



habitat uniting church
 a centre for spirituality
 Incorporating Augustine Centre

Augustine Community Art Space

Augustine Centre

2 Minona Street, Hawthorn, Vic. 3122

Email: office@augustine.org.au

tel. 9819 2844

www.augustine.org.au/creative_arts

Letter of Offer

The Augustine Creative Arts Cluster Group wishes to offer you a booking for the Augustine Community Art Space from/..../2010 to/...../2010.

Please read carefully our philosophy, exhibition criteria and other requirements on the back of this form.

If this is acceptable to you, please sign below this Letter of Offer and return to the Augustine Centre at the above address as soon as possible.

Please include a deposit of \$100 to secure your place. The remaining balance of \$300 will be due two weeks prior to the show.

We look forward to a successful exhibition.

Signed

Accepting Artist/s

Signed.....

Business Manager/Arts Coordinator

Date/..../2010.



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Philosophy

- To explore art as a medium for creative development, justice-making and spiritual growth.
- To affirm the symbols of life and art and the creative rituals of living and meaning-making found within this Boroondara community: multi-cultural, indigenous, multi-experiential, new and emerging, dislocated or disabled.
- To promote art as a therapeutic activity, for self-knowledge and life connections.
- To encourage the production of art by the community by accessing and supporting a diversity of art forms.
- To promote the arts as an integral expression of spiritual development and awareness within the community life of the Augustine Centre.
- To also provide gallery space to artists who would not normally have the opportunity to exhibit, or who could not afford the fees of many public and private galleries.
- To reduce the sense of isolation felt by artists working in the community.

Exhibition Criteria

Artists are asked to submit work that:-

- Is without denigration of race, religion or gender.
- Is respectful of life and humanity.
- Is informed by a search for meaning or spiritual dimension: exploring, hoping, imagining, challenging.
- Displays a standard of quality of expression and artistic technique.
- Shows promise as an artist or new artistic technique or approach.
- Two dimensional work or work that can be shown on the wall.



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Exhibition Organiser

1. Confirmation of Booking

Bookings will not be confirmed until the signed Letter of Offer and a **\$100 deposit** is received by the Business Manager c/o the Augustine Centre.

2. Fees

The fee is a **contribution of \$400** goes towards supporting the Augustine Centre as well as covering the cost of public liability for the opening night event.
Balance of contribution (\$300) must be paid in full at least two weeks prior to exhibition.

Online Account name – Habitat Uniting Church

BSB 633 000 (Bendigo Bank)

Account # 137913604

OR

Cheque can be made out to

Habitat Uniting Church

Please indicate who it is from, eg your initials LJM- Artshow-feb10

Date Fee paid –...../...../.....

3. Cancellations

If an exhibition is cancelled by the artist prior to a week before exhibition, the fee is returned less \$50 (to cover admin. costs). If cancelled by the artist in week prior to the commencement of exhibition, the centre will keep half of fee (\$200) to cover preparations made at the Centre. If the Centre cancels the exhibition, the fees paid will be returned in full.



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4. Commission

Where the Augustine Centre office sells the artwork from the exhibition, the Centre will retain **20% commission** and provide the balance to the artist on/..../....**(insert date)**.

5. Times and dates

Exhibitions run for the whole month. Space is open during normal office hours Tuesday-Friday, from 9.30 am to 4.30 pm. The space may be opened on weekends and after hours by appointment only at the discretion of the office staff. Please be aware that this is a public space so from time to time, the Hall will also be in use during the week. It is best to call first 9819 2844.

Date to Hang show –..../..../2010

Date to Take down show –..../..../2010

6. Opening event

A three hour block of time can be arranged during non prime time*. Artists are responsible for catering, set up and clean up. The Business Manager or Arts Coordinator will advise on security, lock up, lights etc. Key can be borrowed from office if needed.

Event date –

Day,/...../2010

Time..... AM/PM

*non prime time are times when it is less likely that other pre-existing tenants bookings are to be occur, eg Saturday evenings and is at the discretion of the Office Manager and Arts Coordinator.

7. Advertising

Artists are responsible for their own postcards, press releases, announcements in the Leader etc.

Use of Logo

We require that the logo and name of the Augustine Centre appear on all promotional materials. We can provide logo for your promotional materials if needed. The design of these materials must be viewed prior to printing by the Office Manager or Arts Coordinator.

Logo supplied Yes No



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8. Support

Augustine will provide support in the way of hanging tools and materials i.e. wires on a track, lighting, ladder etc. Augustine personnel will be on hand to answer questions and offer additional support at time of hanging and dismantling the show. Artists are responsible for arranging their own exhibit including placement of art work and dismantling the show.

9. Insurance

Artists are responsible for insurance on their own artwork. Artist contribution covers cost of public liability on opening night. Augustine building is covered by public liability at other times.

Have insurance for artwork

Artwork not insured

10. Removal of Artwork

Augustine is not responsible for any artwork that is left after duration of the show. Artists must remove all artwork from the Centre on the "date to take down show" listed above. Storage facilities are not available.

Signed
Accepting Artist/s

Signed
Business Manager/Arts Coordinator

Date.../.../....