



# Otago Art Society

## Gallery Hire Information

*As at October 2023*

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 400. 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, and hold members' evenings. Our Sales Gallery area features works by members of the Otago Art Society working in a range of mediums.

The Otago Art Society is located on the 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 also houses the Taieri Gorge Railway booking office, the New Zealand Sports Hall of Fame museum, as well as the Cobb & Co Restaurant.

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.

We have four galleries [see plan] the largest being the Hope Gallery and three smaller galleries (Ryman, Art Zone and Otago Daily Times) are available. In the long corridor is the Shona McFarlane Gallery which houses our Permanent Collection. In addition there is a Sales Gallery/Shop, kitchen, plus our office and storeroom.

Gallery spaces are available for hire either individually, or in combination. 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.

### **CONDITIONS FOR HIRE OF OTAGO ART SOCIETY GALLERIES:**

#### **1. Commission on Sales**

A commission 35% of the sale price of art works is to be paid to Otago Art Society on all sales made from exhibitions. Sales are to be handled exclusively through our Sales Gallery shop.

## 2. **Gallery Hire Rates – Weekly Hires**

*(all rates are exclusive of GST)*

### **a. *With Artwork Sales***

Large gallery \$400 per week. (*Hope Gallery*)

Three small galleries, \$200 per week each. (*Ryman, Artzone & ODT Galleries*)

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

### **b. *Without Artwork Sales***

Large gallery \$700 per week.

Three smaller galleries, \$300 per week each.

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

## 3. **General Conditions**

- a. An opening/security fee of \$50 an hour for the first two hours, then \$60.00 per each extra hour or part thereof will be charged for exhibition openings outside normal hours (10am to 4pm). OAS Staff will provide supervision for the Opening event and process any sales through the Sales Gallery Shop.
- b. A hanging fee of \$150 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.
- c. Hire rates are exclusive of GST.
- d. The number of days the galleries are hired must include the time set aside for setting up and taking down of exhibitions.
- e. Galleries must be left in the condition they were found in by hirer. A vacuum cleaner and general cleaning materials are available.
- f. A fee of \$75 applies for use of the kitchen for functions. The kitchen must be left in the condition it was found, and a checklist for this is located in the sales gallery. Deep frying of food is not permitted in the OAS kitchen.

## 4. **Special Requirements**

- a. The OAS remains open to negotiation regarding special requirements for hires such as use of our chairs and trestles, use of the kitchen (for which a checklist is available from the Sales Gallery), etc. Ladders are also available for use.
- b. 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 Gallery lighting system is in place.
- c. Art works are brought into the galleries at exhibitors' own risk. Your own insurance should be arranged if necessary.
- d. Hire is not secured until a signed acceptance confirmation and a deposit of one half of the total hire charge have been received by the OAS. Any additional charges will be invoiced at the end of the hire period and is due within 14 days of receipt of the invoice.

## 5. **Advertising**

- a. Any catalogue, flyer, poster or any form of advertising should carry the Otago Art Society logo, and the OAS should be acknowledged as the host of the Hire event.
- b. Catalogues, flyers, posters and advertising must be approved by the Otago Art Society prior to publication. Where works are for sale the date for collection of sold works must be clearly shown on the catalogue.
- c. Where possible, please advise the OAS of any Social Media posts planned so we can share to our page, and further advertise your Hire event. Please tag the OAS where possible.
- d. Please provide notice to the OAS of any artists' talks, or events inside the Hire event, so that we can advertise for our mutual benefit.

## **6. Hanging Requirements**

- a. The Otago Art Society has a high standard of presentation for all exhibitions, both internal and external. Please ensure that your hanging and presentation (labels and pricing labels) are of similar standard. If assistance is required, we are happy to help.
- b. The Hirer is to provide their own information signage, pricing labels and any other signage required for the event, however the OAS is available for assistance should this be required.

## **Handy 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.