

LETHBRIDGE GALLERY



LATROBE ART SPACE RENTAL AGREEMENT

We welcome your interest in renting our Gallery space. Lethbridge Gallery has been exhibiting wonderfully talented artists since 2004 and we are proud to offer a rental space for artists to join our vibrant local art community.



CALENDAR BLOCKS 2025

The rental fee is for the hire of the space only.

You are welcome to add more options as needed, see extras under Exhibition Costs

Time Periods – The rental period (including install) is Tuesday 10am to Sunday 5pm
- The gallery is closed Mondays

Opening Hours are 10am until 5pm, with opening events open until 9pm

View the exhibition calendar online here:

2025

<https://docs.google.com/spreadsheets/d/1U280xkJJV-KH6FeVgbsOzx-55UeNue4X-wZZUSYhXOn0/edit?usp=sharing>

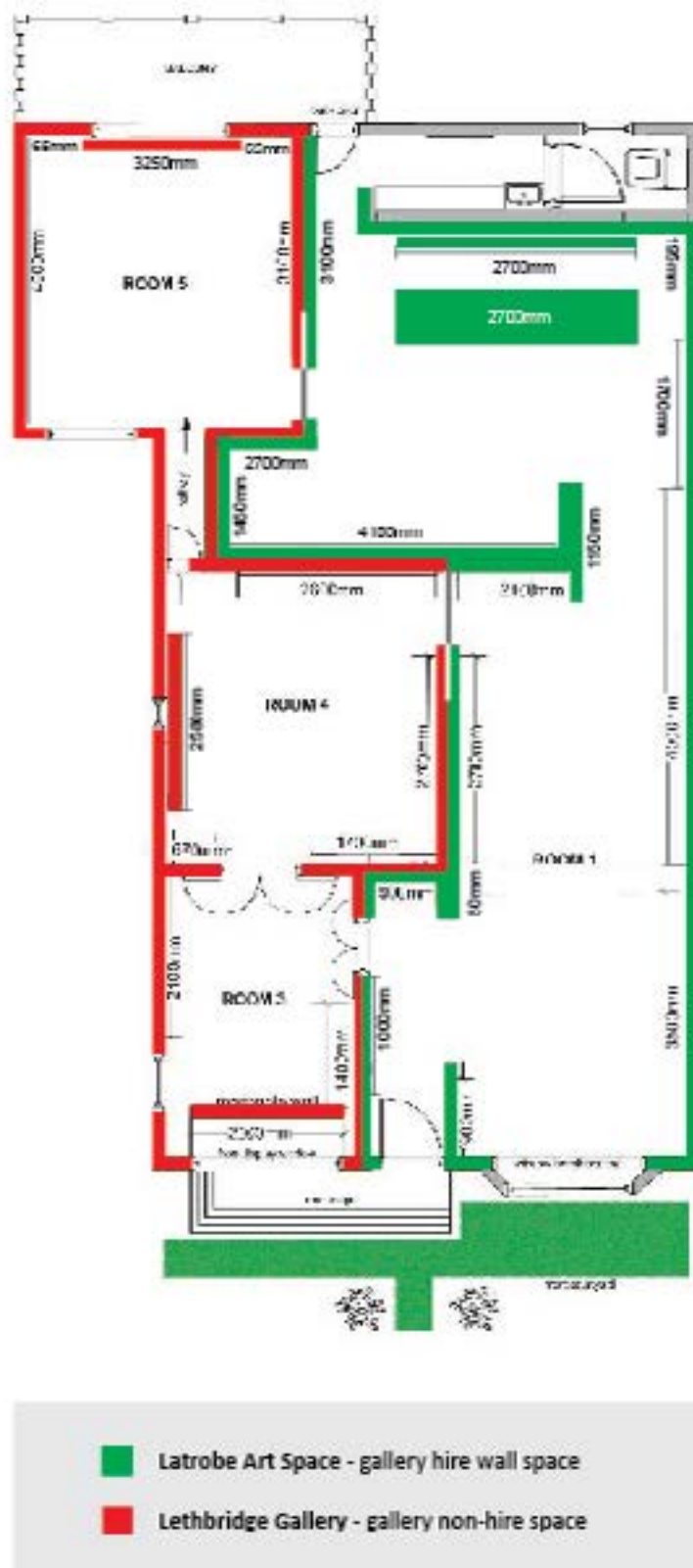
2026

<https://docs.google.com/spreadsheets/d/1T4QaTh5dJ2RxLFsdxo6wJ3S2LaybnV-JbIPHvIKVtUQk/edit?usp=sharing>

The Rental Fee includes:

- More than 30 lineal meters of professional gallery wall space
- Ducted air conditioning
- Gallery quality lighting and hanging system
- Polished hoop pine flooring and art plinths
- Window space visible by the busy Latrobe terrace traffic and café crowds
- Exhibition posted to social media
- Exhibition banner featured on website
- Exhibition promoted to Latrobe Art Space mailing list
- Wifi access
- Power supply
- Table and chairs
- Parking for bump in and out
- Shared bathroom
- Shared facilities including fridge, sink, microwave and kettle
- Glassware and serving equipment for openings (champagne glasses and trays)
- An A frame sign for footpath
- Use of courtyard for drinks and socials

Attachment - Floor Plan (3m high ceilings)



**LETHBRIDGE GALLERY
RENTAL AGREEMENT**

This is an agreement between

**Lethbridge Gallery
134 Latrobe Terrace
Paddington QLD 4064
hereinafter called “LG”**

and the
Artist or group of Artists listed below

Group Name				
	Exhibitor Name	Mobile	Email Address	Website
Artist 1/ Main Contact:				
Artist 2:				
Artist 3:				
Artist 4:				
Artist 5:				
Artist 6:				
Artist 7:				
Artist 8:				
Artist 9:				
Artist 10:				
Main Contact/ Postal Address:				

1. Exhibition

LG agrees to exhibit the works of the Artists. The exhibition installation and presentation will be planned in consultation between the Artist/s and LG.

Place of Exhibition:

Latrobe Art Space, 134 Latrobe Terrace, Paddington QLD 4064 (the Venue)

Gallery Rental Period: Tuesday / / 10am, until Sunday / / 5pm.

Duration of Exhibition: week/s

Exhibition Title: _____

Bump in day: _____

Exhibition Viewing Days: Day: Date: / / to

Day: Date: / /

Exhibition Viewing Hours:

LG encourages the Artists to exhibit from Tuesday to Sunday 10am to 5pm. Open hours are to be no earlier than 10am, or later than 5pm. The opening night can open until 9pm.
(Later opening hours are to be in consultation with LG).

Exhibition Opening Night

Day: Date: / / from pm to pm

2. Duration of Exhibition

- Bookings are in week blocks, with a minimum booking of one (1) week. A week's booking begins at 10am on a Tuesday and ends at 5pm Sunday. The venue may be booked for consecutive weeks.
- It is the responsibility of the Artist/s to distribute sold work/s.
- Staffing is the responsibility of the Artist, however sales staffing is available for hire if required.

3. Publicity and Promotion

- The responsibility and costs of publicity, promotion and catering are borne by the Artist/s

4. Delivery

The responsibility for insurance, packing and transport to and from the venue is borne by the Artist/s

5. Installation

- The installation, hanging and de-mounting of the exhibition is the responsibility of the Artist.
- The Artist agrees to discuss hanging requirements prior to the installation period.
- The Artist agrees to consult with LG before using any equipment and shall not alter any fixtures in the space. The Artist agrees to consult with the LG before bringing in or using any other equipment or materials.
- The Artist agrees to hang the artworks using the "Gallery Hanging System" (which includes cable droppers and hooks) provided, by its correct use, and to restore the Venue to its condition prior to installation.
- The Artist agrees to apply all labels and signs with grey blu-tac only. NO TAPE is to be used on gallery surfaces. This includes all walls, floor, windows, fixtures, and furniture.
- LG has the right to withdraw work from the Exhibition if the work is obscene, defamatory, or discriminatory, or involves a breach of copyright or other rights.
- No screws at any time, small nails are permitted, please ask for assistance

6. Storage

The Artist may use the bathroom for storage as required, at no additional cost.

7. Exhibition Costs

Space (please refer to Floor Plan attached): Amount per week (including GST)		
	Rental Space	\$2000 per week (2 or more consecutive weeks)
	Rental Space	\$2400 per week (1 week only)

- **DEPOSIT:** The Artist agrees to pay a non-refundable deposit of \$550 (including GST), to confirm their booking.
- **SECURITY BOND:** The Artist agrees to pay a \$300 bond which covers cleaning, damages and loss of keys. Bond is refunded at the end of rental when the Gallery's security Alarm Clicker and keys are returned and the Gallery is left in good condition.
- **PUBLIC LIABILITY:** It is a requirement of the rental agreement to purchase the appropriate public liability insurance. Please send us the certificate or we can refer you to our insurer. (Duck For Cover have competitive rates www.duckforcover.com.au)
- **EXTRAS** Please select the options you would like included:

Website Support We know many people want to have an online gallery, so we can offer you your own artwork display on our website. The artist/s will be the main contact listed for enquiries on the online gallery. The website will not facilitate sales. \$150 for up to 10 artworks. \$250 for up to 20 artworks. Please enquire for prices for larger exhibitions.

Hanging Support We have experienced hanging staff who can assist hanging your show - \$50 per hour, 3 hour minimum

Staff We can provide staff for sales and greeting. They are \$50 per hour with a minimum of 3 hours per day.

Photography Many artists need good images of their artworks, we have a photographer who can provide excellent quality images of your artworks in high resolution and online ready formats. \$550 (maximum of 15)

Marketing We can help get the word out about your exhibition. We can design and print a single sided DL flyer for your show. Images and information will be needed 3 weeks before the exhibition start date. 250 from \$200.

Sales We can assist with credit card purchases through our eftpos system (3% of amount processed)

8. Promotion of Exhibition – Copyright

LG may document the exhibition through appropriate means (e.g. digital photography and video).

Part of that documentation might include reproduction of artworks in promotional material and the Artist gives LG the express consent to use these images for promotional purposes.

9. Insurance and Liability for Loss, Theft, Damage, Fire & Perils

LG agrees to take care in providing an exhibition space, but shall not be responsible for any loss or damage howsoever caused. It is the Artist/s responsibility to insure artwork(s) for loss or damage and to ensure they have appropriate Public Liability Insurance to cover their own activities.

10. Public Safety

The Artist/s agrees to take all measures necessary to ensure that their work(s) will not cause or potentially cause any injury to any person. LG shall direct alterations to the way in which the work(s) are exhibited, if, in the LG's opinion, visitor risk exists.

The gallery has a NO CANDLES policy, that includes open flames of any kind including incense.

11. Beverage/Food/Smoking

During exhibition openings, the provision, service and consumption of food/beverages are determined by the Artist/s. A policy of No Smoking exists for all areas within the gallery premises. Outside smoking is fine.

12. Artist Bank Details

Bank details (1 account only) must be provided by the Artist for any reimbursement of funds including EFTPOS sales and/or bond:

Account Name:			
BSB:		Account Number:	

13. Commission

No commission is charged.

13. Cleaning

The space is to be left as it is hired by the artist. Glass wear to be cleaned and packed, rubbish to be put in bins outside, all food and beverages to be taken away or disposed of.

14. Payments, refunds or changes to the agreement

- The artist agrees to pay a **\$550 per week** booking deposit to LG to secure their booking (please note the deposit goes toward your final rental balance).
- The artist may get a refund on the booking fee with written cancellation notice more than 6 months out from the exhibition start date.
- Within 6 months of the exhibition date the booking fee is non-refundable.
- Within 6 months to 3 months from the exhibition date the booking fee can be transferred to another date.
- The **full rental fee is due 1 month** prior to the exhibition start date.
- The rental fee once paid is **non-refundable**. Should events make the exhibition unable to proceed, the artist may find another artist to take over the rental on the condition the artwork is acceptable to LG to show. The rental fee can then be refunded once payment in an equal amount has been secured from the new renter.
- The security deposit of \$300 is due on key handover.
- LG has no obligation to proceed with the exhibition if the full rental costs and bond have not been received prior to the start of exhibition.
- No costs shall be incurred by either party in the name of the other party without the prior written approval of the party liable to pay the costs.

15. Assignment

Neither party will assign its rights under this agreement to a third party.

Modification - This agreement constitutes the entire understanding of the parties. Any changes must be in writing and signed by both parties.

Artist (Main Contact)		Signature:	Date: /
Latrobe Art Space		Signature:	Date: /