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## Application for Hire of Foyer Wall (Community Art Display)

Please submit your application to the Customer Service Desk at the Shire Administration Office or via [info@denmark.wa.gov.au](mailto:info@denmark.wa.gov.au)

### Details

Applicant Name (Primary contact if a group booking): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Names of additional applicants if a group is applying: \_\_\_\_\_

Brief description of works to be displayed (include theme, medium/s number of works): \_\_\_\_\_

Date of booking (inclusive) From: \_\_\_\_\_ To: \_\_\_\_\_

Conditions: Works can be hung between 8.30am and 5pm on the first booked day. Booking dates must include time allowed for hanging and de-installation. Works that are sold or removed during the booking period are allowed to be replaced. You are encouraged to make good use of the space by replacing works to keep the display looking coherent.

Hire will be charged at the rate of \$20/month and must be paid at the time of booking. Art works may be offered for sale. There are no commission fees for sales of artworks and the Shire of Denmark will not be involved in this process. Any works sold must be removed and delivered to the purchaser by the artist.

Bookings must be confirmed and paid for prior to the first booking date to allow time for production of labels. Artist contact details must be displayed to facilitate any queries directly to the artist. The initial maximum booking time is four weeks. Once the work is hung and if there are no bookings directly following your own, you may be offered an additional booking period.

Only non-sculptural wall-hung artworks will be accepted. Promotional signage for use in the Shire of Denmark foyer may be supplied by the artist but will require prior approval. Shire of Denmark will not be involved in the promotion of your display. Works will be hung from the railing provided. All hanging fittings will be provided by Shire of Denmark. No blu-tack or other hanging devices will be attached directly to the wall.

Any loss and/or damages to art works resulting to hiring the facility, and any damages to Shire property resulting from the hanging of art works shall be the responsibility of the hirer. By submitting this application, the hirer shall indemnify Shire of Denmark against any claim, action or process for damage or injury which might arise during the

progress of such hire and shall keep indemnified the Shire of Denmark against any claim, action or process for damage and/or injury which might arise from the existence of such hire unless such damage and/or injury is due or contributed to by an act or omission of the Shire of Denmark.

The Shire of Denmark reserves the right to refuse display of any works it deems unsuitable for any reason.

Please sign below to accept the above conditions.

Hirer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Approved:      Yes / No      Entered into calendar:    Yes / No      Receipt Number: \_\_\_\_\_

Authorising Officer: \_\_\_\_\_ Date: \_\_\_\_\_

