



## Sport and Recreation Department

Centurion Art Gallery | Corner Cantonments Road and Unie Avenue | Lyttelton Manor | Centurion  
PO Box 40925 | Arcadia | 0007  
Tel: 012 358 3477 | Fax: 012 664 6242  
Email: art.museum@tshwane.gov.za | www.tshwane.gov.za

My ref:  
Your ref:  
Contact person: Samuel Monyela  
Section/Unit: Centurion Art Gallery Region 4

Tel: 012 358 3477  
Fax: 012 664 6242  
Email: artg@tshwane.gov.za

Centurion Art Gallery  
Cnr Cantonments Road and Unie Avenue  
Lyttelton Manor  
Centurion

The Centurion Art Gallery aims to –

- show a variety of art forms, reflecting the cultural diversity of South Africa;
- promote visual literacy, making the visual arts accessible to everyone; and
- exhibit emerging talent, promoting Tshwane artists in particular.

### EXHIBITION PROPOSAL TO THE CENTURION ART GALLERY

#### Contact details:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

#### Exhibition:

Title/theme/subject \_\_\_\_\_

\_\_\_\_\_

Artist(s) \_\_\_\_\_

\_\_\_\_\_

Medium \_\_\_\_\_

Exhibition proposal  
(e.g. aims, target audience, benefits for Tshwane)

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**Dates:**

From \_\_\_\_\_ until \_\_\_\_\_

Delivery of artworks \_\_\_\_\_

Mounting of exhibition \_\_\_\_\_

Opening event (date) \_\_\_\_\_ (time) \_\_\_\_\_

Dismantling of exhibition \_\_\_\_\_

Special art workshops \_\_\_\_\_

**Please note:**

- One month's rental of the Gallery is R640-00 (VAT included).
- Two week's rental of the Gallery is R320-00(VAT included).
- The artist is responsible for sales in consultation with the custodian of the Gallery.
- A 22% commission on sales is payable to the City of Tshwane at the close of the exhibition.
- Special workshops have to be booked with the Art Museum in advance because overtime for the custodian has to be arranged.

**Gallery hours are Mondays to Fridays from 10:00 to 17:00 and Saturdays 08:00 to 13:00  
The Gallery is closed on Sundays and public holidays.**

Rental (R640-00) paid on \_\_\_\_\_ Receipt number \_\_\_\_\_

Rental (R320-00) paid on \_\_\_\_\_

I have read and accepted the conditions set out on the enclosed pages and I indemnify and hold the Municipality blameless for any loss of or damage to property or costs incurred, and any injury to or death of any person, and any action, legal proceedings and/or claims which may be instituted against the Municipality as a result of the exhibition.

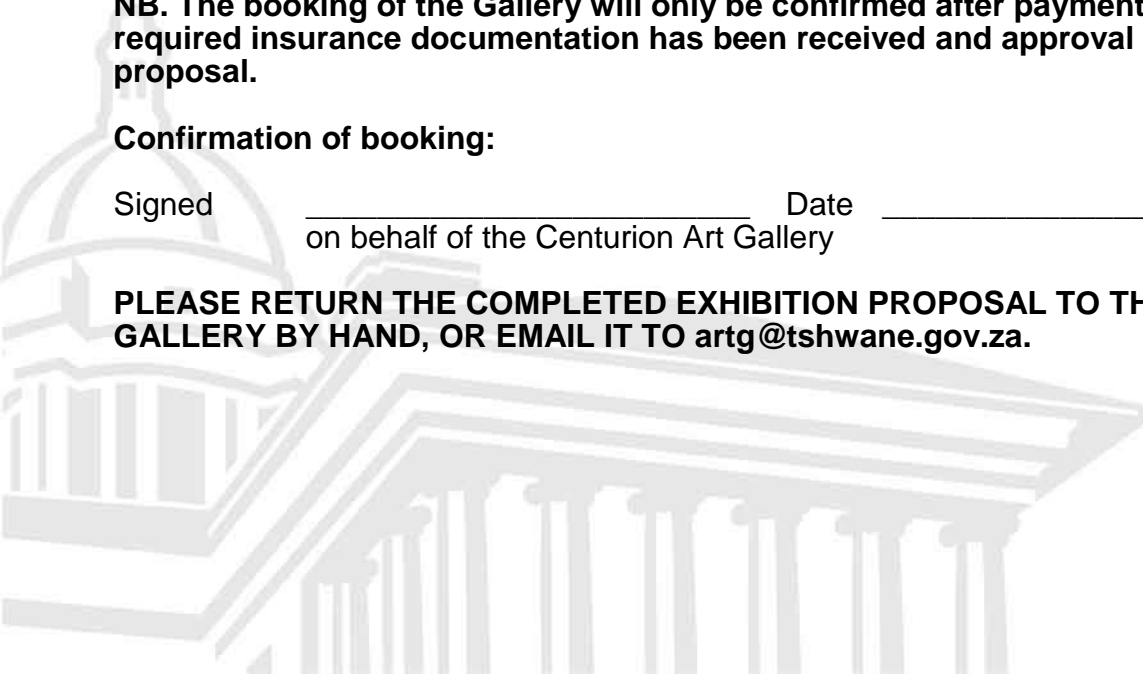
Signed \_\_\_\_\_ Date \_\_\_\_\_

**NB. The booking of the Gallery will only be confirmed after payment of the rental fee, the required insurance documentation has been received and approval of the exhibition proposal.**

**Confirmation of booking:**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
on behalf of the Centurion Art Gallery

**PLEASE RETURN THE COMPLETED EXHIBITION PROPOSAL TO THE CENTURION ART GALLERY BY HAND, OR EMAIL IT TO [artg@tshwane.gov.za](mailto:artg@tshwane.gov.za).**



# CENTURION ART GALLERY EXHIBITION CONDITIONS

## Responsibilities of the exhibitor

### General arrangements:

- No block bookings will be accepted (e.g. an annual exhibition a few years in advance). All exhibition bookings are on a 'first come, first serve' basis.
- The Art Gallery may only be rented out for art exhibitions. No other events will be accepted.
- Hand in the completed exhibition proposal to the custodian of the Centurion Gallery at least **three months** in advance.
- Provide the Centurion Art Gallery, via the Curator of the Gallery, with a press release and photographs at least **six weeks** in advance.
- Provide the Centurion Art Gallery with an electronic copy of the invitation at least **three weeks** before the opening date. The Art Gallery must approve the proofs in advance
- No usage of the Gallery during weekends, after hours (except opening events) and public holidays due to overtime challenges.
- Organise the opening event in consultation with the Gallery: Tables, tablecloths and wine glasses are available at the Gallery but their use has to be arranged in advance. Tablecloths are to be returned to the Gallery, washed and ironed, within 5 days after the opening event. If the Gallery's staff are needed to wash the wine glasses after the opening event, an additional payment of R150 is payable. Broken glasses must be replaced within five days after the opening event. Alcoholic beverages may be served but may not be sold at events on the Gallery premises. The organiser is responsible for preventing anyone under the legal age of 18 from consuming alcoholic beverages on the premises.
- Please leave the Gallery in a good condition after the exhibition.
- The organiser of the exhibition has to arrange for the all-risks insurance on the exhibition themselves.
- Each artist is responsible for his or her sales and must consult with the custodian on this. A 22% commission on sales is payable to the City of Tshwane after the close of the exhibition. Payment in cash or bank guaranteed cheque only – Cheque payments to City of Tshwane.

### Mounting the exhibition:

- Artworks must be framed and ready to hang.
- Only the Gallery's approved rod system can be used. Extra screens can be provided. Sculptures can be supplied with their own safe and sturdy plinths.
- No nails, screws, staples or double-sided tape may be used on the walls.
- Artists must provide all the technical equipment and materials needed for the exhibition and installations.
- Each artwork must have a label with the artist's name, and the title, medium and price of the artwork. The labels and a catalogue must be made available to a curator of the Art Museum for checking.
- Keep in mind that for large group exhibitions a selection process will be necessary.
- Lighting can be adjusted for the exhibition.
- The exhibition must be mounted in Gallery hours, namely Monday to Friday from 10:00 to 17:00 and Saturday 08:00 to 13:00. Gallery staff will not be available on Sundays or public holidays to assist with exhibitions. Under no circumstances will the artists be allowed in the Gallery unsupervised.
- The Centurion Art Gallery reserves the right to make improvements to the exhibition to achieve a professional appearance.
- The Art Gallery curator will gladly give advice on the hanging of the artworks.

### Invitations:

- The wording must be checked by a curator of the Art Museum at least four weeks in advance.
- The official logo of the City of Tshwane must appear on the invitation.
- An electronic copy of the invitation must be supplied to the Art Museum.
- Printed invitations may be posted to the artist's own guests.

### Payment:

- Deposits: All bookings will be confirmed on receiving a 50% deposit within 7 days of making the booking. No booking will be confirmed or secured without payment of the 50% deposit. Payment in cash or bank guaranteed cheque only – Cheque payments to City of Tshwane.
- Final payment: must be 14 days before the actual booking. Automatic cancellation of the booking will take place if the final payment has not been received 14 days in advance and no pay back of the cancellation fee. Payment in cash or bank guaranteed cheque only – Cheque payments to City of Tshwane.
- Cancellation Fees: 14 days or more before the actual booking – 50% cancellation fee from the paid booking will be charged. 13 days or less before the actual booking – no refund will be given.

# INSURANCE

## Exhibitor to Insure

1. The Exhibitor must obtain for the duration of the exhibition, the following insurance policies in the name of the Exhibitor at an insurance company within 14 (fourteen) days of the notification of acceptance of the exhibition and must pay all premiums and supply proof thereof to the relevant Project Manager 30 (thirty) days before the inception of the exhibition, that the policies have been taken out and that all premiums have been paid:
  - a) All Risk Insurance cover with regard to all Plant and Materials and Equipment owned, leased or hired by the Exhibitor that are used in the execution of the exhibition for the full replacement value thereof.
  - b) Motor Vehicle and Passenger Liability Insurance cover indicating the registration numbers of the vehicles owned, leased or hired by the Exhibitor that are used in the execution of the exhibition to the amount of at least R10-million per claim with the number of claims unlimited.
  - c) SASRIA cover for motor vehicles and Plant and Materials and Equipment owned, leased or hired by the Exhibitor that are used in the execution of the exhibition for the full replacement value thereof.
  - d) In respect of Plant and Materials and Equipment and Motor Vehicles brought onto the Site by or on behalf of Sub exhibitors, the Exhibitor shall be deemed to have complied with the provisions of this Sub-Clause by ensuring that such Sub exhibitors have similarly insured such Plant and Materials and Equipment and Motor Vehicles.
  - e) The Exhibitor will effect and maintain for the duration of the exhibition insurance against all accidents or misfortunes including accidental loss of or damage to tangible property and liability for accidental death of or bodily injury to or illness or disease contracted by any person (not an employee of the CoT) occurring during the Period of Insurance and arising out of or in connection with the performance of the Exhibitor at the Site at any insurance company within 30 (thirty) days before the occupancy of the premise. The minimum limit of indemnity for any one event is R5-million and the number of claims will be unlimited.
2. Insurance Premium payable

The Exhibitor will be liable for the obtaining of the insurance cover as set out in 1.1 at his own cost.

  - 2.1 The Project Manager involved must furnish the required insurance documentation as set out in 1.1, within 30 (thirty) days before the inception of the contract, to the Section: Insurance and Risk Management.
  - 2.2 Should the insurance documentation not be received by the Section: Insurance and Risk Management within the stated time frame as set out in 1.3 above, all cost related to an insurance claim will be for the account of the department.

## Responsibilities of the Centurion Art Gallery

- Invitations will be sent by email to those on the Art Museum's and Centurion Art Gallery distribution list.
- Press releases will be sent to the media.

On request, this document can be provided in another official language.

