

Frequently Asked Questions

Q: What periods are available to hire the gallery?

A: We offer 2, 4- or 6-week blocks for hiring the gallery space.

Q: Who manages the opening times, closing times and sittings of the gallery?

A: This is up to the person exhibiting to organise opening and closing times while their exhibition is on and let the Dragonfly Community Gallery know in advance. The person exhibiting will also need to advise the name of the person sitting the gallery.

Q: How will I gain access to the gallery?

A: Once the agreement is signed you will be loaned a key to gain access to the gallery for your exhibition.

Q: What is the wheelchair access like?

A: The gallery has its own sliding door to access the space and is wheelchair accessible. Note that this door is the only wheelchair access for The Meditation Space Shop 22 so must remain clear at all times as well as the internal door. The closet wheelchair friendly toilets are located at the Campbelltown RSL Club approximately 100m away.

Q: What facilities are available on site?

A: There are toilets available and a kitchenette.

Q: Will other people have access to the space while I'm renting it?

A: The Meditation Space Shop 22 is a multi-room venue and that there will be other Hirers regularly on the Premises using the other rooms (not the gallery). Other Hirers will have a key to access the Shop and may from time to time require access to internet and light switch which are located in the gallery.

Q: When are the bumping in & out / changeover times for exhibitions?

A: Sunday afternoon unless negotiated prior to with the gallery.

Q: How do I hang my exhibition?

A: Exhibitions are to be hung by the exhibitor on professionally installed tracks. Gallery@home is the tracking system installed and there is information available which outlines the system and how it's used. There are spare nylon and adjustable hangers available in the kitchenette and the gallery can help with further questions.

Q: Should I get insurance?

A: It is highly recommended you have your own insurance against any damages or losses. It is the responsibly of the exhibitor to have their own appropriate insurances.

Q: When is payment due?

A: Invoices are raised upon signing of the agreement and payable within 7 days (unless a prior payment arrangement has been negotiated). The invoice will be for the whole exhibition period.

Q: What kind of promotions or marketing do I get as part of my hiring?

A: Social media promotions on Facebook and Instagram once per week are included in the hiring fee. There are extra promotional services available for a small fee upon request.

Q: Do I need to pay the gallery any commission if I sell anything?

A: No. The agreement is a flat weekly fee and commission free.



*If you have any further questions, please contact us,
thank you!*

