



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 enquiries@denmark.wa.gov.au

Applicant Name (Primary Contact if a Group Booking):.....

Address:.....

Phone No:..... **Email:**.....

Names of Additional Applicants if a Group is Applying:

- | | |
|---------|---------|
| 1. | 3. |
| 2. | 4. |

Brief Description of Works to be Displayed (please include theme, medium/s and number of works):

.....
.....
.....

Date/s of Booking (inclusive) From: _____ To: _____

Please sign to accept the following 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 a rate of \$10/week and fees must be paid at the time of booking. There are no commission fees for sales of artworks and the Shire of Denmark (SoD) will not be involved in this process. Any works sold must be removed and delivered to the purchaser by the artist. Art works do not have to be for sale.

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 consecutive 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. SoD will produce all wall labels so they are standardised. Please email a list of works to enquiries@denmark.wa.gov.au or include on the back of this form. Promotional signage for use in the SoD foyer may be supplied by the artist but will require prior approval. SoD will not be involved in the promotion of your display.

I/We accept that any loss and/or damage resulting from me/us hiring the facility can be charged to me/us. Works will be hung from the railing provided. All hanging fittings will be provided by SoD. No blu-tack or other hanging devices will be attached directly to the wall.

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

Hirer's Signature Date

OFFICE USE ONLY

Approved: YES / NO (*circle one*) Entered into calendar: YES / NO (*circle one*) Receipt Number:

Authorising Officer's Signature: _____ Date: