

AUCKLAND ART GALLERY TOI O TĀMAKI

Application to make copies of paintings in Auckland Art Gallery Toi o Tāmaki

This form is to be completed by any person making facsimile copies of paintings in the Art Gallery exhibitions areas. The completed form should be passed on to the Art Gallery Registration Department for approval, who will copy it to the Conservation, Security and Front of House Departments. A designated staff member will meet the copyist at the Front Desk and accompany them to the area in the gallery where the copy is to be made.

This form does not constitute permission to sell copies of artworks displayed in the galleries.

Applicant's details

NAME:

INSTITUTION:

ADDRESS:

PHONE:

Mobile

EMAIL:

Planned location, dates and times of copying

Purpose and details of copying including size of canvas on which the copy is to be made

PERMISSION, IF GRANTED, IS SUBJECT TO THE APPLICANT'S AGREEMENTS TO COMPLY WITH THE CONDITIONS LISTED OVERLEAF

Conditions for copying paintings:

These conditions apply to any copies which are made on supports, including all copies involving painting. They must be accepted by the copyist before permission is given to undertake the copying.

- 1 Copying works of art is restricted to works on display in the galleries. Under no circumstances may any work be removed from its place of exhibition.
- 2 Work must be carried out between 10.00 am and 4.55 pm in an area designated by the Gallery.
- 3 Works of art may not be touched or moved.
- 4 The Gallery requires that copies be made at a different size from the original, either larger or smaller. The copyist may not bring in any additional canvas or artistic medium than that which has received authorisation.
- 5 Paint will only be applied to the canvas on which the painter is working. If any paint falls on the floor it must be removed immediately.
- 6 The copyist is not permitted to reproduce the signature of the original artist.
- 7 Inflammable or volatile products will only be admitted to the Gallery in limited quantities on the basis of specific daily needs.
- 8 No independent light sources should be brought in without prior discussion or approval from the Gallery.
- 9 Food and drink may only be consumed in the Art Gallery Café.
- 10 Smoking is not permitted in the Art Gallery Buildings.
- 11 The Gallery accepts no responsibility for the copy or the materials of the artist. Any items belonging to the copyist are brought into the Museum at the risk (of loss or damage) of the copyist.
- 12 All objects which are not necessary to the copyist's work must be left at the security desk.
- 13 I agree that copying paintings in the gallery will not give me the copyright of those images and I accept that other forms of reproduction are not authorised.
- 14 I agree to clear any copyright implications with relevant copyright holders which may arise from copying works in the Auckland Art Gallery prior to the copying.
- 15 The Gallery reserves the right, without issuing prior notice, to remove a work which is being copied or to close a Gallery in which a copyist is situated, in which case the copying must cease.
- 16 The security and Guide staff reserve the right to enforce all rules and regulations. Any violations will result in the temporary or permanent permission to copy and eventually the confiscation of the copy.
- 17 The Gallery may require that the copy be returned to it once the immediate purpose has been fulfilled.
- 18 I accept my obligations under the Health & Safety Act 1992, as described in the Auckland City Health and Safety manual, and I agree that I will comply with the provisions of the act while working in the Gallery.
- 19 I agree to observe all directions from the Gallery relating to Health and Safety, and to the security of the site and of the property of the Gallery.
- 20 I agree to carry out the copying as detailed overleaf and any variations will be agreed to by the Gallery prior to the copying taking place.

I agree to abide by the above conditions

Signature

Date

Approved by

for Auckland Art Gallery Toi o Tāmaki