



APPLICATION TO SET UP A DISPLAY AT Renmark Paringa Community and Civic Centre Display Area

APPLICATION / REGISTRATION INFORMATION

ENQUIRIES AND APPLICATION / REGISTRATION FORMS TO:

Renmark Paringa Council –
PO Box 730
61 Eighteenth Street, Renmark SA 5341
Phone: 08 8580 3000
Fax: 08 8580 3030
Email: council@renmarkparinga.sa.gov.au

OVERVIEW:

This application pertains to the loan of items (as specified below) for display in the Renmark Paringa Community and Civic Centre Display Area for public viewing during Community and Civic Centre opening hours (Monday-Friday 9am-5pm). Length of displays can not exceed 1 calendar month.

Renmark Paringa Council recognises its responsibility to ensure the health, safety and welfare of employees (including contractors / subcontractors / consultants / volunteers) and visitors and is committed to providing a safe, healthy and productive workplace that is free from hazards. The applicant will be required to meet with Council staff at the Display Area prior to an application being made to discuss and identify potential hazards of their display and how the risk/s can be reduced, as well as discussing the layout of the display. This is compulsory and will be held prior to the application being submitted / considered.

Receipt of this application by Council should not be considered as approval. Once the applicant has received a signed approved copy, please contact Council for further instructions. Due to the large space of the area, it is recommended if your collection of pieces is a small number that you work with another artist/s and/or group/s to produce a joint display. A limited number of hanging hooks, fixed hooks and display boards are available for use, all other requirements are the responsibility of the artist/group to arrange and if required, bear the cost of.

PROCEDURE: Please contact the Community Services Department to make a time to visit the display area, following this you will be required to complete this application form and return to the Community Services Department at the Renmark Paringa Council (details above).

SECTION 1: CONSENT

Consent to loan of the work on display in the Renmark Community and Civic Centre Display Area for a period of 1 calendar month or as approved by Council:

1. Title of Display:	
2. Artist/Group Name:	



3. Postal Address:	
4. Contact Number:	
5. Proposed Date of Display commencing:	
6. Proposed Date of Exhibition ending:	
7. Date for works to be collected:	
8. Display Description:	
9. No of pieces:	
10. I wish / do not wish to make sales information available to the public. In the instance of sales enquiries, sale prices will be those indicated by the artist/group on an attached sheet. (Please circle)	

SECTION 2: GENERAL CONDITIONS

Liability

All works/pieces are to be displayed, erected and dismantled by the artist/group. Under any circumstance Council does not accept any liability for any damage occurred during installation or dismantling or whilst work is on display at the Renmark Paringa Community and Civic Centre. As the area is in a public area, during office hours safety of the pieces can not be guaranteed and the artist/group takes responsibility for display of their pieces at their own risk.

Sale of Works

Renmark Paringa Council will not take any responsibility for sales although it will supply artist details in answer to any enquiries for any sale of work.

Promotion

The promotion of the display is the responsibility of the artist/group.

Official Openings/Launches

Artists/groups may arrange their own official opening/launch either during office hours or out of hours – please see separate application form to make an application. Use of kitchen facilities is available.

SECTION 3: AGREEMENT

I, _____ (artists name/group) agree to the terms as outlined in this loan agreement with the Renmark Paringa Council

1. Name and Signature of the Artist/Group:	
2. Name of Group (if applicable):	



3. Date:

SECTION 4: OFFICE USE ONLY

1. Approval Granted:

YES:

NO:

2. Approval given by:

3. Signature:

4. Name of Display and
Artist / Group:

5. Date/s of Display
approved:

6. Set up Date:

7. Pack up Date:

8. Risk Assessment
discussed / any
preventative measures in
place:

9. Any other information: