required to by law."

Please read the following Terms and Conditions of Use for Darebin Libraries' art spaces before signing the Art Spaces Application Form.

Terms and Conditions of Use

- Darebin Libraries reserves the right to approve all exhibitions, determine the suitability of display materials and reject inappropriate displays.
- Exhibitors are responsible for curating, installing and removing displays. Exhibitions must be developed in partnership with Darebin Libraries to ensure a high standard of visual presentation.
- All opening functions or exhibition launches are at the expense of the exhibitor. The exhibitor shall leave the display or exhibition space in a clean, safe condition. Events must be scheduled during library opening hours and in consultation with the Marketing Officer.
- Pins, tacks or tape are not to be used on the surfaces inside display cases or on the surface of the walls in the hanging art spaces. Exhibitors are responsible for arranging display stands if required to prop up works.
- Exhibitors are responsible for ensuring that they abide by Occupational Health & Safety guidelines (for details please refer to the Manual Handling Code of Practice) at all times in the library. Glass shelving inside the display cases may not be moved. Any hazard, incident or injury should be reported to Darebin Libraries staff immediately.
- Property is left in the care of Darebin Libraries at the owner/exhibitor's risk. It is recommended that insurance be taken out for items included in exhibitions.
- Darebin Libraries is unable to handle sales or information enquiries about works on display. Exhibitors must provide contact details for display with the exhibition and a price list where applicable.
- Any publicity produced or distributed by the exhibitor must not state or imply that Darebin Libraries is responsible for the exhibitor's exhibition or event, other than as the provider of the venue.
- Promotional materials prepared to a professional standard in a DL or A4 format can be displayed in the library at the Customer Service Desk. Display of promotional materials is at the discretion of Darebin Libraries.
- Exhibitors give permission for information regarding their exhibition and its creator/s, plus images relevant to the exhibition (e.g. photos of artworks) to be published on the Darebin Libraries website.

I hereby agree to abide by the Terms and Conditions of Use for Darebin Libraries art spaces.

Signed: _____ **Date:** _____