



**藝術公社**  
**ARTIST COMMUNE**



**香港藝術發展局**  
**Hong Kong Arts Development Council**

藝術公社為藝發局資助團體

Artist Commune is financially supported by the ADC

藝術公社為註冊非牟利藝術團體

Reference number: \_\_\_\_\_

## Contract for Hiring Space

We: Artist Commune (abbreviated as AC below)

Exhibitor/s: \_\_\_\_\_

Membership number / registered name: \_\_\_\_\_ (please fill in)

Name of Exhibition: \_\_\_\_\_

Gallery space to be hired: \_\_\_\_\_

Hiring fee: HK\$ \_\_\_\_\_

Dates of exhibition: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Terms & Conditions of Hiring Space

1. Exhibitors must be members of AC. AC provides the allocated space to exhibitors on the basis of hiring only. Therefore, AC is not responsible for the contents of exhibitions held by the organizing parties.
2. Exhibitors must submit detailed exhibition proposals to AC for viewing at least 3 months prior to the proposed events. Under special circumstances AC may accept final amendments of submitted proposals usually no later than one month before the proposed event. (This includes materials for publicity, contents of exhibition, information of participating artists)
3. If AC receives more than one application for the same time slot, AC reserves the right to make the final decision according to our exhibition programmes of the month.
4. AC provides exhibition space on the basis of the submitted exhibition proposals only. Exhibitors must notify and get approval from AC for any amendment of the submitted proposals.



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5. Exhibitors must install and dismantle their exhibitions in the time allocated by AC. The rented exhibition space must be returned to AC in the same condition as received. Fees will be charged for damages done to the property of AC.
6. Exhibitors must not alter any fixed fittings at the space of AC (eg. exhibition walls, fixed overhead lightings)
7. AC is a listed building and under the protection of the government heritage law. Therefore, exhibitors must not alter or damage any of the original features of the building (no painting, drilling or hammering directly onto the original walls or beams etc) Otherwise, AC reserves the right to sue or seek compensation from the parties involved.
8. Exhibitors responsibilities are listed below:
  - a. Submit detailed exhibition proposals
  - b. Exhibition proposals should include the following information:
    - b.i. Resume of the participating artists, photos of the exhibits. Alternatively, we accept photos of recent work. (submitted visual materials must be of good quality)
    - b.ii. Brief introductions, titles, sizes and mediums of exhibits
    - b.iii. Reviews (if any) or any other relevant articles of the proposed events
    - b.iv. Titles and contents of seminars / discussions, biographies of the main speakers (if applicable)
    - b.v. Other relevant information
  - c. Printed publicity materials must bear the logos of AC and Arts Development Council; publication must be viewed and approved by AC prior to printing.
9. Due to resource constraints, AC only provides limited assistance and is not responsible for any publicity involved. Exhibitors have sole responsibilities for the promotion and installation of their exhibitions.
10. Exhibitors may hold interviews or visits to their exhibitions on location; arrangements must be viewed and agreed by AC.
11. Exhibitors have the sole responsibility for the costs of publicity and transportation of the exhibits. AC is not responsible for those costs.
12. Exhibitors may borrow or hire facilities from AC.



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13. Exhibitors must pay 50% deposit of the hiring fee at least one month prior to the proposed events. Deposit is non refundable once paid. The remaining 50% must be settled before the exhibitions are due to open. Otherwise, AC reserves the right to make other arrangements accordingly.
14. Exhibitors have the sole responsibility for looking after their personal belongings, especially when setting up and dismantling exhibitions. AC will not be responsible for any loss or damage. AC does not store personal belongings or work on behalf of exhibitors. Works left behind at the end of the exhibitions are subject to the handling of AC without further notice.
15. AC bears the sole right to the interpretation of this contract.
16. Proposal content to be completed by exhibitor(s): (if the provided space is insufficient, please attach a A4 paper to the form)

Name of exhibition	
Exhibitor(s)	
Type of events (exhibitions/seminars/others)	
Organisations	
Contents of activity	
Date & location of events	
Methods of publicity	
Aimed audience	(artists / art lovers / schools / the general public)
Budget	

Signature of exhibitor(s)

Signature of AC

Date

Date



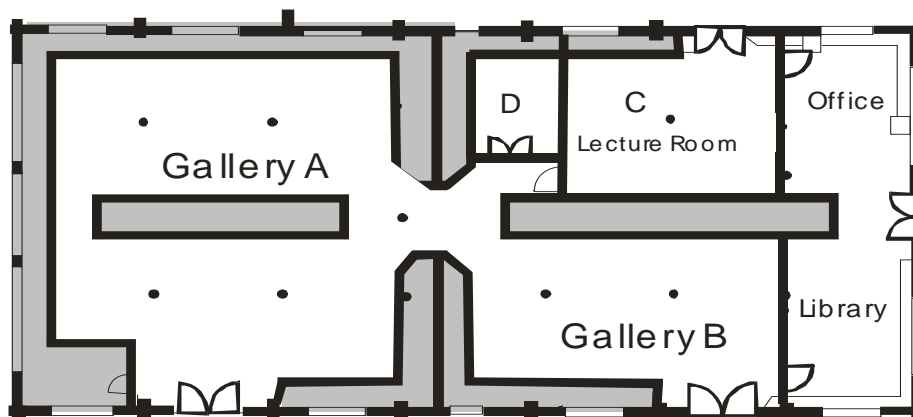
## Information of hiring exhibition space and price plan

**Mission:** Artist Commune is a non commercial artist run exhibition space. Our aim is to provide local artists and art groups with affordable rental rates to showcase their work in order to reach a wider audience.

### Contents:

- 1) - Each exhibition period is approximately two weeks (including installation and un-installation of art works)
  - Detailed exhibition proposals must be submitted to us at least 3 months in advance prior to the proposed event
  - Proposals should include information of contact person, name and brief introduction of exhibition, names and biographies of all participating artists, images of work, brief biography of organizer
  - Selection results would be made approximately one month prior to the starting date of the proposed event
  - Decisions regarding exhibition dates would be arranged and finalized by our exhibition programs committee
  - We offer special rental discount for practicing artists
- 2) Potential exhibitors must be members of Artist Commune (please visit our web site for how to become a member)
- 3) In order to help promote art by young artists, we give an extra 20% discount to applicants who are full time students. (Applicants must be able to show valid identities in order to receive this discount)
- 4) Successful applicants must sign a contract with Artist Commune before the intended exhibition takes place
- 5) In order to maintain our high standard of exhibition programs, we cannot guarantee all submitted proposals would be approved by our judging committee

### Floor Plan



### Price list

- Gallery A: HK\$4,000 (per week)  
Gallery B: HK\$2,800 (per week)  
Gallery C: HK\$1,500(per week) - air-conditioning fee is not included

Please mail or hand in your proposals to the following address

Address: Artist Commune, Unit 12, Cattle Depot Artist Village, 63 Ma Tau Kok Road, To Kwa Wan, Kowloon, Hong Kong.

E-mail: [m63@artist-commune.com](mailto:m63@artist-commune.com)

Telephone no.: (852) 2104 3322

[www.artist-commune.com](http://www.artist-commune.com)



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### 展覽空間開放計劃

	展場 A / Gallery A	展場 B / Gallery B	展場 C / Gallery C
Artist / Art-organization: 藝術家 / 藝術機構:			
Venue Rent/week 費用 / 每星期	\$ 4000	\$ 2800	\$ 1500
Educational Organization / Full-time Student 教育團體 / 全日制學生:			
Venue Rent/week 費用 / 每星期	\$3200	\$2240	\$1200
Others: 其他服務:			
Air-condition 空調 / 每日	/	/	\$200
Projector/day: 投影機 / 每日	\$100	\$100	\$100
Wooden block/day: 木座 / 每日	\$50	\$50	\$50
付款方法: <ul style="list-style-type: none"> <li>● 親身遞交至土瓜灣馬頭角道 63 號牛棚藝術村 12 號單位 藝術家公社 或</li> <li>● 郵寄支票至上述地址 (期票恕不接受) 支票抬頭: 藝術家公社有限公司 / Artist Commune Ltd</li> <li>● 將申請表連同銀行入數單電郵至 <a href="mailto:m63@artist-commune.com">m63@artist-commune.com</a> 戶口號碼: 恆生銀行 024 232 269787 001</li> </ul> Payment methods: <ul style="list-style-type: none"> <li>● Pay cash, in person only. Our address: Artist Commune, Unit 12, Cattle Depot Artist Village, 63 Ma Tau Kok Road, Kowloon, HK</li> <li>● Pay by cheque, all cheques payable to 'Artist Commune Ltd'</li> <li>● Mail your account details from which the payments will be debited from, together with your application form to us on <a href="mailto:m63@artist-commune.com">m63@artist-commune.com</a>. Our a/c no. is 024 232 269787-001 (HANG SENG BANK)</li> </ul>			