

Gallery 1871 – Hire

Event Management: BWC Event Form 12



**Barunga West
Council**

1. CONTACT DETAILS

Applicant's Name:

(Organisation) _____

Contact person: _____

Type of medium: _____

Telephone No: _____

Email Address: _____

Address: _____

Date(s) required: _____ - _____

Time: From _____ am/pm To _____ am/pm

Will you be serving refreshments/food _____ **YES / NO**

_____ **Non-Alcoholic / Alcoholic**

If alcoholic beverages will be served, please attach a copy of the corresponding Liquor Licence

\$10,000,000 Public Liability Insurance _____ **YES / NO**

(May not be required for private functions – please check if insurance is required)

2. HIRE COSTS

Bond \$ _____ Hire Fees \$ _____ Total \$ _____

3. BOND REFUND DETAILS

Contact Person: _____

Telephone No: _____

Mailing Address: _____

Direct Credit Details:

BSB: _____

ACCOUNT: _____

4. CONDITIONS OF HIRE

Gallery 1871 provides the local community with a high profile public exhibition space. The purpose of this space is to encourage, stimulate and promote local and regional cultural/community activities through an active and diverse exhibition program.

Gallery 1871 is provided as a space for hire under the general rules applied to all Council facilities.

It is the hirer's responsibility to ensure that the premises are suitable for the purpose that it is being hired for, including access and amenities.

Hirers shall ensure that no noise is emitted, caused, or made that causes nuisance to any member of the public and in any case ensure that noise level does not exceed 83 decibels when measured at any place within the Town Hall complex.

ASSESSMENT CRITERIA

The Chief Executive Officer or an authorised officer has the Right to Refuse any application for the hiring of Gallery 1871 and associated facilities.

All bookings must be made through the Council or their agents.

Telephone bookings will be accepted, however, unless a completed application form is returned within 7 days, the booking will not be considered firm.

Gallery 1871 will not accept exhibition applications whose sole purpose is to offend or vilify individuals, groups, organisations or other parts of the community.

Gallery 1871 will not accept exhibitions which constitute a health hazard or OHS risk to its staff or visitors.

Gallery 1871 reserves the right to remove any such work or works if installed and/or to close the exhibition down completely. Gallery 1871 will contact the Exhibitor/Hirer should such an action be taken.

FEES AND CHARGES/ACCEPTANCE

Exhibition fees and charges for the hire of the Gallery 1871 is \$250 refundable bond, \$400 for a four (4) week exhibition period or \$150 for a week (subject to annual review). These fees includes access to cables and hooks and other installation equipment as well as instruction on the use of some equipment (Digital Projectors not included), and access to kitchen and toilet facilities.

Payment of the hire fee must be within 7 days of the exhibition application being accepted. Failure to pay within the required time will forfeit the booking and Gallery 1871 will approach another applicant to exhibit or make alternative arrangements.

Keys can be obtained from the Council on the last working day prior to the required day of hire, and must be returned by 12 noon the next working day.

Cancellations with less than 48 hours' notice will result in fees paid being forfeited.

No reduction or variation of charge will be made if all facilities available with any hiring are not used.

Council will not be liable to provide monetary or other compensation when an event must be postponed or cancelled due to integrity of Council infrastructure.

DURATION OF EXHIBITIONS

Exhibitions scheduled in the Gallery 1871 will run for a maximum period of 4 weeks only. This 4 week period includes installing and demounting. Alternately exhibits can run for a minimum of one (1) week.

FRONT OF HOUSE AND GALLERY GUIDES

Gallery 1871 is well supported by volunteers. Gallery 1871's volunteers play a vital role in the day-to-day activities by interacting with the public and promoting the role of Gallery 1871 and its exhibitions. Volunteers welcome and direct gallery visitors to exhibitions, special displays and works of art. Volunteers and gallery guides are given an induction, training program and on-going support by Council.

DELIVERY AND COLLECTION OF WORK

1871 Gallery usually allows two (2) days to install an exhibition, and one (1) to demount. The Exhibitor/Hirer is responsible for all costs associated including insurance with transporting work to and from the Gallery. All artworks are to be removed immediately following the exhibition demount.

INSTALLATION

Hanging System: The Gallery has installed a hook and cable hanging system in the Community Access Gallery which is available for use by the Exhibitor/Hirer.

The Exhibitor/Hirer will need to have the works framed with 'D rings' to use the hanging system. If this type of system poses any problems, alternative hanging methods can be discussed with Council staff.

Gallery 1871 may have frames for hire to Exhibitor/Hirers. Frame hire must be negotiated in advance of the exhibition. Hire is subject to availability. These frames are for works on paper only. Frame hire is at \$5 a frame per week.

Assistance with hanging or display can be provided at an additional charge of \$40 per hour.

Exhibition Equipment and Furniture: The Gallery may have plinths available for use. This will need to be discussed and negotiated with Council staff in advance of the exhibition installation.

The Exhibitor/Hirer is responsible for the care of any tools or equipment brought onto the premises. The Exhibitor/Hirer should ensure their own tools and equipment are clearly labelled. The Gallery will not accept responsibility for any loss or damage to Exhibitor/Hirers tools or equipment.

PROMOTION

All costs associated with the promotion of the exhibition are the responsibility of the Exhibitor/Hirer. Promotion includes but is not limited to invitations, advertising, and printing of catalogues or flyers and labels to identify the artworks.

The Exhibitor/Hirer is required to forward to Gallery 1871 prior to the exhibition opening a list of all works to be displayed stating title, size and medium with insurance prices.

An artist statement / biography, exhibition description and contact phone numbers will need to be supplied to Gallery 1871 prior to the exhibition opening to assist with enquiries at Council.

It is the responsibility of the Exhibitor/Hirer to arrange any catering / entertainment / drinks to be served at the opening of the exhibition. All costs associated with catering, and entertainments are the Exhibitor/Hirer's responsibility. At the conclusion of the opening all food must be removed from the building.

Alcoholic beverages are not to be served in the Hall without the relevant liquor licence being obtained prior to the date of hire. No portable cooking apparatus is to be used within the hall or kitchen, other than for the purpose of reheating food.

CLEANING

Gallery 1871 is to be left in a clean condition and all debris, decorations, empty bottles, food scraps etc., must be removed by the hirer immediately after the function. Bins for disposal of refuse and cleaning equipment are made available within the complex. Should the Hirer fail to comply with this condition the Chief Executive Officer may employ the necessary labour and recover the costs from the Hirer.

STORAGE

As the Gallery has limited storage, all packaging (crates/bubble-wrap/boxes) brought in by the Exhibitor/Hirer must be removed from the Gallery once the exhibition is installed.

DOCUMENTATION OF WORKS

If the Exhibitor/Hirer wishes to document the exhibition this will be the sole responsibility of the Exhibitor/Hirer and should take place before the day designated for de-installation.

SALE OF WORKS

If the Exhibitor/Hirer chooses to sell his or her artwork throughout the exhibition, it is his or her sole responsibility to manage the sales including negotiations, payments and delivery of work at the conclusion of the exhibition. Gallery 1871 will not process or reserve works for interested parties. Gallery 1871 will however provide any interested parties with the exhibitor/Hirer's contact details.

Any artworks sold during the exhibition will remain on display at Gallery 1871 until the closure and demount of the exhibition. It is the responsibility of the Exhibitor/Hirer to distribute any works sold once the exhibition has left Gallery 1871.

Gallery 1871 takes no responsibility from any disagreement arising between Exhibitor/Hirer and the buyer as a result of the sale of any artwork.

QUESTIONS

The process of exhibiting is complex and often confusing. It is recommended that the Exhibitor/Hirer compile a list of questions to ask when making an application. In the lead up time to an exhibition or during the exhibition all questions about procedures, including, installation schedules and arrangements, opening times, deliveries, catering and adjustments to works on display must be directed to Gallery 1871.

DISCLAIMER

Gallery 1871 will take no responsibility for any arrangements made or actions taken by the Exhibitor/Hirer that fall outside the parameters of this agreement without prior consultation and/or approval of the Gallery.

This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.



I acknowledge that I have read and understand the conditions of hire and agree to abide by the said conditions.

Signed for and on behalf of the applicant:

Name: _____ Date: _____

Position: _____ Signature: _____

5. COUNCIL AUTHORISATION

COUNCIL USE ONLY

Insurance	YES / NO	Booking	APPROVED / DENIED
Signed _____		Date: _____	
Position _____			

Booking Noted: _____ ICS: _____
If Applicable

Fees Paid: \$ _____ Date: _____
If Applicable

Bond Paid: \$ _____ Date: _____
If Applicable

Bond Refunded: \$ _____ Date: _____
If Applicable

Collection of Keys: _____ Returned: _____
If Applicable

Initial
Initial
Initial
Initial
Initial

Action Required:

If Applicable
