

Application to Hire Shellharbour Village Exhibition Space Expression of Interest Form

Before you apply with an expression of interest to hire, please read the [Conditions of Hire](#).

First Name: Last Name:

Organisation Name:

Email: Phone:

Mailing Address:

Do you or members of your hiring group live, work or study in:

- Shellharbour LGA Illawarra region Reside outside of this area

Please provide a brief description of yourself as an artist/musician/poet/etc. This may be used for media/marketing for your event.

Please include; your suburb, art-form, creative style, what attracts you to this, when and why you started, inspirations, other related events/achievements/awards or anything else that is relevant.

Please select what type of creative event you wish to hire the space for:

- A Visual Arts Exhibition Education Program or Workshop
 A Meeting or Function Performance Event
 Other (please enter)

Please indicate your preferred booking dates including year:

1st preference: to 2nd preference: to

Public opening times: to

Opening event (if applicable): Date: Times:

Exhibition/Event Title:

Please provide a brief description of your event. This may be used for media/marketing for your event.

Please include; concept of event or exhibition, physical outlay of space including equipment, amount/type of artworks, how event fits in with wider context of your practice, type of audience it would appeal to and other details eg. opening night, talks, workshops etc.

Please list and attach examples of your artworks that are representative of your exhibition or event. This may be submitted via email with this completed form, in digital format: pdf, jpg or mp3.

	Title of Work	Medium	Year	Price	Dimensions (cm)
1					
2					
3					

Public Liability Insurance: (please tick)

I have my own Public Liability Insurance (minimum \$20,000,000) and will supply a copy of my Certificate of Currency with my *Booking Form* upon approval of this Expression of Interest.
(please ensure this is current at time of event as your event may be cancelled if insurance expires).

I do not have my own Public Liability Insurance and will be purchasing Council's Facility Overhead Contribution Fee:

Agreements:

I hereby give permission for Shellharbour City Council the perpetual non-exclusive right to reproduce the whole or any part of visual material submitted and works exhibited, in electronic form, hard copy or otherwise for the purpose of education, publicity and promotion or grant this same permission to approved associated funding bodies:

I understand that I will be subscribed to the SVES newsletter in order to see my upcoming event featured, however I know I can unsubscribe at any time.

I confirm that the information I have provided on this application form is true and correct.

Signature of Hirer:..... Date:

Please 'save as' and attach to **email (sves@shellharbour.nsw.gov.au)**. Don't forget to **attach examples of your work**. You can also **print and post** to Arts and Cultural Development Officer, Shellharbour City Council, Locked Bag 155, Shellharbour City Centre, 2529

IMPORTANT: If your **Expression of Interest** form is approved, you will receive a **Booking Form** in order to complete the hire process of the SVES. Your booking is not confirmed until you receive a confirmation letter.