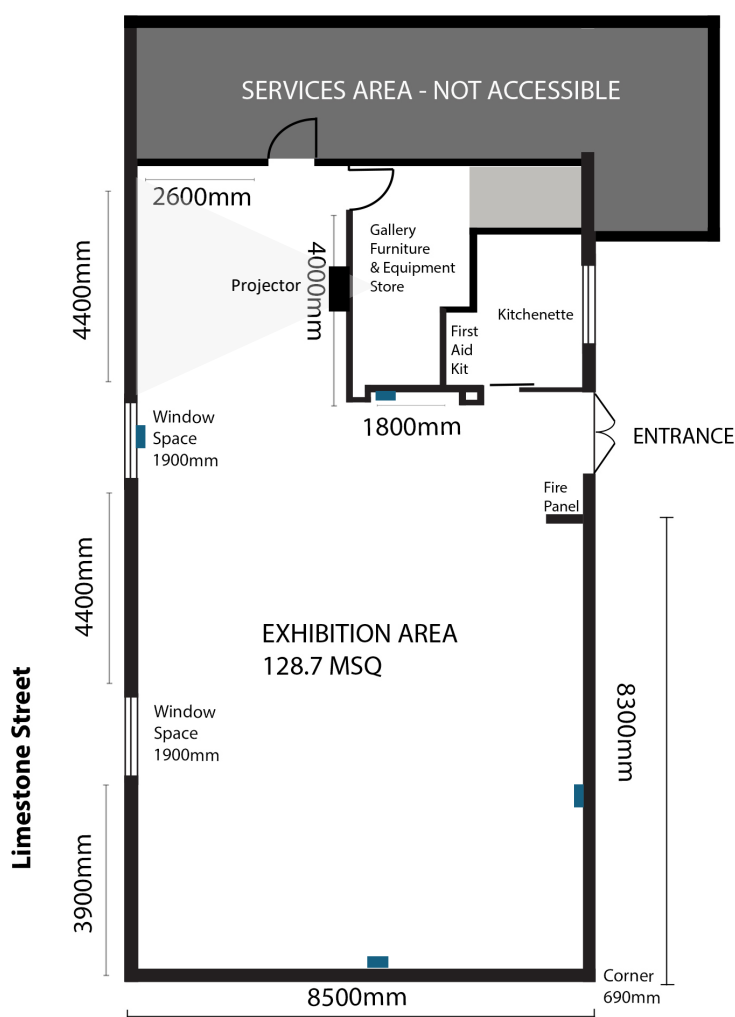


Ipswich Community Gallery Information Guide 2026

About the Building

Layout:

d'Arcy Doyle Place



Exhibition Area Floor Space:
128.7 MSQ

Floor Loading:
250kg per square metre

Hanging Wall Space:
34.5 metres

Hanging Track Height:
2.98 metres from floor

Ceiling Height:
2.98 metres from floor to
bottom of exposed beams
and fluorescent light fixtures

Roof Apex:
approx. 7 metres from floor

Entry Door:
2.46 metres high
x 1.56 metres wide

■ Power points

Equipment:

The Ipswich Community Gallery is equipped with a basic kitchenette including fridge, kettle, sink and some crockery and glassware. In addition, the following equipment is available for use by the Hirer:

- 2 x Chairs for reception table
- Wooden table
- 5 x Folding Tables
- Plastic chairs
- Lectern
- Projector
- 6 x Timber Plinths (by request)
- 2 Low Leather lounges
- Signage
- A-frame ladder
- Box of stainless-steel hangers and push-button hooks
- 9 x Plinths (varying sizes)

The Hirer may bring in their own equipment to assist with a display / workshop / opening event. ***Any electrical item brought into the Ipswich Community Gallery must first be tested and tagged by a qualified electrician (the Hirer may select their own electrician).***

To comply with Workplace Health and Safety standards all cords that cross the floor must be securely taped down to eliminate any trip hazards. The Community Gallery Officer will coordinate and organise this with the Exhibitions & Collections Officer to make sure this is done in accordance with Council policy. All electrical equipment must be turned off at the end of each day.

Lighting:

The space is fitted with fluorescent lights for general illumination and track lights set to illuminate gallery walls. There is no spot lighting available. Fluorescent lights will be turned off during exhibition hours.

Only staff members are permitted to adjust and/or change the position of the track lights as required.

Nothing can be placed in or near the lighting tracks as they have live electricity.

Fluorescent lights will only need to be used during installation/deinstallation periods (switch is located beside the entrance door).

Exhibition lights are on a timer to automatically turn on at 9am and turn off again at 11pm each day.

Installation Information

Hanging System:

The Ipswich Community Gallery uses a wire and rail hanging system. On the first day of the booking the Hirer will be given a box containing 1.5m and 2m stainless-steel hangers, sliders, and hooks to attach to the railing system.

Hangers attach to the rail system running around the perimeter of the wall space. You can attach the hangers at any point along the rail system, using the attached sliders.

Once the hanger is on the rail, gently pull it along till it has reached the desired position.

To attach a hook to a hanger, slide the push button hook up the wire to your desired height and it will lock into place. If you wish to adjust the hook's height down, press down on the cylinder button around the wire, and push the hook downwards.

Each length of wire can hold 30 kgs and can accommodate between 1-3 hooks. The maximum weight you can place on each hook is 20 kg. If the end of the wire extends below the work the extra length can be rolled and inserted behind the work. **Please do not cut the wire.**

Installation Tips:

Please discuss your installation ideas with the Community and Public Programs Officer prior to your installation period.

- If considering **electrical equipment** consult with the Community and Public Programs Officer to make sure you are working in accordance with the Gallery's best practice.
- If using **projectors, TV's or devices** as part of your exhibition you will need to make sure they are placed in approved areas to avoid Health and Safety Hazards (i.e. cords running along walls)
- The Ipswich Art Gallery ceiling has several load-bearing beams which can be safely used to **suspend artwork**. Consult with the Community and Public Programs Officer on the installation and placement of your hanging artwork/s.
- Works can be hung from the existing wire hanging system via wire or **d-hooks** which are directly attached to the back of the works. Works hung via a d-hook sit flatter against the wall while those hung from a wire tend to tilt forward.



- D-hooks can be attached to the frame via screws. Make sure the D-Hooks are level and attach them 1/3 of the way down the frame.
- D-hooks can be purchased from framing, hardware or art supply stores. They come in various shapes and sizes, depending on the weight and scale of your artwork.

- **Standard hanging height for adults:** Centre of work sits **150cm** from the floor.
- **Standard hanging height for children:** Centre of work sits 130cm from the floor.
- To find hanging height:
 - Measure the length of the work and halve to find the centre of the work.
 - Measure 150cm from the floor to the centre of the work to determine hanging height.
 - Measure height of the d-hook / wire from the centre of the work, add this measurement to 150cm to determine the placement of the hook on the length of hanging wire.
- **Standard spacing between works: approx. 10cm.**
- **Consider following a standard height for label placement.** E.g. Bottom of label is positioned at 150cm from the floor and between 5-10cm from the work. Stay consistent and either place on left or righthand side of artworks throughout the whole exhibition. Utilise the provided templates to aid in execution.
- Grouping:
 - Works are typically grouped by subject, size, colour, medium etc.
 - To draw the visitors eye to a group of works consider hanging them in a cluster with uneven heights.
 - To draw the visitors eye from work to work consider hanging works in a straight line, with the centre lines of each work even.
- Works can be unframed if desired. Unframed works can be attached to the walls with Blu Tak, magnets or command strips. Blu Tak can also be used to attach labels and help stabilise works.
- The **following items may not be used in the Ipswich Community Gallery:**
 - Velcro / Velcro dots
 - Double sided tape
 - Nails / screws
 - Anything that may interfere with the functioning of the air conditioning, alarm system or smoke sensors (i.e. fog machines)
- Plant material (e.g. untreated wood, potted plants) cannot be displayed in the Ipswich Community Gallery due to their risk as a biohazard to stored artwork. All wood must be treated prior to entering the Ipswich Community Gallery. Discuss further with the Community and Public Programs Officer.