ENGINE ROOMS
TURNER GALLERIES

TURNER GALLERIES ENGINE ROOM 1 & 2

The team at Turner Galleries are very pleased to announce the opening of two new gallery spaces available for hire. The Engine Rooms are located within Turner Galleries and will be promoting exciting creative endeavours from emerging through to established artists and curators, with an emphasis on innovation and critical thinking. Applications will be accepted, via post or email, at any time.

COST

The total cost to rent an Engine Room is $2,750 (including GST) for five weeks. This includes a 30 day exhibition, 3 days of install, 1 day for previews & opening and 1 day take down.

WHAT YOU GET FOR YOUR MONEY

- An exhibition under the roof of one of Perth's most respected contemporary art spaces that is visited regularly by local and interstate collectors and curators.
- A gallery space with desk and chair. Engine Room 1 measures approx 9 x 4.5m and Engine Room 2 measures approx 9 x 4m. Wall height varies from 3.2m to 2.9m.
- 100% of sales revenue, Turner Galleries will take no commission.
- Opening night refreshments.
- The option of Turner Galleries staff invigilating your exhibition (from our front office).
- Assistance with exhibition layout and installation.
- Use of gallery plinths, shelves, projector & tvs (subject to availability).
- Gallery walls patched and repainted at the end of your exhibition.
- Your exhibition promoted on the Turner Galleries social media sites.
- An exhibition invitation sent out to Turner Galleries email subscribers.
- Professional advice from gallery staff.
- Free parking.
- Free wifi.

GALLERY HOURS

The Galleries are open to the public 11am to 5pm Tuesday to Saturday. You are welcome to invigilate your own exhibition, but never outside of these hours.

HOW TO APPLY

Complete the application form and post or email it to us with your CV, 10 images of recent work, along with an image list. Also include an exhibition proposal, maximum A4 page in length, and indicate when you envisage being ready to exhibit. Applications will be assessed by Turner Galleries staff and you will be notified via email within four weeks regarding your success. All decisions are final and no further correspondence will be entered into. If you require your posted application material to be returned, please also enclose a stamped self-addressed envelope. Groups of artists are also welcome to apply, however we will only liaise with one representative and that person will be responsible for organising the rental payment and receiving sales payments.

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IF YOU ARE SUCCESSFUL

Congratulations! You will receive a letter of confirmation that outlines what we will require from you:

- A non-refundable deposit of $500 to secure your booking 12 weeks prior to your exhibition and payment in full of the remaining $2,250 of your rental fee at least five weeks prior to your show opening. Your exhibition will be automatically cancelled if payments are not received by the specified dates in your letter of confirmation from us.
- At least one promotional image of a work in your exhibition six weeks prior to your show opening.
- 100 printed price lists due the day of your opening.
- Your bank account details so that clients can pay you directly via direct deposit.
- A self-carbonating receipt book to record the sales of artworks and client contact information.
- Yourself, or your nominee, to help with artwork sales from your exhibition on the opening night.

THE FINE DETAILS

EXHIBITION PROMOTION

- Advertising your exhibition is your responsibility. The Turner Galleries Engine Room logo must appear on all advertising / promotional material. All media releases, printed material and online advertising must be submitted to and approved by the Turner Galleries Manager or the Gallery Director prior to distribution.
- Turner Galleries will assist with promoting your exhibition on our social media sites.
- Turner Galleries will include your exhibition on our email invitation to gallery subscribers.
- Please liaise with Turner Galleries staff regarding any sponsorship you are organising.

EXHIBITION INSTALLATION

- Artworks must be delivered to the gallery on the agreed date of installation. Turner Galleries cannot store artworks prior to this date.
- Turner Galleries provides free parking for deliveries and installation workers.
- Artworks must be delivered ready to be installed. 2D wall works must be fitted with either a secure hanger or D-Rings attached to back of the frame.
- The exhibition / installation of unframed artworks must be discussed with Turner Galleries staff prior to the date of installation.
- A selection of Gallery plinths and wall shelves may be available for 3D artworks. These must be booked prior to installation. If not available you are expected to provide your own.
- A selection of Gallery flat screen televisions and a projector are available for video work and must be booked prior to installation.
- Gallery walls are clad in 20mm MDF. Screws can be used, however a guide hole must be drilled first to avoid unnecessary damage to gallery walls.
- A wire hanging system is available to hang 2D artworks weighing more than 15kg. Heavy duty D-Rings must be attached to back of artwork to use this system.
- In addition to 2 double power points in each Engine Room, Engine Room 1 has an overhead projector connected to a blue ray player, and Engine Room 2 has two recessed floor power points.
- Wall height varies from 290cm to 320cm (see floor plan).
- Gallery floors are polished concrete and cannot be drilled or damaged in any way.
- All artworks must be numbered on the wall and have a corresponding number on the price list / room sheet / catalogue. We will provide wall numbers for the artworks.

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- 100 printed copies of an exhibition price list must be supplied by you. The list must include a number, artist(s) name(s), artwork titles, dimensions, mediums, year and retail price of each artwork. This document should also feature the exhibition title, and exhibition dates. Ensure it is delivered to the gallery by the Friday morning of your exhibition opening and supply Turner Galleries staff with a pdf copy for emergency printing.
- All exhibition packaging must be removed from the premises immediately after installation.
- All artworks must remain on display for the duration of the exhibition.
- Turner Galleries reserves the right to refuse to display any artwork that it deems offensive, inappropriate, or constructed in such a manner that may cause injuries.

EXHIBITION OPENING

- Turner Galleries does not permit the sale of alcohol or entry fees to exhibitions.
- Consumption of alcohol is not permitted outside the building on the footpath or in the gallery car park.
- Smoking is not permitted in the building.
- Turner Galleries will provide bar staff and refreshments on the opening night of exhibitions.
- Three exhibition spaces will be sharing the same opening night.
- Exhibition openings run from 6 - 8pm on the Friday night of installation week.
- Exhibitors and their guests are expected to behave responsibly and respectfully whilst on the premises and interacting with gallery staff and other visitors.
- Artist talks are welcomed. Please liaise with Turner Galleries staff prior to organising.
- You, or your nominated representative, are expected to organise / process / record sales on the night of your opening.
- Music may not be played as it impacts on other exhibitions opening concurrently.

SALES

- You must provide a self-carbonating receipt book to record the sales of your work and client contact details. Please ensure that your name, contact details and bank account details are attached or written inside the cover.
- It is your responsibility to provide a receipt to the client following successful payment.
- Turner Galleries can assist during normal opening hours by recording sales for you, but will not accept payments of any kind on your behalf.
- Turner Galleries will not process any payments from sales of your exhibition through our eftpos / credit card machine. All payments from clients purchasing your artworks must be made directly to you. We are happy to liaise with clients and provide them with your banking details, however it will be your responsibility to check that full payment has been received before allowing your work to be taken by the client. If you are invigilating your own exhibition, mobile credit card readers are available from companies such as PayPal. Accepting payments via direct deposit, cash or cheque is your responsibility.
- Artworks that have sold from your exhibition, but not paid for in full, must be removed from the gallery at the end of the exhibition and it is your responsibility to follow up outstanding payments and organise delivery or collection of the artwork.
- Artworks that have sold and been paid for in full may remain at the gallery, safely wrapped by you, and labelled with full client contact details, for collection by client after your exhibition closes.
- Where applicable, GST collection and payments from your artwork sales are your responsibility.

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GALLERY SITTING

- You, or your nominated representative, are expected to invigilate your exhibition and process or record sales on the night of your opening.
- You, or your nominated representative, are welcome to invigilate your exhibition during gallery opening hours. A desk and chair are provided.
- Turner Galleries staff can provide invigilation, but only from their front office, not within your exhibition space.
- Turner Galleries will ensure that your exhibition is open to the public during our advertised opening hours: Tuesday to Saturday, 11am to 5pm.

EXHIBITION TAKE DOWN

- You must take your exhibition down on the Monday after the close of your exhibition between 10am and 2pm.
- The gallery must be empty by 2pm so that Turner Galleries staff can patch and repaint your walls that day.

INSURANCE

- Turner Galleries does not provide artwork insurance. It is up to you to insure your artworks whilst on these premises if necessary.
- Turner Galleries provides public liability.
- Turner Galleries takes no responsibility for the damage, loss or theft of artworks during exhibitions.

EXHIBITION CANCELLATION

Exhibition cancellations must be received in writing at least 12 weeks prior to the exhibition installation dates. Cancellations received after this time will result in the loss of the $500 deposit.

I hereby confirm that I have read and understand The Fine Details:

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Applicant Name	Applicant Signature
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Turner Galleries Representative	Signature

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APPLICATION FORM

It is essential to submit this form with the following:

- Current CV from the exhibiting artist/s or curator. CVs from each artist if applying for a group exhibition.
- 10 images of recent artworks, or links to Vimeo or YouTube etc for video artists.
- An image list that includes; artist name, artwork title, dimensions, medium and year for each artwork image.
- Up to, but not exceeding, an A4 page project / exhibition outline.
- A stamped self-addressed envelope for the return of application material that has been posted.
- A signed copy of THE FINE DETAILS

APPLICANT NAME	
MOBILE PHONE NO.	
EMAIL ADDRESS	
WEBSITE	
ARTIST(S) NAME(S)	
PROJECT WORKING TITLE	
TYPE OF WORK PROPOSED (IE PAINTINGS, SCULPTURE, VIDEO ETC)	
PREFERRED GALLERY: ENGINE ROOM 1 OR 2	
PROJECTED DATE OF READINESS TO EXHIBIT	

Send your completed application via email or post to:

Gallery Manager Allison Archer: **allison@turnergalleries.com.au**

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TURNER GALLERIES FLOOR PLAN

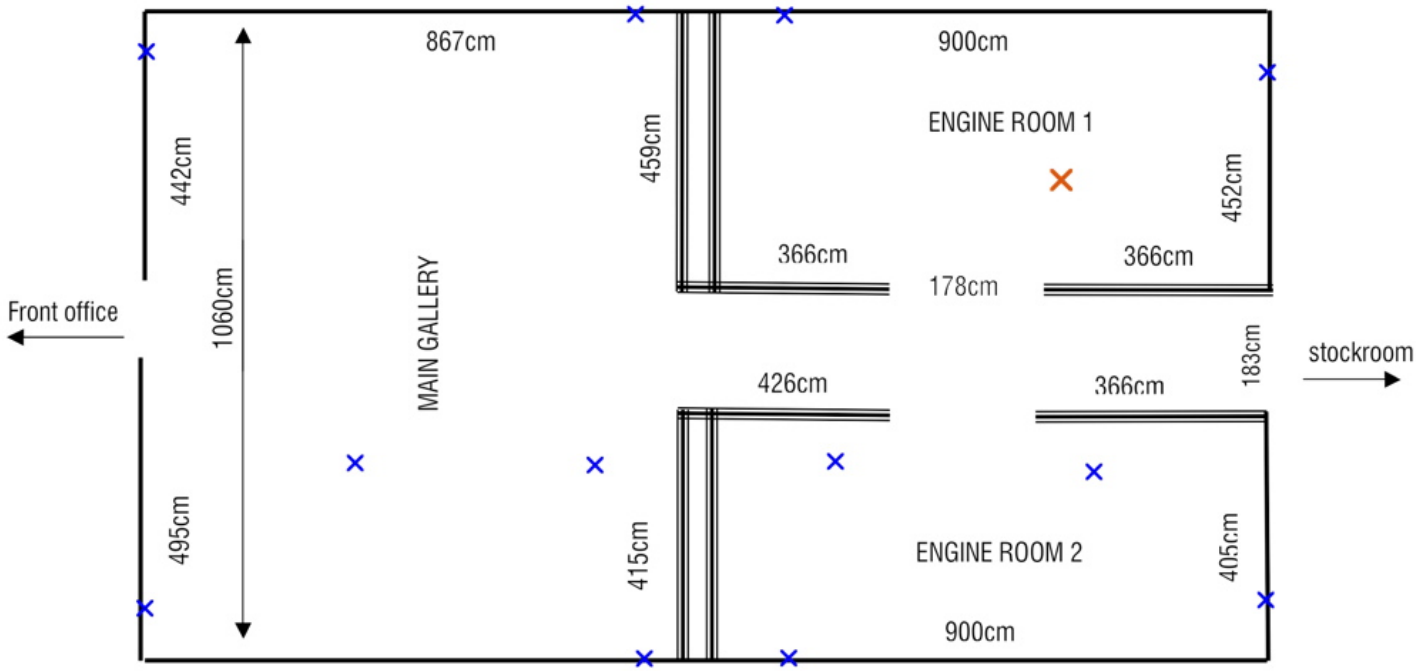
Height of gallery walls is 320cm. Walls are clad in 20mm MDF.

Internal walls are 290cm high. They divide the space into three gallery areas.

MAIN GALLERY is 8.67 x 10.6m. Two smaller gallery spaces are located behind the main gallery:

ENGINE ROOM 1 is 9 x 4.52m

ENGINE ROOM 2 is 9 x 4.05m.

Size of Engine Room doorways: 239cm High x 178cm wide.

Gallery walls are illuminated using fluorescent tubes. Internal walls and any floor artworks are illuminated using spotlights mounted on ceiling tracks. Floor or low wall power points are marked in blue; the Main Gallery has two recessed floor power points, as does Engine Room 2. An overhead projector is marked in orange in Engine Room 1.