

Memorandum of Understanding for Community Exhibitions Projects

Exhibition Project Title:

.....
.....

This Memorandum of Understanding acknowledges the aims and principles of this community group exhibition project at the Parramatta Heritage Centre.

It provides a framework for the partnership of the community group and the Parramatta Heritage Centre, and outlines the responsibilities of both parties.

This agreement will be applicable from the time of exhibition project acceptance through the foundation period to the completion of the project.

The Parramatta Heritage Centre respects, supports and encourages community groups to create their own exhibition concepts and to tell their own stories in their own ways.

Aims of the Community Exhibition

1. The Exhibition will have relevance to the Parramatta region through either:
 - Thematic content
 - Relationship of the artist to the region
 - Issues of equity and access.
2. The exhibition will provide an opportunity for community, cultural and heritage issues to be expressed in line with Parramatta City Council policy objectives.

Principles of Partnership

This Memorandum of Understanding recognises that the project partners have mutual objectives in developing strategies to achieve the project outcomes.

The partners recognise that through open cooperation and communication that these objectives are made more readily attainable and their outcomes enhanced.

The partners support and encourage the exploration and expression of issues within the local community that are identified in the exhibition concept as outlined in the exhibition application.

The partners respect the intellectual property and moral rights of artists, writers and researchers involved in this exhibition project.

The partners respect and adhere to current copyright and reproduction legislation.

The partners respect cultural sensitivities, including but not restricted to appropriation issues.

Responsibilities of Partners

The Community Group

It is the responsibility of the participants in the exhibition to provide the following details and to adhere to the deadlines set out by the Heritage Centre:

- a) Lists of the works, artists' biographies and details of works to be provided to the Centre at least 4 weeks prior to the exhibitions' installation.
- b) Loan forms (available from the Centre) to be completed by the exhibitor at least 4 weeks prior to installation.
- c) The insurance value of the works must be provided in writing at least 1 week prior to delivery of exhibition material to the Centre. This is an agreed sum between the Centre and the exhibitor.
- d) If the participating group wish to have an opening or other associated event at the Centre, all details of such an event are subject to approval by the Parramatta Heritage Centre. A minimum of 8 weeks notice is required in writing. The cost and organisation of the event is the responsibility of the exhibitor.
- e) The organisation of and the cost of transporting the exhibition material to and from the Centre is the responsibility of the exhibitor.
- f) Although support and advice may be given by the Centre it is the responsibility of the exhibitor to organise the installation and dismantling of the exhibition. Installation must be completed by the Thursday prior to the exhibition opening to the public. Dismantling of the exhibition must be completed by the Monday directly following the last date that the exhibition is open to the public.
- g) If the participants decide to have a publication such as a catalogue then the organisation and cost of this is the exhibitors responsibility.
- h) Any equipment made available is returned in clean, good condition.
- i) If the exhibitors wish to have an opening or associated event then the exhibitor is responsible for the organisation and costs associated with this event and related invitations and mailouts.
- j) The exhibitor in consultation with the Centre can seek publicity opportunities.
- k) If the exhibitor is selling work at the Centre a list of works with retail prices to be provided no less than 2 months prior to the exhibition opening. ABN number or a declaration that the sales are not for profit and contact details also to be provided at this time. Undertake that all works sold are not to be removed from exhibition until after the exhibition closes.

Parramatta Heritage Centre

- a) The Centre will supply title signage, labels, and limited text panels, after approval of the text, if the information is supplied to the Centre at least 4 weeks prior to the installation of the exhibition.
- b) If the exhibitors intend to have an accompanying catalogue, all written material is subject to the approval of the Centre at least 8 weeks before the exhibition opens.
- c) The Centre will make available crockery, glasses and P.A. as required.
- d) Parramatta Heritage Centre provides insurance to a limited value while the exhibition material is at the Centre. This is dependent on valuations being provided in the loan forms. The Centre will not take responsibility for objects left for more than 2 weeks after the exhibition closes.
- e) The Centre will provide publicity through the Parramatta City Council Communication and Marketing Unit and the Information and Library Unit marketing team.
- f) Should issues arise the Centre maintains the right to make final curatorial decisions relating to the exhibition.

Exhibition project artist signature	date	Parramatta Heritage Centre representative signature	date
-------------------------------------	------	--	------

Exhibition project artist name (please print)	Parramatta Heritage Centre representative name (please print)
---	--