

The Substation

THE SUBSTATION GALLERY

The Gallery exhibits projects that are presented and supported by The Substation, and is also available for rental. As an arts space we want to be approachable, open, diverse and versatile, yet at the same time we want to challenge artists, and demand that they think carefully about what they want to do in our space, and how they are going to do it. Our mission is to nurture and support the artistic process, and especially to encourage and engage new artists; however, we do not want to be a space that is merely convenient.

Contact us at:

The Substation

45 Armenian Street

Singapore 179936

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RATES FOR GALLERY RENTAL

Please note rental rates cover utility costs for the use of existing Gallery lighting and for air-conditioning. Rental rates do not cover tools, and materials for setting up, such as drills, hammers, nails, screws, tape, etc. If necessary, or upon request, The Substation can provide some items at a nominal charge. (All prices in Singapore dollars).

PROPOSAL GUIDELINES FOR RENTAL PROJECTS:

The Substation requires proposals from those interested in renting The Substation Gallery, and rental is subject to curatorial approval of the proposal.

Proposals should be submitted early (we recommend at least 6 months before proposed dates of use).

What we require from the proposal are the following:

*A brief explanation of the concept of the project, and a brief description of the works.

*Supporting documents, which may include any of the following: CV; recommendations; catalogues, documentation or reviews of previous projects; images of previous or current work.

*A schedule that includes provision for setting up and taking down the project.

*An installation plan of how the works will be set up in The Substation Gallery. This will include a diagram of which art works will be placed where, and should include, for example, requests to drill into the walls for the installation of art works, or to use removable double-sided tape to mount photographs or drawings on the walls. At present there is no hanging system. The installation plan should include budget provisions for any repairs, and for The Substation technician's fees, if they are to undertake any part of the installation.

*Full contact information, and a self-addressed and stamped envelope for the return of the proposal.

If there are any questions regarding proposal requirements, please contact The Substation.

TECHNICAL GUIDELINES FOR USE OF THE GALLERY: the setting up and taking down of art works in the Gallery will be subject to supervision by The Substation. In particular, please note the following:

*Production Meeting: Hirer will have a production meeting with Technical Manager to discuss the technician requirements during set-up and take down.

*Technician: Rental is not inclusive of technician fees. Any changes to the technician booking 7 days before bump-in date is considered as additional booking, no refund will be given and hirer will still be charged for the original technician booking.

*Ceiling: The Gallery has a false ceiling that cannot be used to support hanging installations. For such installations, the large structural ceiling beams on the Armenian Street side of the Gallery may be considered.

*Damage: Damage to the Gallery that arise from neglect or misuse will be assessed and are chargeable to the Gallery user. Damage will be assessed during handover; they may include, for example, damage to the wall surface caused by using non-removable double-sided tape, or paint stains on the floor. Charges will depend on the extent of damages, but will be upwards of \$200.

*Drilling: For the purposes of the installation of art works, drilling of the walls, pillars or ceiling beams may be considered, but in all cases prior approval from The Substation is required, and provisions should be made to pay for repairs or damage. All drilling works will be undertaken by The Substation. Any unauthorised drilling or hammering of nails into walls, pillars, etc. will be considered as damage and chargeable to the Gallery user.

*Floor: The floor must be covered whenever there is any painting of the walls, the ceiling or any objects in the Gallery. Stains on the floor will be considered as damage. The floor cannot be painted, hammered or drilled into. We recommend that assembly of large works requiring sawing, hammering or painting of objects be undertaken outside of the Gallery.

*Handover: At the conclusion of each project, the Operations Manager or a member of The Substation staff will file a report, assessing the condition of the Gallery to ensure that everything is in satisfactory condition. The Gallery walls and floor should be cleaned and patched up before handing over to The Substation. All flower bouquets, stands, and large items of rubbish must be disposed of/removed by the Gallery user when the exhibition is taken down. Otherwise, The Substation will levy a charge of \$30 per day that the rubbish is left on our premises, on top of a disposal fee.

*Painting: Painting the walls or pillars to another colour may be considered for an exhibition or project. Afterwards, the walls and pillars must be repainted back to the original white by the Gallery user, and the floor must be covered during all painting; the repainting must be provided for in the project budget. All painting works will be supervised by The Substation.

*Reception: The reception area where drinks or food are served should not be situated inside the Gallery, unless integral to the exhibition or performance. The food and drinks area can be situated in main foyer.

*Repairs: Provisions for repairs should be included in project budgets. Repairs will be supervised, or when necessary, undertaken by The Substation. Repair costs may be chargeable to the Gallery user.

*Schedules and budgets: All projects should include schedules that clearly indicate adequate time to set up and take down, and provisions in their budgets to make any necessary repair works.

*Storage: The Gallery should not be used as a storage area during the closing hours of an exhibition.

Updated July 2010