

History and Community Knowledge Corner

Overview: Applications are open to local Moorabool History or Community groups who wish to promote Moorabool Shire's rich history, its thriving communities and/or provide opportunities for our community to reflect, learn and build knowledge of their local area.

Location: The History and Community Corner is located in the Lerderderg Arena Exhibition Space, centrally located within the Lerderderg Library at 215 Main Street, Bacchus Marsh.

Duration: The History and Community Corner will be allocated to successful groups for a 2-month period.

Exhibition Space: Two display walls measuring 3m x 1.5m and 3m x 1.5 m. This space has a metal railing system with hooks.

- Artworks to use the hanging system available in the space. No hooks or nails are allowed on the walls.
- No alteration to walls and display tables and plinths, including painting.

Terms and Conditions

1. Supervision of exhibitions

This space is not under direct constant staff supervision, although library staff are on the premises during library opening hours. Council takes no responsibility for the care of artworks while in the Lerderderg Arena Exhibition Space and any loss or damaged items are entirely the responsibility of the Exhibitor.

2. Insurance

Insurance of works, furniture and props on display is the responsibility of the Exhibitor. Council is not responsible for any damage, theft or mishap that may occur to artworks while on exhibit at the Lerderderg Library, nor to or from the exhibition point.

3. Installation and Maintenance of Exhibition

Once an application form has been received, an Offer to Exhibit will be made in writing and will include the date/s offered. The acceptance of the offer must be signed and returned to Moorabool Shire Libraries by the date specified on the letter. If the acceptance is not received by the specified date, offers may be made to other Exhibitors.

The Exhibition Period offered is inclusive of the time to install and take down the exhibit. It is generally assumed that the exhibit is put up on the first day of the exhibition period and taken down the final day. Please notify the Library Programs Coordinator if there are any variations.

Coordination of the exhibitions is the responsibility of the Library Programs Coordinator and Arts & Culture Officer.

Council staff can assist with the installation of exhibits- however the exhibitor is responsible for planning the layout of the exhibit and must be present to assist during the installation.

Any council employee will not, and cannot, expose themselves to any unsafe lifting or other work practises in supervising the Exhibitor hanging or placing their work(s)

Council will not be liable for any responsibility if the Exhibitor, or any person(s) associated with the Exhibitor injures themselves in the placing or taking down of exhibits. Exhibitors are responsible for their own actions and perception of obvious risks in the setting up or taking down of exhibits.

Council will provide a venue and a step ladder that is free of any foreseeable hazards. Exhibitors should assess the area contemplated for the placement of exhibits, and, if any aspect of that place seems to be a cause for enquiry or concern, bring this to the attention of a Library Officer.

Please understand that there is no contractual or Trade Practices (commercial) relationship between the exhibitor and council.

4. Exhibitors must advise council of the date and time their exhibit will be installed at least 3 weeks prior to the start date.

*Council strongly advises that you view the exhibition space prior to your exhibiting dates to assist you with planning for installation of your artworks.

5. Marketing and Communications

Exhibitors give permission for information regarding their exhibition and its creator/s, plus images relevant to the exhibition (eg. Photos of artworks) to be published on the Moorabool Shire Council Libraries website, in the monthly Moorabool Arts, Culture & Libraries e-newsletter and on social media. For this purpose we require the exhibitor to forward to us a minimum of 4 high res (1MB) photos of the exhibition (full span and close ups of artworks).

Local printed media will be notified.

6. Exhibition Interpretation

The Application is required to supply copy to be used for marketing and interpretive purposes. Copy should be no more than 1 A4 page and should include:

- the name of the exhibition
- the name of the applicant/s or community group and a short description of the exhibition 2 weeks prior to the exhibition.



7. After the Exhibition

Exhibitors will be responsible for taking down their work at the completion of the exhibition, and all work must be removed by the end of the day following the closing of the exhibition. The space must be left as it was found.

Further information can be requested through contacting:

Moorabool Library Service
Kristie Seketa
Library Programs Coordinator
Phone 53 66 7100#5
Email: kseketa@moorabool.vic.gov.au

Moorabool Shire Council
Bec Carey-Grieve
Coordinator Arts & Economic Development
Phone: 53 66 7100
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