

RESPONSIBILITIES

Liaison people

Each artist working at *CLUBSproject* Inc. is paired with a liaison person from the committee. The contact details of these people are provided in the artist information package. It is your responsibility to ensure that all the dates and details of your project are communicated to your elected liaison person, and emailed to biancahester@123mail.org. Please refer to the sheet provided in which you can list information specific to your project. If you have any queries or concerns regarding anything concerning your project, please contact your liaison person directly.

Fees

A fee of \$25 per week is to be paid to *CLUBSproject*, which will be used to cover utilities, openings and basic running costs. An additional deposit of \$100 is to be paid to *CLUBSproject* two weeks prior to the scheduled event. This deposit will be returned after the project is completed and in accordance with this agreement.

Please pay this to your CLUBS liaison person by cash, cheque or money order. If paying by cheque or money order, please provide 2 amounts; one for the \$25 fee, the other for the \$100 deposit.

Outgoing artist

CLUBSproject does not have a perpetually 'original state' to which artists must return the space after their projects, meaning that it is possible for the alterations generated by activity to remain. However, this is dependant upon the needs of the incoming artist. Thus, if required by the following artist, it is the responsibility of the outgoing artist to return the space to THE EQUIVALENT OF HOW THEY FOUND IT. This may be a state in which alterations have already accumulated in the space. The labour and the cost of this work is the responsibility of the outgoing artists (as it is in other art spaces).

It is possible and anticipated that some artists will work with, and extend upon the traces left behind by the other artists; however it is important to note that this is not a prerequisite for work at *CLUBS*. An artist is free to obliterate all existing traces. The costs of achieving this will be borne by the incoming artist. The outgoing artist is only required to return the space to the condition in which they have found it. If the outgoing artist fails to meet this responsibility to the satisfaction of the two CLUBS liaison people involved in the projects, the cost of restoring the space will be deducted from the artist's deposit.

Also, if an artist does not wish that traces of their work be left, thus incorporated by the following artists, then it is also their responsibility to do what is necessary to erase these traces (sanding and painting walls etc).

As indicated by the above, the relationship between the outgoing and incoming artists is one that at times, might require negotiation and sensitivity based on a dialogue and awareness of what is happening at *CLUBSproject*. Thus, use your liaison person to your advantage and make yourself as informed as possible about what is happening so as to avoid any unwanted surprises!

Incoming artist

As an incoming artist, it is your responsibility to be aware of what happens at *CLUBSproject* before your work so that you can negotiate the condition of the space with the assigned liaison person. If you require that the space be returned to the condition it was in before the activities of the artist preceding you, then you must communicate this to your *CLUBS* liaison person before the closure of the other artists project. Your *CLUBS* liaison person will then notify this artist as to how they should leave the space according to your needs. Any disputes between artists as to the state of the space, which cannot be solved according to the defined responsibilities (see above), will become the responsibility of the liaison people.

Insurance

CLUBSproject is fully lockable, however it is the artists responsibility to provide insurance for their work and other equipment if required. *CLUBSproject* is not responsible for the loss or damage of work. *CLUBSproject* has general liability insurance. However the artist must detail all elements of their work to the *CLUBS* liaison person with particular emphasis on any element of their project that poses any risk of harm in order that the insurance be deemed to cover specific activities. Should *CLUBSproject* decide it appropriate, the insurance can be varied to cover certain activities not generally covered by the present insurance, however this is dependent upon the complete discretion of *CLUBSproject*.

Minding the space

CLUBSproject must be open and minded by the artist on Saturdays between 12 noon and 6pm during the course of their project. If the artist wishes to extend their public viewing (which is strongly encouraged!) then it is their responsibility to organise to sit the space.

Openings

Openings are not compulsory, but strongly encouraged. The organisation of the opening is the responsibility of the artist, however all alcohol will be organised by *CLUBSproject* according to our own agreement. No other alcohol is allowed to be provided or consumed on the premises. Please contact your liaison person for the organisation of alcohol.

Noise

As the surrounding area on Gore Street is residential, there is a sound restriction at 10 pm weeknights and 12 midnight on the weekends. If you are planning to have a sound component (at whatever hour), please let us know so that we can deal with any possible negotiations with the neighbours. We strongly encourage sound of any kind at CLUBS! We just need to be prepared. As we are situated above a pub, sound works are more appropriate for a Monday-Wednesday evening if you want quiet from downstairs.

Rubbish

Rubbish must be removed from the project space at the end of the days you mind the space and put into the CLUBS yellow wheelie bin located at the bottom of the stairs.

Records of attendance

CLUBS would appreciate it if artists record the visitors to the space and collect email addresses from visitors so that we can add them to our email list.

PUBLICITY

Email

CLUBSproject Inc. provides a free email flier to the 1000+ members on their list.

Artists are required to provide information for the flier no later than 2 weeks prior to their event/project. Information may include:

- artists names
- titles of project/event
- information relevant to project: we encourage you to write a short text which will communicate an aspect/s of your work
- relevant images - these need to be sent via email as JPEG files no larger than 200KB.

There is no standard for this information and the artist/s must provide what is appropriate for their work - in some cases information can be brief, while in others full text and biographies may be appropriate.

All information can be emailed to: biancahester@123mail.org

Print Invitations

We do not do a postal mailout, but invitations are obligatory and we provide a basic template which is a scanned page from a Collins diary of the date of your opening - ask your liaison for this scan or photocopy. A basic template is also available on this website. You can use another version taken from your own diary too!. We also have a *CLUBS* logo that you need to add to the design. You should use them to design your own invitation, print as many copies as you need, of any size and paper thickness. It is then your responsibility to distribute these yourself and leave 20 copies at *CLUBS* for our own use. We highly encourage printed invitations especially if your project is open more than the default Saturday afternoon.

Media Release

Our email out includes 40 major media contacts. However, we also have a media contact list of postal addresses, fax and phone numbers if you want to use them.

Art Almanac Listing

We add a simple line listing in the current monthly Art Almanac which advertises your name at *CLUBS*.

INSTALLATION

Keys

Keys can be picked up from your liaison person at a date appropriate to your project. Keys must be returned immediately after the project. Failure to return keys means that *CLUBSproject Inc.* will withhold your deposit.

Security

While setting up and working in the space, you must keep the front gate locked. There is a bell on the left of the gate in case any one needs to meet you at *CLUBS*. Whenever you leave the project spaces, you must ensure all windows are closed and the gate is locked behind you. You must also keep the door into the back of the pub closed and locked at all times.

Lighting Systems

Large project space ("*CLUBSvenue*")

There is both fluorescent lighting and incandescent lighting (the 2 chandeliers). You may choose one or the other system, or both can run simultaneously. If you wish for one or the other to be removed contact your liaison and they will do it for you.

Please ensure that all lighting is switched off whenever you leave *CLUBS*, especially the sign.

smaller project space ("*CLUBSannex*")

This space has only a permanent fluorescent lighting option.

Walls

The outer/exterior walls are plaster over masonry. You will need a masonry drill / drill bit and masonry plugs for attaching screws into this wall.

The interior walls (esp. the large wall with archway) is 'lathe +plaster' and very crumbly. You will need plaster plugs for these walls. The interior walls tend to leave gaping holes when drilled into, so be mindful when hanging paintings etc.

Setting up work

You have 24 hour access to *CLUBS* once you are given the keys, however it is absolutely imperative that you do not: sleep on the premises, take any kind of drug whatsoever on the premises or conduct any sort of illegal activity in the project spaces. Any of these activities can lead to the termination of our agreement with the Builders Arms.

Documentation

CLUBSproject Inc. will make basic documentation of the projects for our own use but does not claim any intellectual property of work which happens at *CLUBSproject Inc.* accept in so far as it preserves the right to keep documentation of any event conducted in it for its archives and possible future publications.

It is strongly recommended that artists document their own work as *CLUBSproject Inc.* does not have to resources to provide documentation to artists. We would greatly appreciate any copies of documentation, text or supplementary information relating to each artists project for the purposes of maintaining an archive.

Tools and equipment

We have a 2.4 meter ladder available, and miscellaneous painting equipment - but no other tools at this stage. You will need to bring in all the tools and hardware required to install your work.

Access

Access beyond the door leading from the smaller project space into the studio section is not permitted (unless invited by a studio artist). The Builders Arms management office is located in this section and they are sensitive to having unfamiliar people around. The laneway must be kept clear at all times, as it is used for residential access. The metal stairway must also be kept clear.

De-Installation

All work/materials/equipment must be removed from *CLUBS* by the date specified in the artist agreement. Floors must be swept and mopped. There is a mop and bucket in the bathroom located adjacent the smaller project space. Keys must be returned to your specified liaison person at the date agreed upon with *CLUBS*, or they can be left on the hook above the sink.

PLEASE FILL IN THE FOLLOWING INFORMATION (RETURN A COPY TO CLUBS)

Your name:

Phone numbers:

Email:

Postal Address:

CONTRACT AGREEMENT

I....., have read and understood the above information and agree to the terms and conditions outlined therein. I have paid my \$25 p/w fee and my \$100 deposit. I understand that I have the use of the space at *CLUBSproject Inc.* from the date.....to.....However, I also understand that, while it is unlikely, I may be asked to negotiate and adjust these dates.