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## INFORMATION ON HIRE OF THE GALLERIES

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**Location:** First floor (above foyer) of the Dunedin Railway Station, Anzac Avenue. Use the grand staircase or take the lift up from the foyer. The Station (built 1906) is listed as one of the world's top 200 "must-see" historic buildings, visited by many tourists as well as local citizens. It features an imposing stone exterior with clocktower, Royal Doulton porcelain figures, tiles and other superb interior features, and two impressive stained glass windows – a photographer's paradise. The Station now houses the Taieri Gorge Railway booking office, the New Zealand Sports Hall of Fame museum, as well as a café.

We have four galleries [see plan] the largest being the Hope Gallery with a minimum hire of two weeks. Three smaller galleries (Anderson Lloyd, Art Zone and Otago Daily Times) are available. In the long corridor is the Shona McFarlane Gallery which houses our Permanent Collection. Gallery spaces are available for hire either individually, or in combination. In addition there is a Sales Gallery, kitchen/classroom, plus our offices and storerooms.

Exhibition hire is on a full week by week (seven days, Monday to Sunday) basis and includes set-up and take-down time. It is recommended to plan at least a two-week exhibition to maximise your audience and have effective publicity. The gallery is a very popular venue so it is wise to plan ahead to avoid disappointment.

The unique ambience of our tall, airy rooms filled with art and situated in the historic and most appealing building adds something special to any artistic event.

**The Society:** The Otago Art Society is a non-profit organization, formed 130 years ago by William Mathew Hodgkins (father of Frances Hodgkins) and other Dunedin artists. It has a current membership of about 700. Its function is to foster education in and advancement of art in Otago –to promote interest in the study of, and practice in, the Fine and Applied Arts; and to hold regular exhibitions of original works of art. Special exhibitions are held throughout the year for members and the whole community. We also run art workshops, hold members' evenings. Our gallery is aptly named "The Art Station" in sympathy with our rail link. Our Sales Gallery area features works by members of the Otago Art Society working in a range of mediums.

## Conditions for Hire of Otago Art Society Galleries:

To cover running costs a donation to the Society of 30% of the price of art works is to be paid on all sales made from exhibitions. Sales are all handled through our "Art Station" shop.

### **Weekly rentals**

#### 1. With commercial sales

Large gallery \$350 per week.

Three small galleries, \$150 per week.

(Rates may be reduced for multiple hiring of rooms.)

#### 2. With nothing for sale

Large gallery \$450 per week.

Three smaller galleries, \$180 per week.

(Rates may be reduced for multiple hiring of rooms.)

- A minimum of two weeks' hire also applies to group exhibitions of more than three artists.
- An opening/security fee of \$50 for the first two hours, then \$20.00 per each extra hour will be charged for exhibition openings outside normal hours (10am to 4pm). OAS Staff must provide supervision (limited to two hours) and run any sales.
- A hanging fee of \$75 applies to all group shows which require hanging assistance. The OAS will normally provide hanging guidance and some assistance if required between 9.30am and 2.30 pm, as long as at least two other people are in attendance to set up the exhibition.
- Hire rates are inclusive of GST.
- Number of days galleries are hired must include the time set aside for setting up and taking down of exhibitions.
- Galleries must be left in the condition they were found in by hirer. (Vacuum cleaner and general cleaning materials available).
- A fee of \$50 applies for use of the kitchen for functions (kitchen must be left in the condition it was found, a checklist is located in the sales gallery). Deep frying of food is not permitted in the OAS kitchen.

### **One-Day functions**

Rental charges (including electricity) are:

Large gallery, \$200 a day or \$150 a half-day (including set-up and tidy-up time).

Small galleries, \$80 whole day. \$50 half-day.

Commission on sales, to be handled through shop, will be charged.

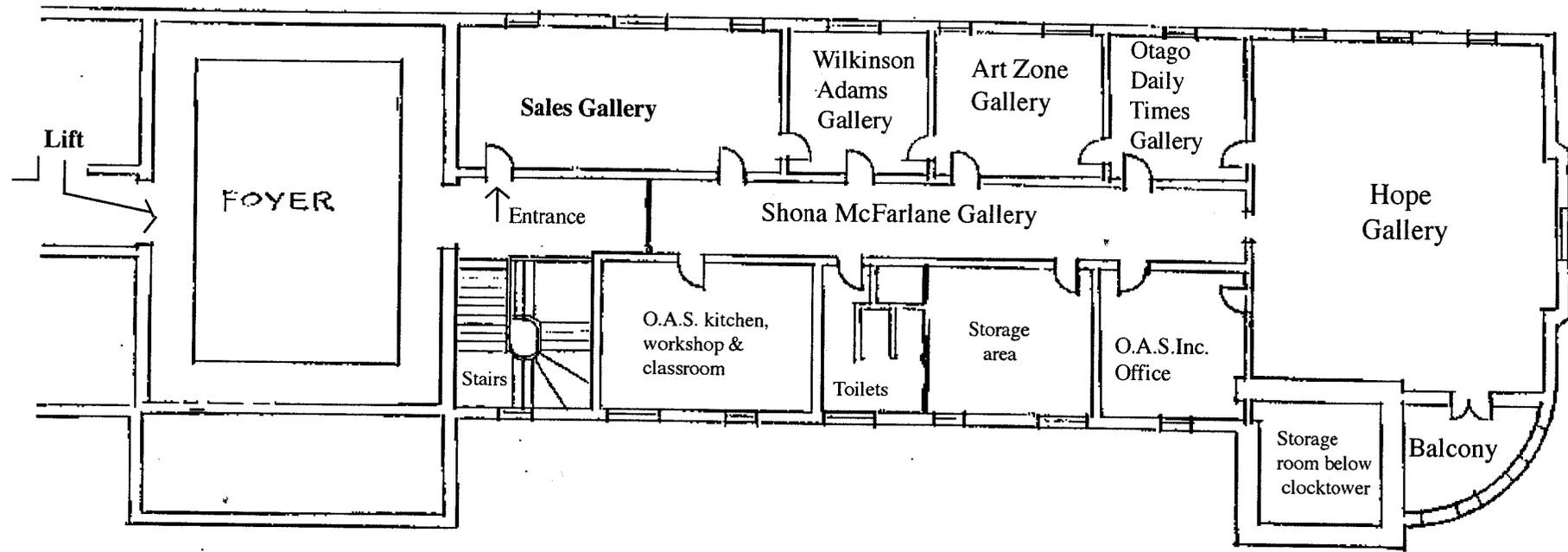
### **Special requirements**

- The OAS remains open to negotiation regarding special requirements for hires such as use of our chairs and trestles, provision of screens, use of the kitchen (a checklist is available from the Sales Gallery), etc. We also have two large screens available for additional hanging in the middle of the Hope Gallery if needed. Ladders are also available for use.
- Our special gallery hanging system, with adjustable-height hooks on nylon line must be used for all hanging. No tape, stickers, tacks or nails are permitted but careful use of Blue Tac can be used for notices. An excellent new Gallery lighting system is in place.
- Catalogues, flyers, posters and **advertising must be approved by the Society**. Where works are for sale the collection of sold works must be clearly shown on the catalogue.
- Art works are brought into the galleries at exhibitors' own risk. Insurance should be arranged if necessary.
- Hire is not secured until a signed acceptance confirmation and a deposit of one third of the total hire charge have been received by the OAS. The balance of the hire charge will be invoiced at the end of the hire period and is due within 14 days of receipt of the invoice.

### **Exhibition Checklist**

- 1. Make booking, confirm dates, contract signed and required deposit paid.
- 2. Have advertising approved by OAS. Distribute posters/flyers. Arrange advertising.
- 3. Catalogues or price labels organised. Copy of works for sale & prices to our staff.
- 4. Any arrangements for opening an exhibition to be made; invitations to guests.
- 5. Organise hanging.
- 6. Organise pick up of large purchases at end of show and take-down of unsold works.

*The Art Station* – plan of Otago Art Society Galleries



**GALLERY SPACE**

- Hope Gallery:** 9.75m x 11.5m
- Wilkinson Adams Gallery:** 5m x 5m
- Art Zone Gallery:** 5.7m x 5m
- Otago Daily Times Gallery:** 4.5m x 5m
- Shona McFarlane Gallery:** 20m x 2.4m