

your application to
exhibit at
Hornsby Library



For more information, call the Library's Exhibition Co-ordinator on 9847 6904 during business hours. Or scan the QR code with your mobile.

Hornsby Central Library
28-44 George Street
Hornsby NSW 2077

Telephone: 9847 6813

10am-9pm Monday to Friday
9.30am-5pm Saturday
2pm-5pm Sunday

hornsby.nsw.gov.au/library



Terms and conditions:

1. Applications should be made by using the request form. The application must be signed by the artist or group representative.
2. Council reserves the right to terminate an exhibition at any time, or to direct that an exhibition be relocated or removed. The Council retains the right to accept or reject a request to exhibit material.
3. Exhibitions will be hung for a predetermined period, installed and removed at agreed times and dates.
4. Exhibition space availability may vary from time to time.
5. Exhibitors are responsible for:
 - Meeting any publicity, advertising and opening costs associated with the exhibitions.
 - Design of list of works and labels which must meet library standards.
 - The cost of any damage or theft of the work, and/or the cost of any insurance policy which covers against such damage or theft.
 - A completed exhibition ready for installation at least one day before the exhibition opening.
 - Personnel for installation and removal of the exhibition.
 - Copyright permission for any material by other contributors you want to use in your program.
 - Returning exhibition area to original state.
6. The library supports work by the community – local groups, people with disabilities, school children and youth, seniors, specialists, culturally and linguistically diverse members.
7. The exhibitor shall be responsible for any claims by any person in respect of personal injury, or the loss of or damage to any property, arising out of or as a consequence of the exhibitor's actions or failure to act in any matter or circumstance relating to the exhibition, including during set-up and take-down.

However, the exhibitor's liability under this clause to indemnify the council shall be reduced proportionally to the extent that a negligent act or omission of the Council or employees or agents of the Council, has contributed to the loss, damage or injury.
8. The Library will publicise the display on Hornsby Council's website at hornsby.nsw.gov.au. Artist will need to sign a copyright release form to enable their work to be used on the webpage.
9. Exhibitions will only be available for viewing during library opening hours and when the meeting room is not booked. Please call the library to check that the exhibition is open for viewing at the time you wish to attend. Exhibitors to add this information to any advertising/promoting of their event.
10. The library will not act as a vendor in the sale of works. Interested person must liaise with the artist.
11. Any works that change ownership during the exhibition period are not to be removed until the close of the exhibition.
12. The library is unable to offer any storage space. Artwork must be removed by a specified date.

Hornsby Central Library provides the community temporary space for exhibitions of art. The space is additional community space.

Company, group name or artist name:

Description of exhibition:

Contact name:

Contact phone:

Proposed dates of exhibition

Number of artworks:

Estimated value of works:

I have read and I agree to abide by all the terms and conditions of the library exhibition space.

Name:

Signature:

Date: