

EXHIBITING IN MONASH

GUIDELINES



The information in this document is correct as of 1 January 2024.



WELCOME

This document is designed to assist you in planning for an exhibition in Monash.

Monash Council operates The Track Gallery in Mount Waverley and Civic Gallery in Glen Waverley, in addition to the Creative Spaces and Glass Display Cases across the Monash Public Library Service. All these spaces are free for the public to visit.

The Museum of Australian Photography (MAPh) provides a curated program with a focus on photography. Information about the MAPH program can be found by visiting the MAPH website www.maph.org.au, or by contacting the team via email: maph@monash.vic.gov.au

ABOUT THE PROGRAM

The Monash exhibition program is designed to support artists and community arts groups to produce exhibitions for the community to enjoy.

Supporting experimental works, concepts, and culturally diverse voices, Monash exhibition spaces can host painting, photography, textile, sculpture and multimedia solo and group exhibitions.

Proposals are welcome from all types of artists and community groups including:

- Emerging, mid-career and established artists
- Arts and cultural groups
- School groups and children's workshop groups
- Charities

We encourage you to make a time to discuss your exhibitions idea prior to submitting an exhibition proposal. **Monash's Creative Industries can be contacted via email: exhibitions@monash.vic.gov.au or phone: (03) 9518 3636.**

THE TRACK GALLERY

The Track Gallery is located inside one of Monash Council's Community Centres, the Mount Waverley Community Centre. In addition to hosting The Track Gallery, the Mount Waverley Community Centre is a meeting place for special interest and cultural groups, and a popular venue for community events.

The Track Gallery is an immersive space that offers an exciting schedule of exhibitions. Supporting experimental works, concepts, and culturally diverse voices, The Track Gallery exhibits painting, photography, textile, sculpture, and multimedia works. Suitable for artists of all experience levels, The Track Gallery can accommodate solo exhibitions and group exhibitions.

The Track Gallery is approximately 12.4m x 7.2m and has a hanging track system that provides 37m of linear hanging space. Other items included with the hire of The Track Gallery include:

- Picture hanging system including silver cables, adjustable hooks, and sliders
- Built-in lighting system
- 3 x movable walls - each wall has six display surfaces measuring as follows: 2 x 50cm, 2 x 180cm, 2 x 30cm. Please see Appendix 1 for reference.
- 2 x glass display cases - display area: 30cm(h) x 100cm(d) x 100cm(w)
- 2 x round tables
- 4 x white chairs
- 2 x bench seats

Exhibitions at The Track Gallery can be booked for two or four weeks subject to availability. There is a weekly fee to exhibit in The Track Gallery which is updated each year as part of Council's annual budget process. Exhibitors are welcome to apply for a Monash Community Grant to cover the hire fee and other exhibition costs. An additional room connected to The Track Gallery that is suitable for catering can also be hired to host an opening night celebration.

Exhibitors are responsible for installing and deinstalling their own artworks, with exhibition installs taking place on a Tuesday and de-installs taking place on a Monday. Exhibitors are also responsible for gallery sitting for the duration of their exhibition, maintaining minimum agreed opening hours at The Track Gallery. These hours are ordinarily Wed – Sun, 11am – 3pm, or a minimum of four hours x 5 days per week.

Exhibitors new to The Track Gallery are expected to attend an induction prior to exhibiting and will receive *The Track Gallery Exhibition Kit* document which details steps to take before, during and after the exhibition.

The Track Gallery is free to visit and opening hours are exhibition dependent.

Submit your proposal online: [Exhibit in Monash EOI \(openforms.com\)](https://openforms.com)

CIVIC GALLERY

Located in the foyer of the Monash Civic Centre in Glen Waverley, the Civic Gallery aims to inspire, enrich, and connect the community. Creating opportunities for artists of all experience levels and backgrounds, the Civic Gallery also showcases the work of Aboriginal and Torres Strait Islander people and culture.

The Civic Gallery has two exhibiting spaces. The first is the main Exhibition Space and the second is the Digital Screen. The Exhibition Space hosts paintings, photography, drawings and works on paper. The Digital Screen is a large projection screen for digital works including still images and video artworks without audio. Four exhibitions take place in each space per year.

The Exhibition Space has five walls fitted with hanging tracks and accompanying silver cables, adjustable hooks, and sliders. The wall measurements are as follows:

- **Wall #1:** 2300mm (h) x 4840mm (w)
- **Wall #2:** 2300mm (h) x 4840mm (w)
- **Wall #3:** 3140mm (h) x 1720mm (w)
- **Wall #4:** 2580mm (h) x 1870mm (w)
- **Wall #5:** 2580mm (h) x 2840mm (w)

Neither the Exhibition Space nor the Digital Screen have specific gallery lighting apart from normal ambient light within the venue.

Proposals to exhibit in the Civic Gallery are accepted through Expressions of Interest that are assessed by the Council's Public Art Project Panel. Artists from all experience levels and backgrounds are encouraged to apply for the Exhibition Space and/or the Digital Screen.

Successfully chosen artists are paid a fee to exhibit their artwork. The fees are to cover all associated costs of materials including equipment, frames, and artist fees. Payment is as follows:

- \$750 excluding GST for the Exhibition Space.
- \$580 excluding GST for the Digital Screen artwork.
- \$800 excluding GST if using both the Exhibition Space and Digital Screen.

If using the Exhibition Space, artists are to attend a site visit prior to installation. Exhibiting artists will then work with the Creative Industries team to project manage the artwork installation and removal. These are not requirements for artists using only the Digital Screen.

Selected exhibiting artists may be offered an optional opportunity to promote their exhibition in the form of an artist talk or workshop. No extra fees are applicable for media activities.

The Civic Gallery is free to visit and open to the public from 8.30am - 5pm, Monday to Friday.

Submit your proposal online: [Exhibit in Monash EOI \(openforms.com\)](https://openforms.com)

CREATIVE SPACES

The Creative Spaces are located within four of Monash's six public libraries, namely Glen Waverley Library, Oakleigh Library, Mount Waverley Library and Wheelers Hill Library. These spaces are suitable for artists, community groups and curators of all experience levels, and are versatile, unique, and free to exhibit in.

Each library branch provides a different amount of exhibiting space and exhibiting walls are fitted with hanging tracks that have accompanying silver cables, adjustable hooks, and sliders. An appropriate space for exhibiting paintings, photography, drawings and works on paper, White Tack can also be used to install works. There is no specific gallery lighting apart from normal ambient light within the venue.

The amount of exhibiting space per library branch is outlined below:

- **Glen Waverley Library:** 5m and 2m sections of lineal hanging space located in the program/reading room. A further 8m of hanging space is available in the children's section of the library.
- **Oakleigh Library:** Approximately 3m of lineal hanging space in library foyer.
- **Mount Waverley Library:** Approximately 8m of lineal hanging space divided into 3 sections throughout the library.
- **Wheelers Hill Library:** 2m and 3m sections of lineal hanging space located in the study area.

Exhibitions in the Creative Spaces are 8-12 weeks long and installation is the responsibility of the exhibitors/exhibition organisers. Assistance to hang works can be arranged with the Creative Industries team.

Submit your proposal online: [Exhibit in Monash EDI \(openforms.com\)](#)

The Creative Spaces are free to visit and open to the public during library operating hours.

LIBRARY GLASS DISPLAY CASES

All six Monash Library branches have glass display cases available for artists, community groups and charities to exhibit in free of charge. These display cases are appropriate for small sculptures, memorabilia or item displays.

The glass display cases measure 148cm(h) x 63cm(w) x 60cm(d). Each shelf measures 38cm(h) x 60cm(d).

Bookings are subject to availability and each display is on show for one month. Exhibitors will be required to sign an indemnity form and a consent form upon making a booking.

The Library Administration Officer at each library branch manages the bookings for the display cases. To make a booking, exhibitors can speak with the Library Administration Officer in person at the branch they would like to exhibit in, or can contact the respective library over the phone:

- **Clayton Library:** 9541 3120
- **Glen Waverley Library:** 9518 3030
- **Mount Waverley Library:** 9518 3950
- **Oakleigh Library:** 9518 3970
- **Wheelers Hill Library:** 9265 4877

The Library Glass Display Cases are free to visit and open to the public during library operating hours.

EXHIBITION PROPOSALS

To apply for an exhibition in any one of the Monash Council spaces, the Exhibit in Monash online form must be completed. This form will ask for contact details, insurances, and auspice (if applicable), as well as an exhibition proposal.

Exhibition proposals should include the following information:

- An indication of your preferred exhibition space and dates. Dates that are available for The Track Gallery can be checked by visiting the online calendar: [Track Gallery | Teamup](#)
- Names of all exhibiting artists.
- A description of the exhibition idea. What are you planning to show? Describe the artform, themes and concepts explored, and the number of artworks to be exhibited.
- Description of your arts practise or the exhibiting group's art practices. What do you do and who is involved?
- Experience level (hobbyist, student, emerging, mid-career or established).
- What suburbs, cities and/or regions do the exhibitors operate in?
- Support materials that include images, an artist CV and additional information about the exhibition proposal. A single PDF is preferred.

Submit your proposal online: [Exhibit in Monash EOI \(openforms.com\)](#)

MONASH COMMUNITY GRANT

Applicable only to The Track Gallery, if you wish to seek a Monash Community Grant to cover the costs of your exhibition, you will need to have your dates and a quote confirmed (if applicable) **before** you submit your grant application.

Please see Council's website for the most up to date information about the Community Grants program including deadlines: www.monash.vic.gov.au/community-grants

Individuals will require an auspice to apply for a Monash Community Grant.

USING AN AUSPICE

Applicable only to The Track Gallery, Monash Community Arts Society (MONCAS) can assist you as an auspice for your grant. They are not able to advise on your grant application, however. You can contact MONCAS directly via email reachmoncas@gmail.com

Alternatively, any non-profit community organisation can act as an auspice, or you can engage Auspicious Arts to manage the grant on your behalf. Auspicious Arts can be accessed at: <https://www.auspicious.com.au/services>

WHAT HAPPENS NEXT?

THE TRACK GALLERY: Once your exhibition proposal has been accepted, you will be sent a quote and booking agreement from the Monash Halls team. This quote can be used as part of your grant application.

CIVIC GALLERY: If successfully selected for an exhibition, you will be informed via email.

CREATIVE SPACES: Once your exhibition proposal has been accepted, we will confirm dates with you via email.

LIBRARY GLASS DISPLAY CASES: The Library Administration Officer will require you to sign an indemnity form and a consent form to confirm your booking.

HAVE QUESTIONS?

You can get in touch if you have a question about applying for an exhibition or applying for a grant, either by email: exhibitions@monash.vic.gov.au or phone: (03) 9518 3636.

CONDITIONS OF USE

OPERATIONS

1. The Track Gallery, Civic Gallery and Creative Spaces are owned and operated by Monash City Council and are subject to any applicable policies, procedures, and direction from Council Officers.
2. Artist(s)/exhibition organiser(s) are responsible for all exhibition and installation costs including venue hire fees, marketing, additional equipment, and materials.
3. Modifications to the gallery walls are strictly prohibited. This includes but is not limited to drilling, pinning, nailing, gluing, and taping.
4. Interpretative signage and panels may be adhered to The Track Gallery, Civic Gallery and Creative Spaces walls only if using approved materials:
 - a. White Tack – or similar white non-marking adhesive
 - b. Removable clear mounting squares or tape
 - c. Removable museum glue
 - d. Removable printable labelling
5. No other product may be applied to The Track Gallery, Civic Gallery or Creative Spaces walls without written consent from the Creative Industries Lead or Arts Administration Officer.
6. Track lighting in The Track Gallery should not be adjusted by anyone other than Council Officers.
7. Furniture and equipment should not be removed from any of the Council exhibiting spaces.
8. Artists and/or exhibitors are responsible for maintaining minimum agreed opening hours at The Track Gallery (nominally Wed – Sun, 11am – 3pm), or a minimum of four hours, five days per week and must provide at least one person to open and supervise the gallery during opening times.
9. Sale of artwork from The Track Gallery, Civic Gallery, Creative Spaces or Library Glass Display Cases is the responsibility of the artist(s)/exhibition organiser(s). Council will not facilitate any sale of artwork and will not charge commission on any sales generated via exhibitions.
10. Upon conclusion of the exhibition, the Council gallery spaces must be returned to a neutral state. This means:
 - a. All hanging equipment, droppers and hooks are removed, neatly rolled and placed inside individual envelopes.
 - b. All interpretative panels, signage and materials removed.
 - c. All equipment cleaned and stored.

EXHIBITION CONTENT

11. Marketing materials must be approved by Council Officers prior to publication or installation.
12. Exhibitions at The Track Gallery, Civic Gallery, Creative Spaces and Library Glass Display Cases must adhere to the following:
 - a. Exhibitions are conceptually sound and present a coherent body of work.
 - b. Exhibitions feature professionally presented artworks.
 - c. Artworks must be appropriate for display in a community gallery space accessed by people of all ages.
 - d. Exhibitions must not breach standards of public decency.
 - e. Exhibitions must be in line with City of Monash values.
13. Monash City Council reserves the right to remove any artwork or materials from display that it deems to be contrary to community standards and Council's values.

SAFETY & SECURITY

14. All artworks should be supplied ready to hang using the supplied hanging system where applicable.
15. Any works that do not have appropriate fittings or supports suitable for public display will be removed.
16. Any electrical items must be tagged, tested and in date prior to installation.
17. Artist(s)/exhibition organiser(s) at The Track Gallery should consider personal safety and working alone when developing their roster and working in the space.
18. Council is not responsible for providing any form of First Aid equipment at any exhibiting space.

EXHIBITION PAYMENTS

19. Artist(s)/exhibition organiser(s) at The Track Gallery are responsible for payment of fees which are subject to Council's Halls Booking Guidelines.
20. Bookings for The Track Gallery are not confirmed until payment is received.
21. Artist(s)/exhibition organiser(s) at the Civic Gallery will receive payment when artwork has been installed and/or when the digital projection files have been approved by Council.

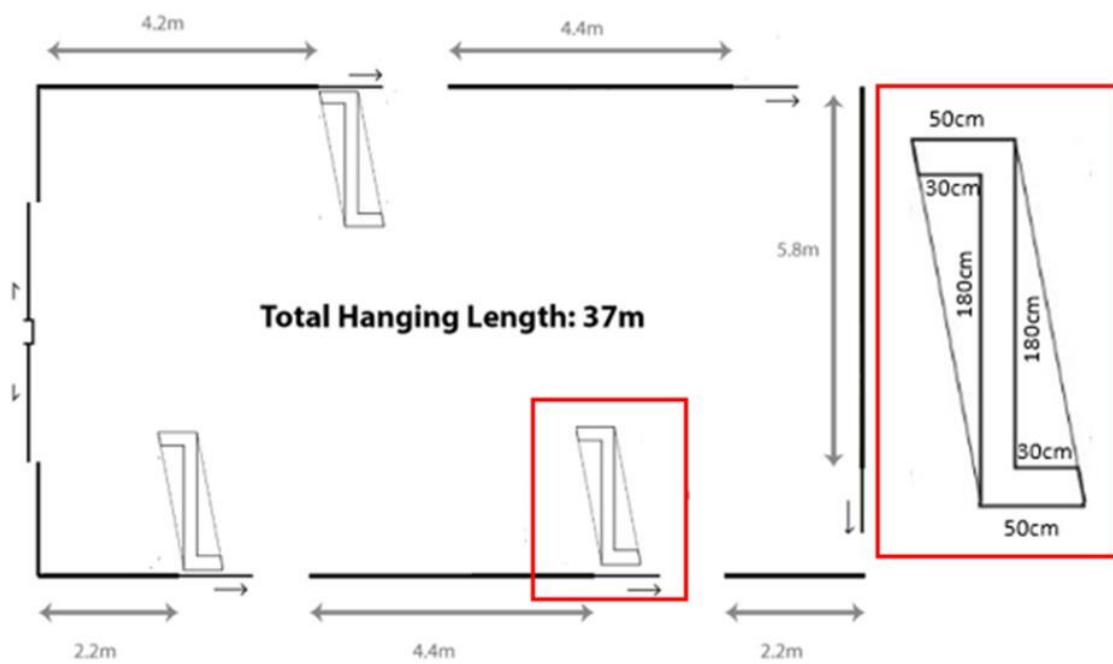
CANCELLATIONS

22. Council reserves the right to refuse or cancel bookings at any time.
23. Cancellations for The Track Gallery, Civic Gallery and Creative Spaces must be confirmed by the last business day of the month prior to the exhibition, or no less than 21 days prior to the booking date. Otherwise, the hire fee may apply. Notwithstanding an event outside the control of either the exhibition hirer or Council.
24. Penalties may apply for cancellations without notice and may impact on future exhibition applications.
25. Refunds for The Track Gallery are made in accordance with Council's Halls booking guidelines.

LIABILITY & INSURANCES

26. Artist(s)/exhibition organiser(s) indemnify Monash City Council for any loss or damage to artworks exhibited in its venues.
27. Artist(s)/exhibition organiser(s) are responsible for insuring their own work against loss or damage. Works are exhibited at the exhibitor's own risk. Any damage incurred to artworks or personal property during installation, exhibition and de-installation is the responsibility of the exhibitor.
28. Artist(s)/exhibition organiser(s) at The Track Gallery and Civic Gallery will need to supply their own Public Liability Insurance (PLI). Should artist(s)/exhibition organiser(s) not be able to obtain their own PLI, it can be purchased through Council. Council also recommends Product Liability Insurance, but please note that Product Liability Insurance does not cover loss or damage to the artwork/product itself, it only covers damage or harm that the artwork/product may cause to others.
29. The costs for repair of any damage caused to The Track Gallery, The Civic Gallery, the Library branches, or any hired/occupied areas of Mount Waverley Community Centre while holding an exhibition is the responsibility of the artist(s)/exhibition organiser(s).
30. Loss or damage to The Track Gallery key/swipe will result in a \$55.00 (GST Inc.) replacement fee.

APPENDIX 1: THE TRACK GALLERY FLOORPLAN



APPENDIX 2: THE MOUNT WAVERLEY COMMUNITY CENTRE FLOORPLAN

