



Street Address: 34 Meson Street, Gayndah QLD 4625
 Postal Address: PO Box 391, Gayndah QLD 4625
 Email: gayndahgallery@gmail.com

ARTWORK LOAN AGREEMENT

Please complete and sign this agreement **PER ARTWORK** submitted. Attach one copy to back of Artwork submitted and return one with your Exhibit Proposal Package to:

Gayndah Art Gallery
 PO Box 391
 GAYNDAH QLD4625

Gayndah Art Gallery Exhibition: “.....” *(Insert Exhibit Name)*
 I,, agree to lend to the Gayndah Art Gallery, the following artwork for display in this exhibition.

I also agree that the work may be photographed and reproduced in connection with the exhibition for catalogue, promotional and educational purposes and on a web site.

Value of artwork for sale and insurance

Artwork Title:
 Value 1 (for insurance): \$..... Value 2 (for sale if applicable): \$.....

Note: Gayndah Arts & Cultural Centre (St Joseph’s Primary School) take a commission of 25% if an artwork is sold. Artworks will be insured **only** while they are in the Gallery. They will not be covered by the Gallery’s insurance during transit. It is the owner’s responsibility to insure works in transit.

Work must be framed with two D latches for hanging; otherwise it may not be displayed. The Gallery reserves the right to attach suitable hangers.

Owner of artwork

Name: (Mr / Mrs / Ms / Miss).....

Address.....

Telephone (Day)..... (a/h)..... **Fax**

Email.....

Acknowledgment by lender:

I have read the agreement and understand and agree to the terms outlined and certify that I have full authority to do so and that I am 18 years and over

Signature of owner of artwork

..... Date.....

If you are enclosing images with this Loan form, please indicate the type of photograph:

PHOTOGRAPH OF WORK YES/NO COLOUR PRINT YES/NO
 COLOUR TRANSPARENCY YES/NO
 BLACK AND WHITE PRINT YES/NO NAME OF PHOTOGRAPHER.....

Title of Works Labels

Information Privacy Act Collection Notice

Gayndah Art Gallery is required under the Information Privacy Act to inform you that the information you have provided will be used for the purpose of assessing your request and will not be disclosed to any third parties without your written or verbal authorisation unless we are required to by law.

Complete the labels below – attach label A to back of artwork, label B to be forwarded to Gallery (photocopy as required).

Label A

Artist:

Title:

Medium:

Size:

Sale Price:

Insurance:

To be attached to back of works
for identification

Label A

Title:

Please make a brief statement:

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Label B

Artist:

Title:

Medium:

Size:

Sale Price:

Insurance:

Please complete and submit with
entry for office copy

Label B

Title:

Please make a brief statement:

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Please complete and submit with entry for office copy

NO ONE SIDE TO MEASURE MORE THAN 1.25m