



# EXHIBITION PROPOSAL GUIDELINES

The Butter Factory Arts Centre is located in the Noosa hinterland at Cooroy, in a converted old butter factory that was built in 1930. The butter factory closed in 1975 and was purchased by Noosa Council for use as a community centre in 1991. In 2016 Noosa Council handed the management of the centre over to the community. The Butter Factory Arts Centre is run as an exhibition, workshop and events venue, which also includes a separate pottery studio, by the Cooroy Future Group.

The Butter Factory Arts Centre aims to provide a friendly and supportive environment to both new and established artists working in any media, and welcomes exhibition proposals from artists, collectives and curators for group or solo exhibitions in one, or combination of our gallery spaces. We are committed to aiding artists in their experimentation and growth, as well as bringing exciting work to the public. The gallery strives to create a sense of community amongst both exhibitors and viewers; a place where the arts are accessible and dynamic. The Butter Factory Arts Centre is staffed and assisted by volunteers.

The split-level art centre comprises of four exhibition spaces which can be utilised separately, or as one total space. A ceiling height of up to 6 metres provides ample space for large works. Each downstairs gallery space has good natural light and fixed industrial style LED lights; our upstairs space has LED spotlights on tracks. The Butter Factory Arts Centre has front and back entrances as well as double barn doors which access the Foyer and the Butter Box. The barn doors are appropriate for work to be brought into the gallery. The Creamery is accessed by 4 steps down from the Foyer or via the Butter Box. The Mezzanine is accessible by stair only. If works are excessively large scale for the Creamery space, they may need to be dismantled or put together on premises. The Butter Factory Arts Centre has small kitchen facilities and bathroom facilities. The Foyer space has outdoor ramp access. The Arts Centre provides a range of wooden plinths of varying dimensions and gallery tracking for wall works, under 10kg.

With new exhibitions opening every four to five weeks, we regularly feature solo exhibitions and curated group exhibitions. Openings at the Butter Factory Arts Centre are usually Fridays at 6pm or Saturdays at 2 or 4pm. Openings for all gallery spaces are concurrent ensuring the maximum number of people are in attendance.

The Butter Factory Arts Centre sometimes holds workshops in the Butter Box, if there is floor space - if this is a concern for your exhibition, please let us know on enquiry - we will do our best to accommodate your needs.

Please contact us at mailto: [coordinator@butterfactoryartscentre.com.au](mailto:coordinator@butterfactoryartscentre.com.au) you wish to clarify any aspects of our gallery programming, or if you would like to discuss challenging installs or ambitious projects with us prior to submission, as assistance can be provided.

The Butter Factory Arts Centre aims to be as affordable as possible for artists.

Groups are welcome to share spaces to share the costs

## Hire Fees

The Foyer: = **\$880** (GST incl.)  
The Creamery: = **\$880** (GST incl.)  
The Butter Box: = **\$880** (GST incl.)  
The Mezzanine = **\$880** (Gst incl.)  
2 spaces: = **\$1540** (GST incl.)  
3 spaces = **\$2420** (GST incl.)  
4 spaces= **\$3300** (GST incl.)

PLEASE NOTE EXHIBITION PERIOD OF 4 WEEKS for the above total fees.



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## Approval Process

- The Arts Centre Coordinator and members of the Butter Factory Management Committee will consider all applications for gallery hire, based on the quality of the work, concept, suitability & appropriateness. All complete applications will be viewed on a regular basis.
- The Gallery reserves the right and curatorial discretion to accept or reject any application.
- Where a joint exhibition by a number of artists is proposed, contact with Gallery Coordinator is to be conducted by **a single representative**.
- Successful applicants are required to enter into a short-term agreement with the Butter Factory Arts Centre detailing the terms set out in these documents. This agreement includes the **50 % deposit of fees upon booking** to secure your exhibition.

## Conditions of Hire

- Gallery hire period is Tuesday to Monday. Volunteer and staff member always on duty during these hours.
- Gallery hours are 10am - 3pm, Tuesday to Sunday (closed Monday and public holidays and bump-in/out and install days).
- **Bump-In** for installs is Tuesday AM & **Bump-Out** for demount is usually Tuesday AM , unless otherwise arranged. Install days are Wednesdays & Thursday.

## Support and Services

- Curatorial advice
- Installation of your exhibition; we require install guidelines from the Artist. Artist assistance may be required for demount of exhibition.
- Provide volunteer supervision of the gallery during gallery hours and staff for managing artwork sales. Artists are not required to gallery-sit.
- Staff will run the opening reception, leaving you time to mingle and enjoy the event. Please note food is **not** included. Alcohol for sale and bar staff with RSA are supplied for events.
- Publicity through online social-media platforms
- E-invite promotion through our BFAC mailing list
- Exhibition listing on gallery website
- Vinyl decal wall signage is included – exhibition dates, artist name and show title (1000mm x 500mm approx).
- Provide artwork labels/didactics
- Insurance of works whilst they are in the gallery

## Artist's responsibility

- Provide information for labels/didactics
- Providing an Artist statement for the exhibition, updated CV and short Bio
- Preparing all works for installation and delivering works at the specified installation times. Successful applicants will be required to have all works
- ready for display (d-rings, suitable frames, etc.).
- The exhibition space is fitted out with gallery hanging systems and fixed lighting. Successful applicants are welcome to supply their own equipment, as long as any electrical appliances are tested & tagged by a qualified electrician.
- All costs associated with packing, delivery, installation, demounting and removal of exhibits
- Insurance of exhibits whilst in transit to and from the gallery and



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during the exhibition

- Provide insurance values for works based on replacement cost
- Designing & printing exhibition flyers & catalogues (must include BFAC logo)
- Emailing & posting of exhibition invitations to artist's mailing list
- Providing good quality professional JPEG images of current artworks for the website and other social networks
- All costs, other than wine, associated with an opening event, e.g. food, flowers, etc.
- All additional costs associated with variations to the usual support and services offered – e.g. staff for out-of-hours events.

## Sale of Work

- A sales commission of **35%** including GST will be retained by the gallery.

## Catering

- A variety of catering opportunities are available in the Cooroy area, a list can be provided upon request.

## Important

- Information and prices while correct at the time of printing are subject to change. Please confirm all details with gallery once you have received confirmation of an exhibition.
- Application forms and attachments will not be returned.

The correct address of the Butter Factory Arts Centre is:

11A Maple Street  
COOROY 4563

## Applications MUST include

- A CV for each artist involved (up to 2 pages)**
- An exhibition concept document (approx. 300 words)**
- Artist statement for each artist**
- Images of proposed work (in progress acceptable) - up to 10 images at 300dpi clearly labelled with artist name/s and titles to correspond with a list which also includes media and size of work**

## We prefer to receive your application online:

If this is not possible:  
Please return the completed form and support material to:

The Coordinator  
Butter Factory Arts Centre  
PO Box 354  
COOROY  
QLD 4563  
Ph: 07 5442 6665

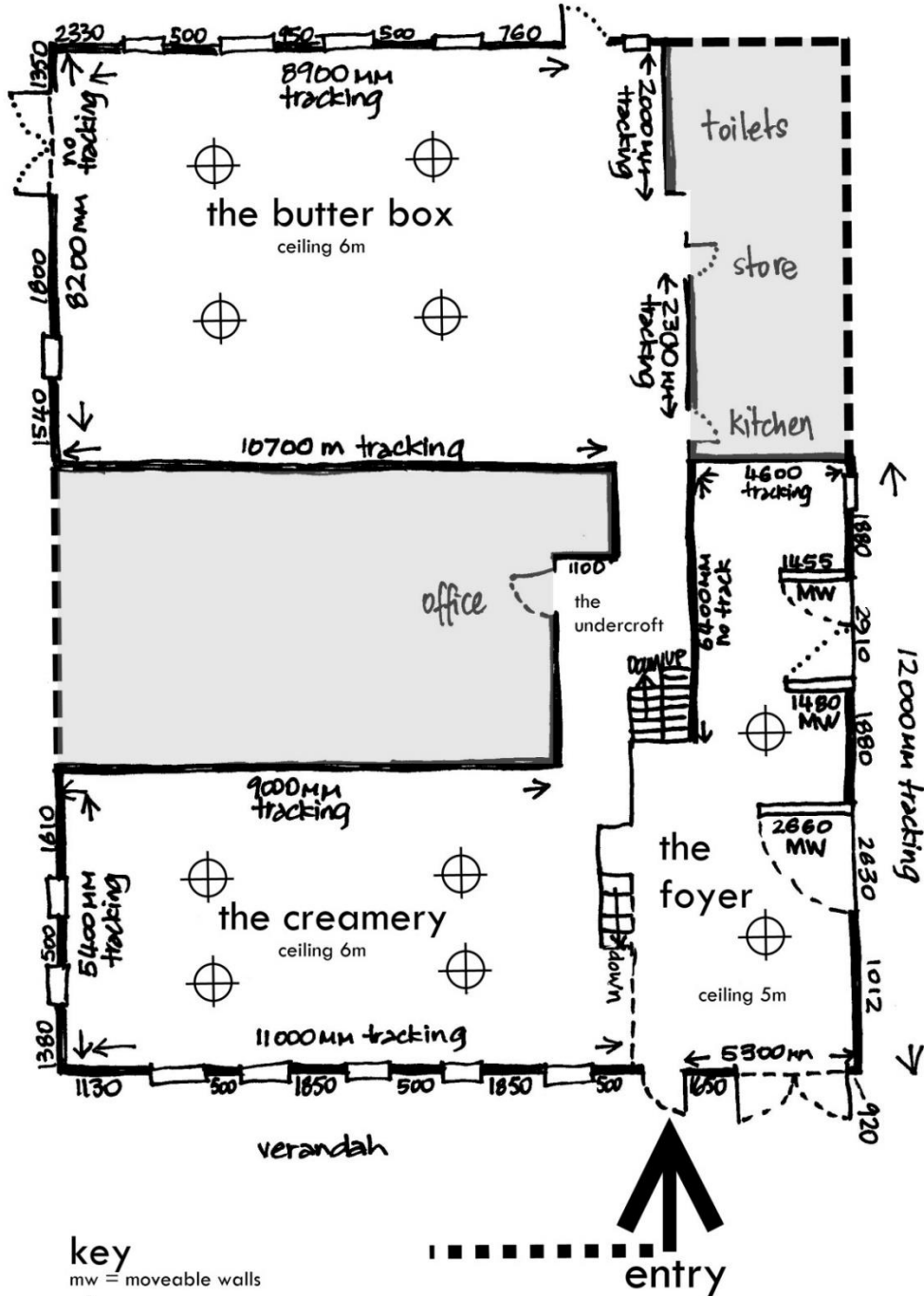
E: [coordinator@butterfactoryartscentre.com.au](mailto:coordinator@butterfactoryartscentre.com.au)



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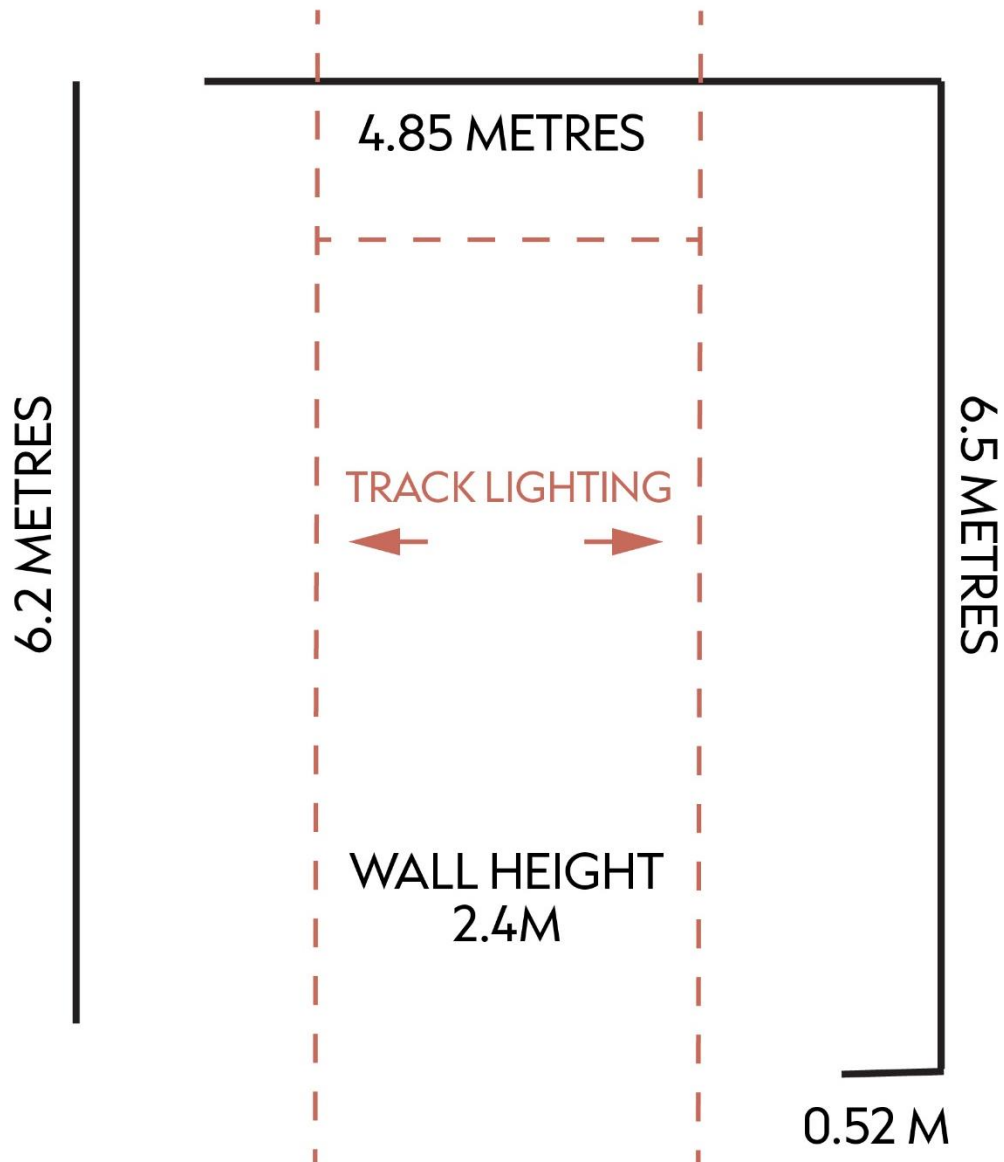
## Floor Plan

floorplan  
the butter factory arts centre, cooroy



\*not drawn to scale

## UPSTAIRS GALLERY SPACE



COOROY BUTTER FACTORY ARTS CENTRE