



SHIRE OF CARNARVON

ART GALLERY & GALLERY NOOK HIRE

2026-2027 Financial Year

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FOR MORE INFORMATION ON THE SHIRE OF CARNARVON LIBRARY & ART GALLERY

Email: artgallery@carnarvon.wa.gov.au

Address: 18 Egan Street, Carnarvon, WA 6701

Phone: (08) 9941 3388 ART GALLERY

Phone: (08) 9941-3727 LIBRARY

1. TERMS & CONDITIONS

CARNARVON LIBRARY & ART GALLERY HIRE

The Shire of Carnarvon Library & Art Gallery offers an affordable space for the exhibition of art to the wider artistic community. Where hiring of the space is concerned, the term 'Art Gallery' will be used in order to clearly define the Art Gallery solely, not combined with the Library space.

All prices, terms and conditions, below, are current from July 2026.

1.1 **The Booking Request Form** must be completed, signed and submitted to the Shire of Carnarvon Library & Art Gallery at least three (3) months prior to the requested exhibition dates. Dates will be confirmed, following which, the **Agreement to Hire** should be signed by all parties and an invoice will be issued.

1.2 The period of occupancy will henceforth be called the **Term** which will include installation and de-installation time.

2. HIRE CHARGES & ADMINISTRATION FEES

Refer to the **Fees & Charges** below (reviewed and adopted annually).
The full schedule can be found on the Shire of Carnarvon's website.

Description	Department	Act (Reference)	2026/2027 FEE (\$ Incl. GST)
Main Gallery Exhibition - Hire Fee (per week) Local / Gascoyne / Artists / Groups	Community Services	Local Gov. Act 1995	\$95.00 (per week)
Main Gallery Exhibition Space - Hire Fee (per week) Other Artists / Groups	Community Services	Local Gov. Act 1995	\$185.00 (per week)
Gallery Nook Exhibition Space - Hire Fee (per period) All Artists / Groups	Community Services	Local Gov. Act 1995	\$175.00 (per period)
After Hours Staffing (per hour) (Does not apply to Opening Event)	Community Services	Local Gov. Act 1995	\$60.00 (per hour)
Art Gallery Sales - Commission Fee	Community Services	Local Gov. Act 1995	20% commission on all sales

2.1 The full hire charge for the Term shall be paid by the Hirer not less than thirty (30) days before the exhibition opening date.

2.2 Artists/Exhibitors can agree to hire the Main Gallery. The Gallery Nook is also available for exhibiting work, with bookings typically made for a four-week duration. However, alternative durations may be considered on a case-by-case basis (please refer to the Art Gallery Floor Plan on Page 10). All terms must be confirmed at the time of booking.

2.3 The Shire of Carnarvon Library & Art Gallery will charge a commission fee of 10% on all artworks sold during the exhibition term.

2.3.1 The hirer on signing the Agreement to Hire agrees that, at the end of the Exhibition, 20% commission will be paid within 30 days for artworks sold during the exhibition

2.4 The Hirer is responsible for arranging insurance cover for exhibition artwork(s) and will present proof of insurances by providing a Certificate of Currency for examination and/or copying by the Coordinator before any work can be carried out in the Art Gallery. If the Hirer opts not to arrange insurance cover this will be mutually noted.

2.5 No work may explicitly be advertised for sale; however, a pricing list or catalogue may accompany the exhibition and all expressions of interest in the exhibited artwork will be referred directly to the artist/exhibitor(s).

2.6 Optional Extras offered by the Art Gallery (*does not relate to the Opening Event):
Out-of-hours staffing charge - \$60.00 per staff member per hour (subject to availability).

2.7 Catering for the opening event is at the behest and cost of the Hirer. The Library & Art Gallery can supply tables, chairs and the use of the kitchen for which prior arrangement with the Art Gallery Team is required.

2.8 If serving alcohol, the necessary license/permit needs to be obtained as stipulated by legislation and a copy presented to the Coordinator prior to the event . When alcohol is consumed, it must be consumed within the building. Of note, the Art Gallery occupancy maximum is 63 persons. **No food or drink is permitted in the Art Gallery spaces where artworks are being displayed / exhibited, as directed by venue staff/signage.**

2.9 Carnarvon Library & Art Gallery is a non-smoking venue and the Hirer will ensure that no smoking will occur within the premises or within 5 meters of any external door. The use of candles or smoke devices within the Library & Art Gallery is prohibited due to security risks.

2.10 All invitations, posters, press releases and other promotional materials associated with an exhibition must be approved by the Art Gallery Team prior to printing and/or distribution. They will also display the Carnarvon Library & Art Gallery branding, including contact details and the Shire of Carnarvon logo (supplied by the Art Gallery Team).

3. RESPONSIBILITIES

3.1 The Hirer will be responsible for:

3.1.1 ensuring that all artwork(s) is finished, framed and ready to hang/display.

3.1.2 providing appropriate information required for labels and/or numbers for work and formulating the catalogue by a mutually agreed date.

3.1.3 delivering all artwork on a mutually agreed date prior to the exhibition and participating in condition reporting of artwork with venue staff.

3.1.4 collecting all artwork on a mutually agreed date following the exhibition.

3.2. Library & Art Gallery staff (together with the hirer) will be responsible for:

3.2.1 completing condition reports on receiving artwork(s) prior to installation and prior to returning artwork(s).

3.2.2 installing/de-installing the exhibition in consultation with the exhibitor(s) or in accordance with installation manuals/instructions.

3.2.3 preparing promotional material, labels/didactics in consultation with the exhibitor(s).

3.3 The premises are hired with lighting, hanging rails, hanging cords and hooks, portable walls and plinths, 32" & 40" Smart TV; the Hirer is responsible for the provision and insurance of any and all other equipment.

3.4 The Hirer is not permitted to exhibit on any part of the premises any placard, poster, signboard or other advertisement except with permission of the Art Gallery Team.

3.5 No artwork can be added, removed or re-positioned changed during the Term other than by prior arrangement with the Art Gallery Team and with valid justification.

3.6 In the interest of protecting persons and property against loss, injury or damage arising from fire or unsafe practices, any demonstrations that the Hirer proposes to undertake involving fire, fireworks or any such activity, shall be referred to the Coordinator for consideration and unless approved by the Coordinator and/or Senior Executive Shire staff in writing, no demonstrations shall be undertaken on the premises. In the event of a breakdown in services, utilities or equipment, etc. no responsibility will be accepted by the Shire of Carnarvon Library & Art Gallery. However, every care and precaution will be taken in this regard.

3.7 The Hirer will, at all times, be conscious of the Security and Health and Safety of the premises and its occupants and observe all instructions in regard to these matters as provided by the Library & Art Gallery.

3.8 The Coordinator or a delegated staff member will oversee and assist the Hirer in the installation and setting of any Audio Visual, electrical and lighting equipment (including Gallery lighting). Carnarvon Library & Art Gallery staff are the only people permitted to use the ladders and lifting/moving equipment within the Gallery.

3.9 Works that are seen to be culturally insensitive to any group based on race, creed or gender should be avoided.

3.10 Any cleaning and/or damage identified by the Library & Art Gallery staff, which results in the kitchen/food preparation area caused by the exhibitor (s), which is not rectified by the Hirer within one week of the completion of the Term, may be rectified by the Library & Art Gallery forthwith at the cost and expense in all respects to the Hirer.

3.11 The Hirer, in liaison with the Art Gallery Team, can appoint a Gallery Attendant / Volunteer to supervise the exhibition. Alternatively, the Library & Art Gallery staff will open and close the exhibition, in keeping with the scheduled operating hours (confirmation of these will be provided at the time of booking).

- This agreement may be terminated prior to the commencement date by either party by the delivery of a written notice to the address of the other party not less than six (6) months before the exhibition commencement date.
- The Library & Art Gallery, in liaison with the artist/exhibition curator(s), will be responsible for all hanging, design, placements and decisions about presentation.
- This agreement represents the entire agreement between the parties and shall not be altered or amended except by the consent in writing of both parties. Any dispute as to the interpretation of the agreement shall be settled by the Coordinator whose decision shall be final.
- Bookings may be declined at the discretion of the Shire of Carnarvon.

BOOKING REQUEST FORM

EXHIBITION TITLE: _____

HIRER'S NAME: _____ **GROUP:** _____

ADDRESS: _____

POSTCODE: _____ **TELEPHONE:** _____ **MOBILE:** _____

EMAIL: _____

ARTISTS INVOLVED: (if group exhibition)

ARTFORM(S):

PREFERRED DATES:

EXHIBITION OPENING DATE: _____

EXHIBITION CLOSING DATE: _____

EXHIBITION OPENING EVENT: _____

PREFERRED EXHIBITION SPACE: MAIN ART GALLERY ☐ & /Or NOOK ☐

OUT-OF-HOURS STAFFING REQUIRED: YES / NO (Circle) *Excludes Opening Event

Date(s): _____ **Staff Numbers:** _____

Number of Hours: _____

Signed: _____ **Date:** _____

PLEASE SIGN AND RETURN TO:

artgallery@carnarvon.wa.gov.au

or deliver to the Shire of Carnarvon Library & Art Gallery

18 Egan Street, Carnarvon, WA 6701

The Shire of Carnarvon (Library & Art Gallery) of 18 Egan Street, Carnarvon WA 6701 agrees to hire the Art Gallery to the below-mentioned individual/group (the Hirer) who has read and agreed to the terms and conditions of hire, for the below mentioned term as outlined on the Booking Request Form.

Confirmed Hire Dates including installation/de-installation periods:

Signed for and on behalf of the Shire of Carnarvon Library & Art Gallery

PRINT name of person signing on behalf of the Shire of Carnarvon Library & Art Gallery

Date: ____/____/____

Signed for and on behalf of the Hirer

PRINT name of person signing on behalf of the Hirer

Date: ____/____/____

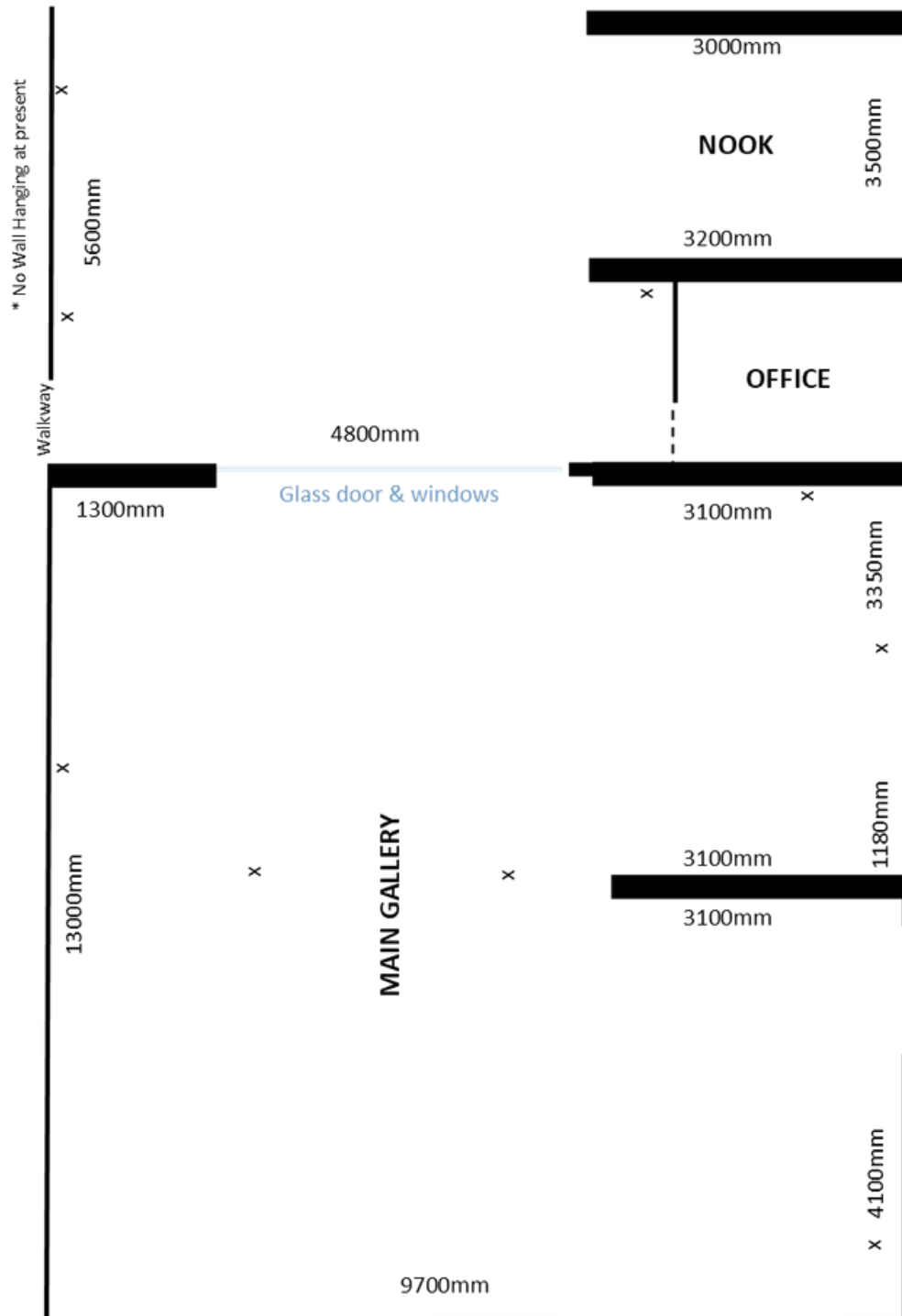
Proof of Insurance Certificate sighted: _____

Photocopied 

Hirer opts for no cover noted: _____

**Please sign and return AFTER RECEIVING
the confirmation of booking dates**

GALLERY FLOORPLAN



----- DOORS

X Electrical outlet

* No Wall Hanging at present

ADDITIONAL INFORMATION

The Shire of Carnarvon Library & Art Gallery is available for hire to visual artists, textile artisans, craft workers, sculptors and other art practitioners as well as for the display of objects.

VENUE ACCESS

Access to the venue will be available during the Library & Art Gallery opening hours. If access is required at other times, it may be possible to make alternative arrangements with the Coordinator.

INSTALLATION

Hirers are reminded that although trained Library & Art Gallery staff will carry out the installation, it is the exhibitor's responsibility to ensure works are finished, framed and ready to hang with suitable hanging attachments prior to delivery to the Gallery.

The recommended way to hang works in Carnarvon Library & Art Gallery is with two D-hooks affixed to the back of each item (like those in the images).



Of note, the positioning of D-hooks may affect hanging.

Library and Gallery trained staff can offer recommendations if required.

D-hooks can be purchased from most hardware stores or can be purchased in bulk online.

Attach these with screws to the frame or backing board of your art work at the same position on either side. Please do not attach or use string/hanging wire, as on a hanging rail system this makes the artwork hang out at an angle from the wall.

Please ensure all items are ready to hang prior to arrival for installation.

Hanging System

Make:	Arti Teq Click Rail Pro hanging system
Load bearing of rail:	Max 30kg/m
Load bearing of hanging wires:	Max 20kg
Load bearing of adjustable hooks:	Max 15kg

The Library and Art Gallery trained staff will be pleased to give further details on request.

Plinths

For any 3-dimensional objects, unsuitable for hanging, several plinths are available for use:

- White
 - 2 x 400mm x 400mm x 900 mm (H)
 - 2 x 400mm x 400mm x 800mm (H)
 - 1 x 300mm x 300mm x 400 mm (H)
- Grey
 - 3 x 400mm x 300mm x 900 (H)mm
 - 1 x 400mm x 400mm x 800 (H)mm
 - 1 x 300mm x 300mm x 400 (H)mm

Glass Display Cabinet

Outer dimensions 2000mm (H) x 1200mm (W) x 450 (D)
Internal dimensions 1500mm(H) x 1188 mm (W) x 438mm (D)
Built in LED lighting.
Glass shelves x 3
Lockable glass doors

Smart TV-Hiense

Size: 32"
USB & HDMI output compatible
Size: 40"
USB & HDMI output compatible

LIGHTING

Lighting is via interchangeable light unit on a single-circuit track, allowing walls and central displays to be well lit. A time will be arranged prior to the exhibition opening for a review of the installation and lighting for your exhibition. Of note, only Library and Art Gallery trained staff are permitted to work on the ladder for adjusting artwork and/or lighting.

STORAGE

The storeroom if available, can be requested for storage from the Coordinator; however, use is only permitted under supervision by staff.

CATERING

The staff kitchen is available for use during the set-up of exhibitions, official openings, and for the making of refreshments for exhibition attendants; details of use must be pre-arranged with the Art Gallery Team.