

## OFFICIAL

## VANCOUVER ARTS CENTRE

# ART ON THE WALLS PROGRAM INFORMATION

Vancouver Arts Centre is a vibrant community arts centre, gallery, and home to many local artists and arts and craft groups. The centre is dedicated to the delivery of an inclusive and diverse arts program for all sectors of the community across all art forms.

Through its Artist in Residence Program, exhibitions, workshops, community arts projects and partnerships with other organisations, the Vancouver Arts Centre plays a vital role in supporting the Great Southern community, contributing to the growth of economic development and tourism, enhancing liveability and helping to build the profile of our region's people, places and stories.

The Vancouver Arts Centre Art on the Walls project aims to support and promote the work of Great Southern artists both emerging and established by giving them the opportunity to display their work in the Arts Centre and assist them with artwork sales (should they wish to list their work for sale).

### ABOUT THE PROGRAM

#### Eligibility

Applications will be accepted from the following:

- Visual artists at any stage of their careers across all visual art forms.
- All applicants must be at least 18 years of age.
- Residents of the Great Southern for at least 2 months prior to applying. For Great Southern boundaries go to <https://www.gsdc.wa.gov.au/our-region/>

#### Art forms accepted

The Centre accepts applications for all visual art forms (2D & 3D) including but not limited to: Painting, drawing, printmaking, photography, sculpture, textile art and installations. Please state on your application the medium and dimensions of your piece. Please note that hanging artworks cannot weigh more than 30kg.

#### Number of artworks accepted

Artists are invited to include as many pieces as they would like in their application. However please be aware that the Centre has limited space and aims to provide opportunities to as many artists as possible so will not necessarily accept all the artworks in the application.

#### Loan period

All artwork loan periods are three months in order to keep the display fresh. Longer loan periods will be considered for larger installations. At the end of the loan period the artist may apply to renew the loan period for a further three months. Any extensions of the loan period is at the discretion of the Arts and Culture Team.

#### Promotion of work

Where possible the Vancouver Arts Centre may promote individual works via our social media platforms. Please note the Vancouver Arts Centre takes no responsibility for the marketing of your artwork and all artwork promotion is subject to staff capacity. In order to provide this service, please provide the following information when delivering your work to the Centre.

1. Artwork title, artist name and medium for image credit.
2. Artist Instagram/facebook handle so staff can tag the artist in posts.
3. Short paragraph describing the artist's work and or its inspiration.

Artists are invited to promote their work on their own social media platforms. We request that any photos taken of works on display and posted to social media include the Arts and Culture instagram and/facebook handle @vancouver\_arts and @AlbanyArts as well as including the hashtag #Artonthewalls.

#### Artwork Sales

Artists are invited to list their works for sale should they wish. Artworks do NOT need to be available for sale.

All artwork sales are coordinated by the Vancouver Arts Centre and will attract a 25% (excluding GST) commission. Artists wishing to list their work for sale, will be given the following documents which must be completed and returned to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au) before the work is placed on display.

- Creditor Application Form (to be registered with the City's Accounts)

- Statement by Supplier Form (if you do not have an ABN)

When delivering artwork Artists will be asked to complete a consignment note outlining the artworks for sale and the identifying the Artist Price and final Artwork Sale Price. This final sale price is inclusive of all GST payable and commission fee. the Artwork Sale Price can be calculated as follows:

(Artist price (the price artist receives in hand for sale) + 25% commission) + 10%GST = Artwork Sale Price

For example: if the artist would like to receive \$100 for a painting then the Artwork Sale Price would be:

$\$100(\text{artist price}) + \$25 (25\% \text{ commission}) = \$125 + \$12.50 (10\% \text{ GST}) = \$137.50$  (Artwork sale price)

An easy way to calculate the Artwork Sale Price is to multiply the Artist Price by a factor of 1.375 e.g.  $\$100 \times 1.375 = \$137.50$

Packaging and freight is available at the Artwork Purchaser's cost. A standard \$60 administration charge will be implemented by the VAC to cover packaging and preparation. Staff will obtain a quote for freight to a potential purchaser at the time of sale if necessary.

The Artist will be notified via email of any artwork sales. It is then the responsibility of the Artist to issue a Tax invoice to the Vancouver Arts Centre for payment of artwork sold.

## HOW TO GET YOUR ART ON DISPLAY

1. Complete and return the Art on the Walls Application form including all relevant attachments to the Arts and Culture Team via email ([arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)) or in person at the Vancouver Arts Centre.
2. The Arts and Culture Team will review your submission. Once an application form has been submitted you will receive an email confirmation within 5 business days. If you do not receive a confirmation, please contact the Vancouver Arts Centre on (08) 6820 3740.
3. The Arts and Culture Team will advise you on the success of your application within 4 weeks of receipt of your application, and if successful an appointment will be made with you for delivery of your work.
4. You deliver artwork to the Vancouver Arts Centre (Please note: All hanging artwork must be fitted with D rings and securely fastened 5cm from the top of the artwork to be ready for display. Artwork will not be hung from wires or cords attached to the artwork), complete an artwork consignment note and the Arts and Culture Team will do a condition report.
5. Your artwork is put on display!

**ARTWORK CONDITION**

All artworks on display will be approved by the Arts and Culture Team who retain the right to refuse any products.

All painted artworks need to be dry prior to delivery.

Artworks deemed to be offensive or malicious in content will be ineligible for presentation.

All hanging artwork must be fitted with D rings and securely fastened 5cm from the top of the artwork to be ready for display. Artwork will not be hung from wires or cords attached to the artwork.

The Vancouver Arts Centre will not display artwork received in a broken or damaged condition. To ensure that the condition of each work has not deteriorated during the period of the loan, the condition of each artwork, including the frame, will be assessed when received at the Vancouver Arts Centre and prior to its return at the conclusion of the exhibition.

**PRESENTATION OF ARTWORK**

The appearance of the Vancouver Arts Centre is curated by the Arts and Culture Team. The hanging and presentation of artwork within this space is at their discretion. The Arts and Culture Team retain the rights to refuse any artworks and replace artworks on the walls at anytime.

**LOAN PERIOD**

All artwork loan periods are three months. Any extensions of the loan period is at the discretion of the Arts and Culture Team.

**DELIVERY/COLLECTION OF ARTWORKS**

Delivery and collection of works to the Vancouver Arts Centre is the responsibility of the Artist.

All artworks must be collected within five business days following the end of the loan period.

Artists who regularly fail to collect their work within five business days following the hire period, or cause undue inconvenience to Vancouver Arts Centre staff may be refused applications to hire in future.

**CARE AND PROTECTION OF ARTWORK**

The handling and hanging of artworks will be carried out by personnel trained in the safe handling of artworks.

The Arts and Culture team will take all reasonable care to ensure the safety of the artwork whilst it is in their care.

**FEE**

There is no fee payable to the Artist for the loan of the artwork/s.

**SALE OF ARTWORK**

On delivery of artwork Lender will notify the Vancouver Arts Centre whether they wish to list artwork for sale.

Artworks do NOT need to be available for sale.

If listed for sale the Lender will need to complete the following forms and return to the Vancouver Arts Centre before the sale can be arranged.

1. Creditors Application form\* and;
2. Australian Tax Office Statement by Supplier form\*\*

All artwork sales coordinated by the Vancouver Arts Centre will attract a 25% (excluding GST) commission.

Upon the sale of the artwork the Arts & Culture team will notify the Artist who will then be required to submit an invoice for the total Artist Price of the Artworks sold.

\* Does not apply if the Lender is already a registered creditor with the City of Albany

\*\* Does not apply if the supplier possesses an ABN

**LOSS OR DAMAGE**

Vancouver Arts Centre will assume responsibility for artworks lost, stolen or damaged while in its possession.

Products will be covered for insurance only from the point that they have safely arrived at the Vancouver Arts Centre until the end of the hire period.

In the event of loss or damage that cannot be restored, the Artist shall receive the same amount as if the artwork had been sold at the retail price.

The Artist is responsible for their own insurance during delivery and collection of the product to the Vancouver Arts Centre.

**PROMOTION**

The artist grants to the City of Albany a non-exclusive license to reproduce the work in material form, to photograph, publish and or communicate to the public for the purposes of marketing, publicity, education and publication uses, in all media, including but not limited to electronic/digital, broadcasting and print media in perpetuity.

**TERMINATION**

Either party may terminate the loan period in writing at any time. Notification of termination by the Arts and Culture Team or the Artist.

must occur via written notification by either party. Collection of a product can occur five (5) working days from the receipt of such notification, and arrangements must be made with the Arts and Culture Team beforehand.

**PRIVACY COLLECTION NOTICE**

The City of Albany collects your personal information to deliver services and meet our legal obligations under relevant laws.

We handle your information in line with the Privacy and Responsible Information Sharing Act 2024. Your information is stored securely, kept only as long as needed, and may be shared with other government agencies if required or permitted by law.

You can request access to or correction of your personal information at any time.

Contact:

City of Albany Privacy Officer

Phone: 08 6820 3000

Email: [prisproject@albany.wa.gov.au](mailto:prisproject@albany.wa.gov.au)

## VANCOUVER ARTS CENTRE ART ON THE WALLS APPLICATION

### APPLICANT DETAILS

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Facebook/Instagram/Website contacts: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ARTWORK DETAILS

If multiple artworks please attach document with artwork details to this application.

Artwork Title: \_\_\_\_\_

Artwork Medium & Dimensions: \_\_\_\_\_

Artwork Valuation: \_\_\_\_\_ Artwork Fixings: \_\_\_\_\_

Will this artwork be listed for sale:  NO  YES

Please note: All hanging artwork must be fitted with D rings and securely fastened 5cm from the top of the artwork to be ready for display. Artwork will not be hung from wires or cords attached to the artwork.

### ATTACHMENTS

Please attach the following documents to this application:

Photo/s of the artwork (no more than 3MB in size - 5 images max)

Artist statement and/or short blurb about the artwork\*

\*if you would like your work promoted on social media

### DECLARATION

I the applicant, declare the above information is correct in all respects, at the time of lodgment of this application. I agree to the conditions outlined in the Art on the Walls Program Information document.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this completed application together with any relevant supporting documents to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)  
If you do not receive an email confirmation within five working please contact the Arts & Culture team on 6820 3740.