

Annexe Gallery Community Group Use Criteria

The Glen Eira Gallery Annexe will become available for use by Glen Eira Community Groups from July 2011.

A 'Community Group' is considered to be a not-for-profit organisation that meets regularly within the City of Glen Eira, has a majority of members that are residents within the City of Glen Eira or offers considerable benefit to the residents of the City of Glen Eira. Groups must have an ABN number to be considered.

1. 2 week slots will be available for use by Community Groups and can only be booked via the Gallery Coordinator.
 2. It is the hirer's responsibility to ensure they are ready by their allocated install period as extensions will not be possible unless the pursuant slot has not been filled.
 3. The hirer must provide evidence that they have (or will have) sufficient and appropriate artwork/materials available to adequately utilise the space.
 4. The Council reserves the right to reject applications if the materials to be presented are deemed inappropriate, offensive or politically/religiously sensitive.
 5. Some time periods will be unavailable as the space is periodically utilised by Council as part of the main Gallery program. These slots will be confirmed at the beginning of each year.
 6. Use of the space will be free. This includes:
 - assistance with installation/hanging
 - promotion via the Glen Eira City Council website and the Art & Culture department's regular eNews
- It does not include any opening function or catering.
7. The exhibitions mounted cannot be for profit. If the Groups wish to hold an exhibition for Commercial Sale; they must go through the regular Glen Eira City Council Gallery application process.
 8. Each user will be required to hold a current Public/Products Liability Insurance policy. It is also advisable for Property Insurance to be held, however, this is not mandatory.
 9. Framed works must have d-ring attachments securely fastened to the back of each piece.
 10. The user is responsible for the de-installation and collection of all works at the end of the exhibition.

For further information please contact the Gallery on (03) 9524 3402.