



EXHIBITIONS
CS GALLERY
MELTON LIBRARY AND LEARNING HUB
MELTON CIVIC CENTRE



APPLICATION FORM

Imagine Melton
Arts and Culture
Melton City Council



EXHIBITIONS

CS GALLERY

MELTON LIBRARY AND LEARNING HUB

MELTON CIVIC CENTRE

Melton City Council is now accepting applications to host exhibitions at three Exhibition Venues across the city:

- CS Gallery
- Melton Library and Learning Hub
- Melton Civic Centre.

The CS Gallery, Melton Library and Learning Hub, and Melton Civic Centre each provide an excellent opportunity for artists to present their work in a prominent location with no hire fee, and with support and promotion provided by Melton City Council.

Exhibition applications are welcome from professional, young and emerging individual artists and groups. Applications are accepted throughout the year and are assessed by Melton City Council's Arts and Culture team in consultation with other relevant Council staff on a quarterly basis.


As part of the application process, applicants are advised to visit the venues in advance of submitting their proposal, and order their preference of each venue accordingly. Where an applicant's preferred venue is not available, an offer of an alternative venue may be given. Exhibitions will be programmed at venues and times at the discretion of the Arts and Culture team. Applicants should note that exhibitions will also be programmed at CS Gallery by invitation to ensure the delivery of a strong program of curated content throughout the year.

Selections are made with the view of presenting a diverse, high quality exhibition program that engages the community. Programming takes into account Melton's cultural diversity, local events and celebrations, and the quality of the applications received.

APPLICATION PROCESS

Included in this document is information about the three Exhibition Venues, Exhibition Guidelines detailing the responsibilities of Exhibitors and Melton City Council, the Selection Criteria, the Application Form, and an Application Check List. Applicants will be advised the outcome of their exhibition application in writing. To discuss your application prior to submission, or for further information about the application process, please contact the Arts and Culture Officer:

 artsandculture@melton.vic.gov.au

 03 9747 7195

EXHIBITION VENUES: CS GALLERY

Housed within the Caroline Springs Library and Civic Centre, CS Gallery is a modern, highly visible and easily accessible location with high levels of walk through traffic.

CS Gallery was established by Melton City Council to particularly:

- encourage innovation, new ideas and hybrid art forms
- give an opportunity to show work in development
- provide opportunities for professional artists not represented by commercial galleries to exhibit
- support and profile young and emerging artists
- create an awareness and appreciation of visual arts

Address: 193 Caroline Springs Boulevard, CAROLINE SPRINGS VIC 3023

Hanging System: CS Gallery is fitted with a flexible track/wire hanging system. All works should be suitably matted/framed/stretched and fitted with hanging wires prior to installation

Lighting: CS Gallery is lit by house lights, while three glass facades of the Gallery also allowing natural light to enter the venue

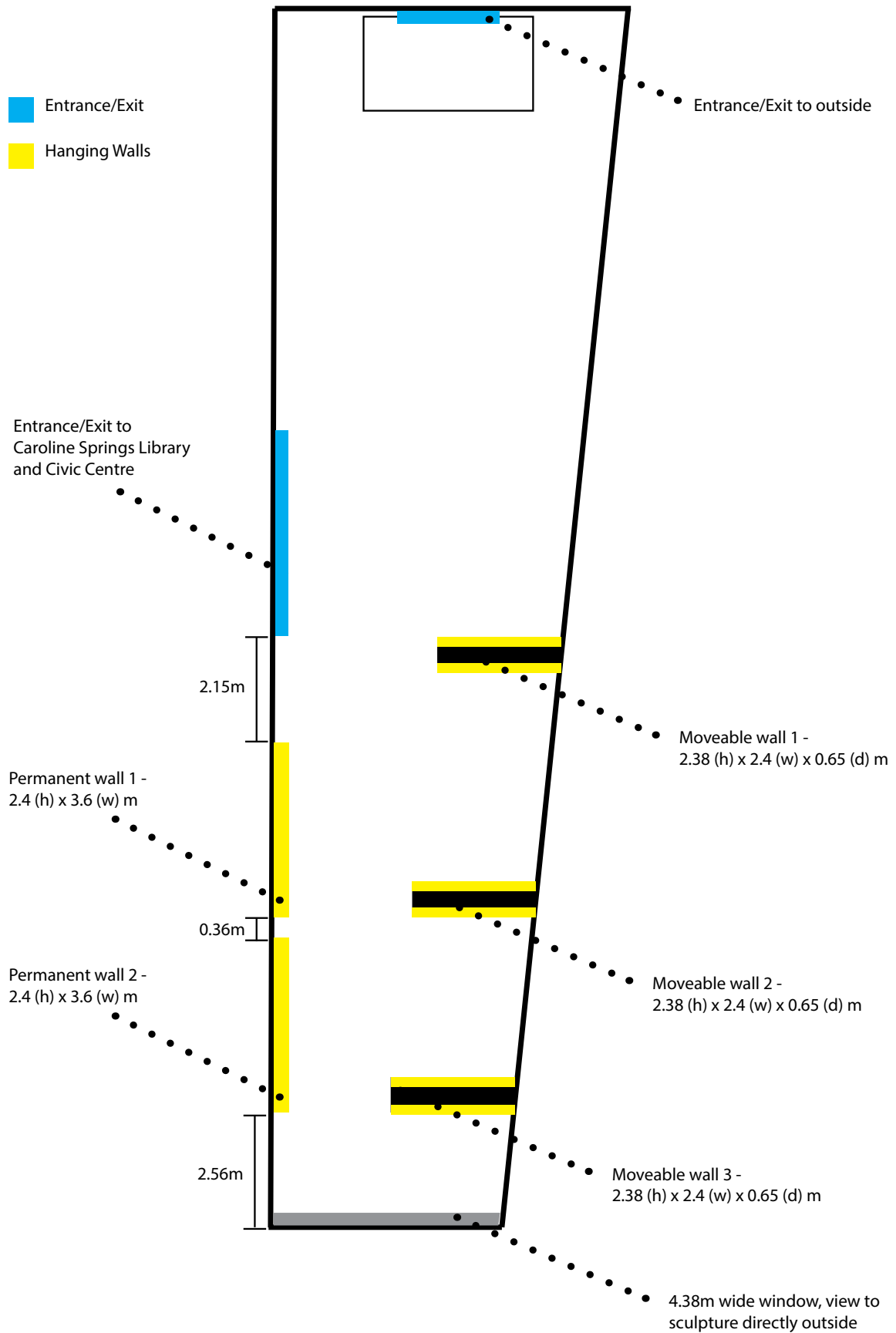
Climate Control: CS Gallery is an air conditioned venue

Running Metres: Total: 21.6 metres

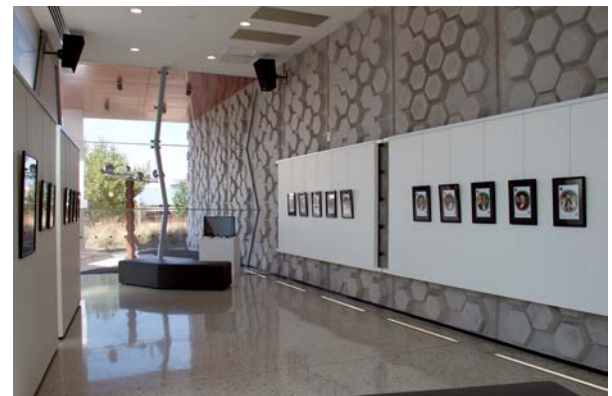
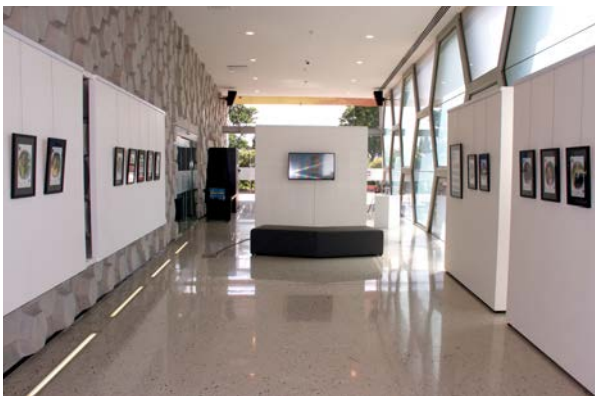
CS Gallery is fitted with two permanent hanging walls, measuring 2.4 (h) x 3.6 (w) metres each. The venue also provides three moveable hanging walls, each measuring 2.38 (h) x 2.4 (w) x 0.65 (d) metres, allowing for the flexible set up of exhibitions. A limited stock of display plinths and monitors are also available by negotiation.



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MELTON LIBRARY AND LEARNING HUB

Melton Library and Learning Hub is a state-of-the-art community hub in the heart of Melton. There are 10 meeting spaces that can be booked for various activities including community group meetings, arts and craft groups or business meetings.

Throughout the two-floor, modern building are a number of hanging walls for the presentation of visual art and community exhibitions.

Address: 31 McKenzie Street, MELTON VIC 3337

Hanging System: Selected walls throughout the Melton Library and Learning Hub are fitted with a flexible track/wire hanging system. All works should be suitably matted/ framed/stretched and fitted with hanging wires prior to installation

Lighting: Melton Library and Learning Hub is lit by house lights. Natural light is minimal

Climate Control: Melton Library and Learning Hub is an air conditioned venue

Running Metres: Total: 27.4 metres

Melton Library and Learning Hub contains seven hanging walls, located throughout the venue, as below:

Ground Floor:

Wall 1: 1.6 (w) metres

Wall 2: 3.9 (w) metres

Wall 3: 2.1 (w) metres

First Floor:

Wall 4: 8.8 (w) metres

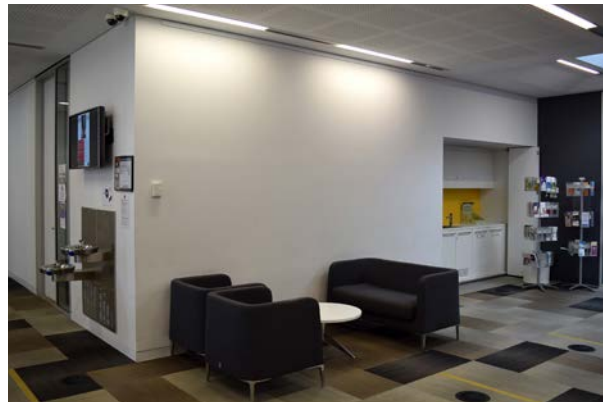
Wall 5: 3.1 (w) metres

Wall 6: 4.3 (w) metres

Wall 7: 3.6 (w) metres

A limited stock of display plinths and monitors are also available by negotiation.

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The Melton Civic Centre is one of the city's primary locations for Customer Service provided by Melton City Council, and as such provides a venue that enjoys high levels of visitation.

Address: 232 High Street, MELTON VIC 3337

Hanging System: A main wall of the facility provides several stretches of space suitable for the display of artwork. The wall is not fitted with a track/wire hanging system, but rather a coloured 'pin board' style backing, making the space most suited to the display of works on paper that could be installed using magnets or pins, or light weight works on canvas

Lighting: Melton Civic Centre is lit by house lights. Natural light is minimal

Climate Control: Melton Civic Centre is an air conditioned venue

Running Metres: Total: 20.6 metres

Melton Civic Centre contains four stretches of artwork display space in the foyer, as below:

Foyer:

Wall 1: 6.7 (w) metres

Wall 2: 2.4 (w) metres

Wall 3: 2.5 (w) metres

Wall 4: 9.0 (w) metres

A limited stock of display cabinets may be available by prior negotiation.



EXHIBITION GUIDELINES

RESPONSIBILITY OF THE EXHIBITOR(S)

1. The artworks are to be mounted/framed in a manner compatible with the existing hanging system in each space. All frames should come equipped with hanging devices.
2. The overall final appearance of the exhibition must comply with the Gallery's display standards and is subject to Melton City Council's approval.
3. The works will at all times be at the risk of the Exhibitor(s). Melton City Council will not accept liability for loss, theft or damage in connection with loaned property exhibited or stored at its Exhibition Venues.
4. No work may be removed until the end of the exhibition.
5. The installation and demounting of the exhibition is the responsibility of the Exhibitor(s) and will be executed within normal hours of the respective Exhibition Venue. Delivery and removal of the works are the responsibility of the Exhibitor(s). Works are to be removed immediately after the exhibition closes. No works will be stored in Melton City Council's Exhibition Venues.
6. All screws, hooks and wires are to be removed from the hanging rails and walls upon the exhibition's conclusion. Labels and blu-tack are also to be removed from the walls.
7. The development of all written and graphic content to be used for the labels, invitations and didactic panels are the responsibility of the Exhibitor(s) and should be provided to Melton City Council's Arts and Culture Officer in a word processed digital document a minimum of 6 weeks prior to install. Please refer to Melton City Council's Arts and Culture Officer for advice.

The labels should take the following format:

Artist NAME

Artwork Title Year

medium

height x width cm

Price (edition number if applicable)

* Artists exhibiting in one of Melton City Council's Exhibition Venues are required to manage their own sales. Melton City Council does not take commission from sales stemming from artwork displays in its Exhibition Venues.

8. Opening Function / Special Events / Public Programs
 - Please contact Melton City Council's Arts and Culture Officer to discuss your needs for an opening, special event, or public program at minimum 6 weeks prior to the date (this includes arranging an access time on the morning/evening of the function if applicable.)
 - No opening function, special event, or public program will be arranged by Melton City Council, but the Exhibitor(s) may, after negotiation with Melton City Council's staff, organise and promote these events within normal Exhibition Venue hours, or at a time negotiated with Melton City Council staff. Council staff will help guide, promote and facilitate where possible.
 - Catering and alcohol restrictions do apply at our Exhibition Venues. Melton City Council staff will advise you on any restrictions when you contact them regarding your events.

- All RSVPs are the responsibility of the Exhibitor(s). Please contact Melton City Council staff a minimum 6 weeks prior to install if you wish to have your details included on the invites for RSVP.
- Any other special requirements can be discussed with the Arts and Culture Officer. Melton City Council staff are available to assist with special needs by negotiation.
- Notwithstanding the above guidelines, Melton City Council has ultimate responsibility for all matters pertaining to the listed Exhibition Venues, and users of the Venues are required to comply with any directions from Melton City Council staff in the lead up to and during any events.
- The Exhibitor will be required to complete the agreed actions in a timely manner as per the terms of the contract. Breach of any of the terms of the contract including the actions and timelines it details, may lead to the cancellation of the exhibition.

RESPONSIBILITY OF MELTON CITY COUNCIL UPON A SUCCESSFUL APPLICATION

1. Melton City Council will give the Exhibitor(s) written confirmation of the exhibition and forward the Exhibitor(s) a Contract to exhibit in the agreed Exhibition Venue. The Exhibitor(s) should read and sign the contract or make an appointment to meet with Melton City Council's Arts and Culture Officer if they have any queries.
2. Melton City Council will organise for the design, limited printing and dissemination of labels and didactic panels, and an exhibition invite where appropriate, in negotiation with the Exhibitor(s).
3. Melton City Council may draft and disseminate a media release regarding the exhibition. We may also provide some online promotion and advertising for each exhibition.
4. The Exhibitor(s) may arrange to meet with Melton City Council's Arts and Culture Officer as required, and Melton City Council may request intermittent meetings/studio visits with the Exhibitor(s) in the lead-up to the exhibition.

TERMS AND CONDITIONS

In applying to participate in Melton City Council's Exhibition Program, applicants agree to the following Terms and Conditions:

1. Melton City Council will exercise all reasonable care, but will not be held responsible for any loss or damage to artworks whatsoever. Artists must arrange and pay for insurance cover for their exhibition, if so desired.
2. Melton City Council does not administer the sale of artworks. Artists are to provide contact details for the public in order to liaise directly with interested buyers. Artworks purchased remain on display for the duration of the exhibition, unless under extenuating circumstances.
3. Exhibiting artists must be able to deliver and collect their artwork at the allotted times.
4. Exhibiting artists must supply a complete list of works to be exhibited, including titles, mediums, dimensions and prices of all artworks to be exhibited and an artist's statement no later than 6 weeks prior to their exhibition.
5. Works must be ready to be hung.

6. Exhibitor(s) are responsible for exhibition installation and demount. Melton City Council staff will lead and provide suitable assistance to the Exhibitor(s) in this process to ensure display standards are met. Where Exhibitor(s) cannot attend and assist with installation and demount due to extenuating circumstances, advice is required in advance.
7. Artworks deemed to be offensive, that do not reflect the high standards associated with Melton City Council's Exhibition Venues, or that are a health and safety risk will not be displayed.
8. Melton City Council reserves the right to take photographs of the exhibition. These may appear in Council promotions and publications. The artist will be attributed appropriately.
9. Artists are welcome to produce additional promotional material for their exhibition and advertise or list their exhibition in publications, however all final artwork and text must be forwarded to the Melton City Council for approval before going to print or being published on the web.

SELECTION CRITERIA

Melton City Council assesses applications according to the following criteria:

1. **Appropriateness** - the exhibition's suitability to the intended Exhibition Venue, and appropriateness for display in Melton
2. **Engagement** - does the exhibition contribute to Melton City Council's provision of a dynamic, engaging, and diverse exhibition program for the community, and will it help attract new arts audiences
3. **Innovation and Quality** - work must be an original creation of the artist, and will not be of a mass produced nature. The artist's prior practice, exhibition record, and demonstrated history of excellence will be taken into account
4. **Cohesion** - a cohesive body of artworks should be presented, and concepts, themes and description of the artworks for the proposed exhibition should be clearly outlined

Melton City Council intends to deliver a balanced program of exhibitions by local and visiting artists, however preference may be given on occasion to artists living or working in the City of Melton.

EXHIBITION APPLICATION FORM

CONTACT DETAILS

Name

Organisation name (where applicable)

ABN

Postal Address

Suburb

Postcode

Phone Number

Email Address

Website / Art portfolio /
Social media

EXHIBITION DETAILS

Exhibition Title

Proposed Dates

To

(Exhibition Dates are subject to availability based on Melton City Council's broader programming objectives)

Proposed Exhibition Venue

CS Gallery

Melton Library and Learning Hub

Melton Civic Centre

(See Exhibition Venues section for details of each space. Please number 1 - 3 in order of preference. Note, should your proposal be accepted, and your preferred Exhibition Venue is not available, you will be contacted to discuss an alternative Exhibition Venue)

Medium/s of Works

Number of Works

Exhibition Description / Concept

Exhibition Requirements

(Please provide details of any exhibition equipment or furniture, such as monitors, plinths, or display cabinets, that you would require to successfully present your exhibition and could not provide yourself)

Artist/s Experience Level

Amateur

Emerging

Professional

APPLICATION CHECK LIST

Completed and Signed Application Form

Each Proposed Artist's CV

Images of Proposed Artworks or Similar Recent Works
(minimum 5 images in .jpg format, complete with image credit lines provided below)

IMAGE CREDIT LINES

Number	Artwork Title	Medium	Dimensions (h x w in cm)	Year	Price
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					\$
8.					\$
9.					\$
10.					\$

AGREEMENT

I have read and understand the information outlined in the Exhibition Application Form and hereby agree to the Terms and Conditions of exhibiting. I further understand that this is a proposal only and that a signed contract to exhibit is required to confirm the exhibition's booking, pending acceptance of this proposal.

Signature

Date

SUBMISSION

Please send your completed application form and attachments to:

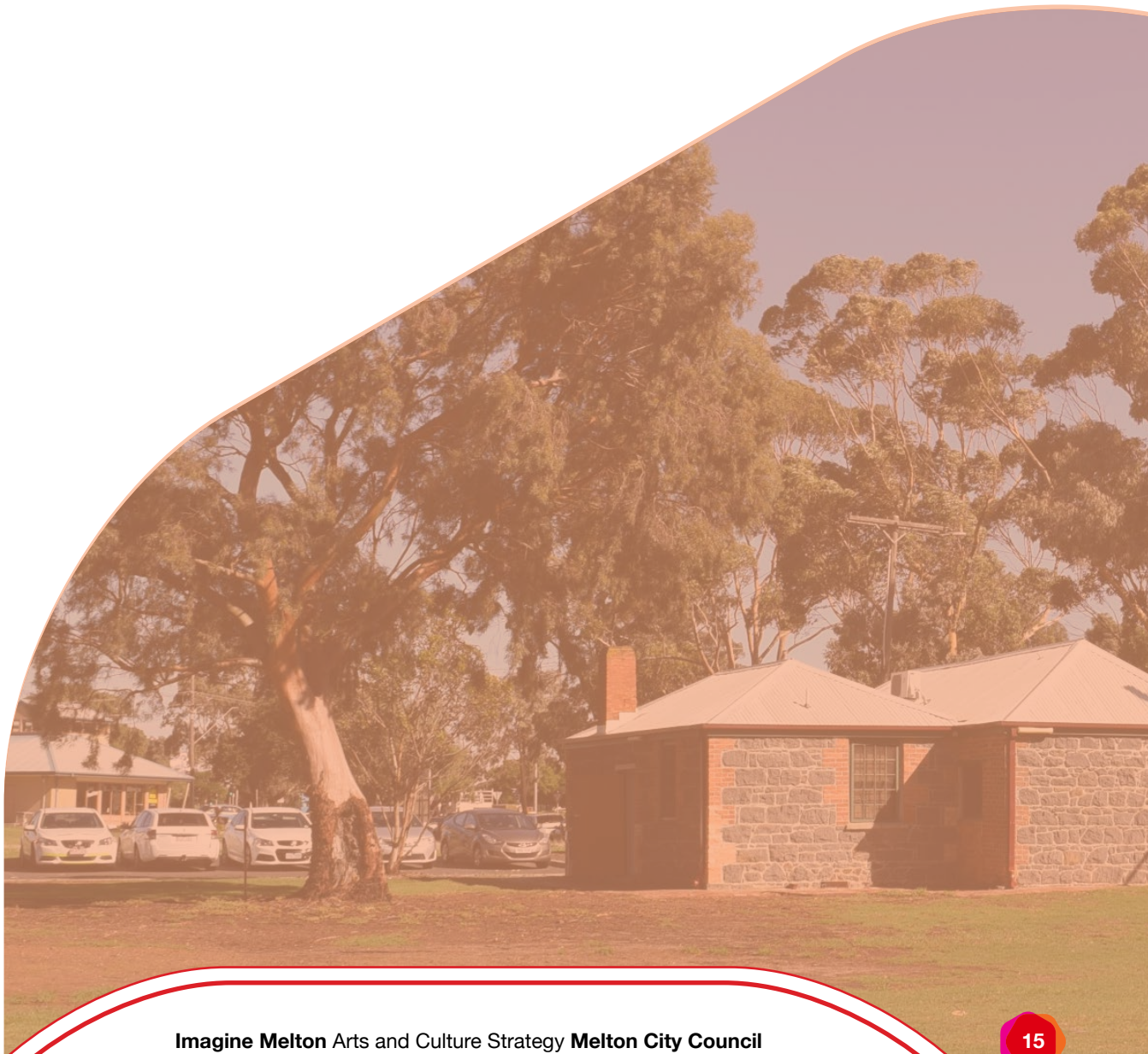
Mail:

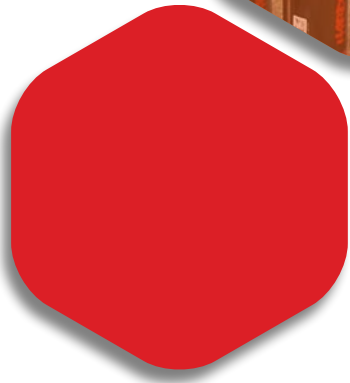
Arts and Culture Officer
PO Box 21
Melton VIC 3337

Email:

artsandculture@melton.vic.gov.au

Maximum file size: 10MB





www.melton.vic.gov.au

Melton
Civic Centre
232 High Street

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☎ 03 9743 9970

✉ artsandculture@melton.vic.gov.au

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Civic Centre and Library
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