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# SEVENTH

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## APPLICATION FORM

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SEND COMPLETED FORMS TO:

info@seventhgallery.org OR //

155 GERTRUDE STREET || FITZROY  
3065 || VICTORIA || AUSTRALIA

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### CONTACT INFORMATION

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NAME

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ADDRESS

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PHONE

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EMAIL

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WEBSITE

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### PROJECT INFORMATION

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PROJECT TITLE

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ARTISTS NAMES

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PREFERRED MONTH/S\* ● JULY ● AUGUST ● SEPTEMBER ● OCTOBER ● NOVEMBER ● DECEMBER

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PREFERRED GALLERY SPACE ● GALLERY ONE ● GALLERY TWO ● PROJECT SPACE  
● NIGHT SCREEN ● WORKERS WINDOW

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PROJECT SUMMARY

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### SUPPORT MATERIAL INFORMATION

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Provide support material supplied in at least one of the following formats.

#### SOFT COPY VIA EMAIL:

- PDF with images
- Specific URL

#### HARD COPY VIA SNAIL MAIL:

- CD / DVD images
- CD Audio
- DVD Video

*NOTE: Please do not include original hard copy material as it will not be returned.*

Please indicate whether your support material is the actual work you are hoping to exhibit, or past work indicative of your style:

- ACTUAL WORK
- INDICATION OF STYLE

Please provide a support material guide, including dimensions (including duration of audio/visual material), titles, materials, dates made.

Please ensure names/numbering of images correspond with the names/numbers of the documents provided.

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### EXTENDED PROJECT DESCRIPTION

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Please attach a description of your project. (max 500 words) To ensure your proposal is clearly understood please clear sub-heading which approximately correspond to major

Descriptive terms, i.e. what, how, why, where etc.

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### ARTIST CURRICULUM VITAE

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Please attach:  
One A4 page CV for each participating artist.

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### APPLICATION CHECKLIST

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- COMPLETED COVER SHEET
- SUPPORT MATERIAL
- PROJECT DESCRIPTION (MAX 500 WORDS)
- CVS FOR EACH ARTIST

*NOTE: Applications will not be returned.*

# SEVENTH

## APPLICATION FORM

### EXHIBITION AND INSTALLATION GUIDELINES

- The Artist/s may begin installation of exhibition at 12pm on the Sunday prior to exhibition opening.
- The exhibition installation must be fully completed by midday on the Wednesday of the exhibition opening to ensure adequate time for opening night preparations
- The Artist/s may begin de-installation of exhibition at 6pm of the final Saturday of the allotted exhibition time slot. This must be completed by 12pm the following day (Sunday).
- The Artist/s must return the space to its original condition. Holes must be puttied and sanded, walls must be returned to their original colours, floors must be cleaned and painted if required, lights replaced if removed etc. SEVENTH will provide touch up paint only. If artists need to paint the whole space, they will need to purchase paint themselves. Drop sheets need to be used when painting and any drips need to be cleaned up before they dry. Any SEVENTH materials left in an unusable condition will need to be replaced at the artist's expense (this applies to rollers, brushes, tools etc).
- The Artist/s has 24-hour access to the space during the install/de-install periods. However, in consideration of residents upstairs noise must be kept to a minimum between 8pm and 9am (i.e. no drilling). Please note, the outside courtyard is a shared space and therefore must be left in a clean and orderly state at all times (no rubbish, unwashed brushes, discarded art works etc.).
- SEVENTH is a non-commercial contemporary art space. As such it will not facilitate the sale of work from the gallery itself. It is up to the discretion of the artist/s to decide whether their work is for sale or not. However, in the event of interest, SEVENTH will happily put potential buyers in contact with the Artist/s.

### OBLIGATIONS OF THE ARTISTS

- Pay a confirmation fee to SEVENTH of \$100 within 21 days of signing this contract. This amount will be deducted from the exhibition fee stated above.
- Pay the above stated exhibition fee (minus \$100 deposit) to SEVENTH no less than two months before the opening date of the Exhibition.

- Abide by the SEVENTH exhibition and installation guidelines stated above - SEVENTH reserves the right to terminate this contract should these guidelines be breached.
- Be responsible for the key supplied by SEVENTH and will incur any costs if the key is lost or damaged—A \$50 deposit will be paid by the artist on receipt of the key prior to exhibition installation. This amount will be reimbursed upon return of the key, provided the gallery is returned to a satisfactory condition (at the discretion of the SEVENTH Board). No copies are to be made of the SEVENTH key under any circumstances.
- Ensure that the SEVENTH premise has been securely locked when closing for the day or during install/de-install periods. The Artist/s will be liable for any losses incurred as a result of any unlocked doors or back gates.
- Be liable for any loss or damage to the artwork/s and/or personal possessions during the Exhibition. It is the Artist/s responsibility to arrange their own personal insurance against theft, loss or damage to the artwork and/or the artist/s belongings for the duration of their exhibition - including installation, de-installation and invigilation periods.
- Accept that SEVENTH shall not be held responsible for any personal injury or illness sustained on the SEVENTH premises or satellite sites during the course of the exhibition period, including the installation/de-installation period.
- Forfeit any monies paid to SEVENTH if the Artist/s cancels the exhibition less than two months before the Exhibition open date.
- Be responsible for sitting SEVENTH Gallery during the Exhibition's opening hours and shall inform SEVENTH of names and contact details of any person, other than the contracted artist/s, who is elected to sit the Exhibition.
- Be responsible for the installation and de-installation of the Exhibition during the allotted times. This includes any associated costs in installation or de-installation, patching and repainting walls and clearing any additional mess created by installation or de-installation.
- Notify SEVENTH if the planned Exhibited works will incorporate sounds (particularly loud sounds) so it can be negotiated with the other artists exhibiting in the rest of the galleries.
- Agree to discuss any significant alterations in content from the proposed Exhibition with SEVENTH prior to installation.
- Agree and warrant that they and any associated agents and contractors will comply with all applicable occupational health and

safety laws and adhere to safe standards and practices.

- Ensure that the Exhibition, its promotion and the actions of any Artist/s or participants does not contravene any law enforced in the State of Victoria, this includes Australia's anti-discrimination laws.
- Agree to indemnify SEVENTH against any and all claims, actions, liabilities, damages, losses, costs, charges or expenses suffered or incurred by SEVENTH as a result of any act or omission (including but not limited to any breach of this agreement or any negligent act or omission) of the Artist/s or any of their contractors or agents in connection with the Exhibition or the Artist/s performance of this agreement.
- Supply SEVENTH with promotional images and artist statements in accordance with the information request form, and do so by the nominated deadline.

### OBLIGATIONS OF SEVENTH

- Provide a key for the Artist/s to use to gain access to SEVENTH premises during the Exhibition.
- Familiarise the Artist/s with the SEVENTH premises, so they are equipped to sit the gallery and know how to access all the facilities.
- Contact the Artist/s in the month prior to the Exhibition with further information regarding the specifics of installation, de-installation, opening night and gallery invigilation protocol.
- Provide contact details of the board member responsible for overseeing the Exhibition, at whom any further enquiries can be directed (one month prior to Exhibition).
- Provide refreshments and staff at the Exhibition opening.
- Oversee the running of the Exhibition Opening to be held between the hours of 6-8pm, including the setting up and packing down of the opening function.
- Provide limited assistance and materials to the Artist/s during the installation period.
- Produce promotional material to publicise the exhibition.
- Promote the Exhibition via the SEVENTH mailing list, e-newsletter, SEVENTH website and social media.
- Ensure that the gallery is kept at a reasonable standard of maintenance.

NAME:

SIGNATURE:

DATE:

**SAVE AND EXIT**