

## Information for Hirers

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## **About Alpha Gallery**

Alpha Gallery is an exciting accessible gallery space situated in the heart of Wellington's creative district- on vibrant Cuba St. It serves as the commercial face of Alpha Art Studio- an art studio and vocational space for adults with intellectual disabilities, which is housed in the same building. Our professional gallery promotes the work of these unique artists as well as being for hire to the wider arts community.

With a focus on accessibility and affordability we are open to all people to book our gallery for their next exhibition.

Both Alpha Gallery and the studio are run through Idea Services.

### **Mission Statement**

To share with the public the pride and happiness we have in creating pieces of art and exhibiting in a professional way. To provide an income from art sales and to be valued within the community.

To provide an accessible and respected gallery and venue for the wider community to visit and exhibit.

**Core Values** – Empowerment, Self-Expression, Community, Respect, Opportunity

### **Vision Statement**

- To have a strong presence and profile in the wider community
- To be free from barriers of inclusion by being accessible to all people
- To provide a place where transferrable skills such as cash handling, customer service and professional arts practises can be learned
- To be integrated within the wider arts community by hosting events and exhibitions of artists outside our service
- To provide sustainable income for Alpha Art Studio Artists
- To give the public the opportunity to connect with and value people with intellectual disability
- To build partnerships with local businesses and community groups



## **About Alpha Art Studio**

We are a group of creative adults who have Intellectual Disabilities or Sensory Impairments.

From our studio space in central Wellington we practise our art and undertake workshops (scrap-booking, jewellery, 3D, printmaking, etc).

We do a range of activities that make life more fun (drama, dancing, horse-riding) and also encourage our personal development (cooking classes, computers and literacy).

We volunteer for various organizations (Wellington City Mission, Meals on Wheels), and we often work on different projects and with various groups that see us active in our communities!

### **Mission Statement:**

- Enable and empower people with an intellectual disability to be active citizens and valued members of their community.
- To provide a service that is driven by the wants and needs of the service users and caters to their social, creative, physical, self-developmental goals.
- To enable people to explore their creativity and learn new skills in a variety of different art making mediums.
- To be a platform for artists to exhibit in the wider community and develop their professional practise.
- To create a happy, accessible and safe environment that people want to come to be social and have fun.
- To deliver opportunities that increase people's sense of wellbeing and self-worth.

**Core Values:** Respect, Empowerment, Opportunity, Creativity, Inclusion, Community, Self-expression



## Alpha Resources for Gallery hire

### Equipment provided

- Approx. 150 wine glasses.
- Various platters, plates, cutlery, etc.
- Extra chairs and tables
- A locked gallery fridge for storage of those cold bevy's
- A jewellery cabinet with draws and light
- 6 standard white plinths 1100mm H x 420mmW x 420mmD in size
- A ladder plinth
- A scaffolding plinth
- 2 jewellery busts in differing sizes
- 2 ring displays
- 1 bracelet displays
- Gallery couch
- Two moveable walls to change the space and configure as you would like!
- Filler putty and sander
- Moveable spotlights to highlight your work
- Gallery table
- Ladders
- Hanging equipment (Level, Nails, Screws, Drill, Picture rail hangers, etc.)

### Services provided

- Opening night by negotiation (refer to contract)
- Gallery can be staffed by you, or by us. Please note: There is always a staff member in the vicinity during opening hours, though they may not specifically be in the gallery space at all times. We have a bell.
- A fully equipped kitchen to prepare for your opening night.
- Marketing through Alpha Art Studio's Facebook page and private networks.
- Free limited internet, tea and coffee.
- Distributing Flyers or Postering may be available by arrangement (we will not design or print these for you).



## Contract for participation in group show

The artist acknowledges that Alpha Gallery is a part of a unique working studio for people with intellectual disabilities. This is a safe and respectful workplace and we expect all guests and artists to maintain this standard. We reserve the right of admission should this be breached.

### **Curatorial**

Works must be ready to hang with the appropriate attachments and finished to a professional standard. The inclusion of work is at the discretion of the curator for group shows.

### **Labels**

All work must be clearly labelled with the following information – Name of Artist, Name of Work, Medium, Year, Price (including 25% commission) – on the rear of the work. Swing tags work well for this, as they can be hidden behind paintings. We require an email with this information also.

### **Financial**

The artist agrees to pay the sum of \$\_\_\_\_\_ (amount dependant on show) to participate in this show. This includes:

- Promotional costs ie: posters
- Staff manning of gallery and additional hours of preparation
- Installation/De-installation
- Incidentals ie: hooks for installation
- Portion of gallery hire
- Opening night costs

Does not include:

- Postage/Packaging
- Framing of work
- Insurance

Should an opening be arranged, it is expected that the artist provides a plate of food to share to assist with this cost.

### **Commission and Sales**

Alpha Gallery retains a 25% commission on all sales. We will process all sales through the gallery. Cheques are written on the last working day of each month.

You will receive your payment shortly afterwards by collection or post – please email gallery your preferred method. We can only pay via Cheque.



**Delivery Information**

Our physical address is 55 Abel Smith Street, Te Aro – this is for couriers only. If you are having your work delivered to the gallery it will need to be couriered directly. New Zealand post is not an option.

**Information and Consent**

The artist is to inform Alpha of any content which may be potentially of an offensive or libellous nature. We reserve the right to remove content we deem offensive.

When photographing people please ensure you have their consent. Should this be an Alpha Art Studio Artist – please enquire with a staff that this consent is informed.

It is the artist’s responsibility to gain copyright and sage permissions for any material reproduced as part of their work.

The artist agrees that Alpha Gallery insurance does not cover property damage caused by – fire, theft, acts of “god”, acts of others, and/or any other causes. Alpha Gallery will not be held liable for such losses. All reasonable security measures are taken.

The artist agrees to meet any costs Alpha Art Gallery incurs as a result of the artist breach of civil or criminal law.

If any work is left at Alpha after the conclusion of the show (unless pre-arranged), Alpha has the right to deal with the work at its discretion (including disposing of the work, or selling the work below value and keeping the proceeds).

The artist agrees to consult with Alpha staff before using any equipment, and before bringing in or using any potentially damaging materials.

The artist agrees to provide all information and promotional material requested by the curator by the date required, failure to do so may result in exclusion from the show.

Date of Show:                      From \_\_\_\_\_ to \_\_\_\_\_  
Title of Show:                      \_\_\_\_\_  
Contact Details:                    \_\_\_\_\_  
Date                                      \_\_\_\_\_  
Name                                    \_\_\_\_\_  
Signature                            \_\_\_\_\_  
Alpha Gallery Rep                 \_\_\_\_\_  
Bond Received                      \_\_\_\_\_



## **Contract for full gallery hire**

The hirer acknowledges that Alpha Gallery is a part of a unique working studio for people with intellectual disabilities. This is a safe and respectful workplace and we expect all guests and artists to maintain this standard. We reserve the right of admission should this be breached.

### **Curatorial Placement**

Due to our unique environment, it is important for us to be accessible to all people. This includes making sure walkways are clear for visual aids and wheelchairs etc.

Our gallery is made up of some walls with picture rails and some walls that can be drilled/nailed into – please make sure you consult with staff regarding the appropriate method of hanging for each wall.

The hirer acknowledges that they are responsible for hanging and curating their own shows – to a professional level. This must occur within working hours of 8.30-4.30 Monday-Friday by arrangement. If you want to install outside these hours, you must pay a member of staff to be present by negotiation.

Please consult with a staff member for more information about how your show can be accessible to the wider public and the artists of Alpha Art Studio.

### **Financial**

#### **Opening nights**

Opening nights are by arrangement – to be discussed at time of booking. The hirer agrees to pay an Alpha staff member \$60 for a maximum opening of 3 hours. Alpha staff are there to ensure the security and safety of the premises and are able to help with serving food, sales tables, etc.

#### **Gallery Hire**

The hirer agrees to pay the sum of \$80 per week for a minimum of 2 weeks, maximum of 6 – to be discussed at time of booking. Payment to be received (along with bond) with contract before show can be confirmed.



### Security and Bond

A bond of \$100 must be received by Alpha Gallery before your exhibition booking can be confirmed. This will be returned to you at the conclusion of your show, providing the conditions of hire have been fully observed and no damages have taken place.

### Commission and Sales

Alpha Gallery retains a 25% commission on all sales.

We will process all sales through the gallery. Cheques are written on the last working day of each month. You will receive your payment shortly afterwards by collection or post – please email gallery your preferred method. We can only pay via Cheque.

### Cleaning

It is the hirer's responsibility at the conclusion of a show to:

- Sweep and mop the gallery floor
- Clean up after opening night
- Take away any rubbish
- Repair any holes or marks in/on gallery walls

Putty, sandpaper, paint, cleaning supplies provided by Alpha Gallery. The Alpha Artists will provide (within reason) recycling facilities. We ask that you leave the gallery in the state it was found.

### Information and Consent

The hirer is to inform Alpha of any content which may be potentially of an offensive or libellous nature. We reserve the right to remove content we deem offensive.

When photographing people please ensure you have their consent. Should this be an Alpha Art Studio Artist – please enquire with a staff that this consent is informed.

It is the hirer's responsibility to gain copyright and sage permissions for any material reproduced as part of their work.

The hirer agrees that Alpha Gallery insurance does not cover property damage caused by – fire, theft, acts of "god", acts of others, and/or any other causes. Alpha Gallery will not be held liable for such losses. All reasonable security measures are taken.

The hirer agrees to meet any costs Alpha Art Gallery incurs as a result of the hirer's breach of civil or criminal law.





If any work is left at Alpha after the conclusion of the show (unless pre-arranged), Alpha has the right to deal with the work at its discretion (including disposing of the work, or selling the work below value and keeping the proceeds).

The hirer agrees to pay for any damages caused by a deduction on the bond, or to be invoiced the additional amount

The hirer agrees to consult with Alpha staff before using any equipment, and before bringing in or using any potentially damaging materials.

Date of Show : From \_\_\_\_\_ to \_\_\_\_\_

Title of Show: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Alpha Gallery Rep \_\_\_\_\_

Bond Received \_\_\_\_\_



### Images of Gallery Space

Two movable walls ensure you can configure the space in a multitude of ways

