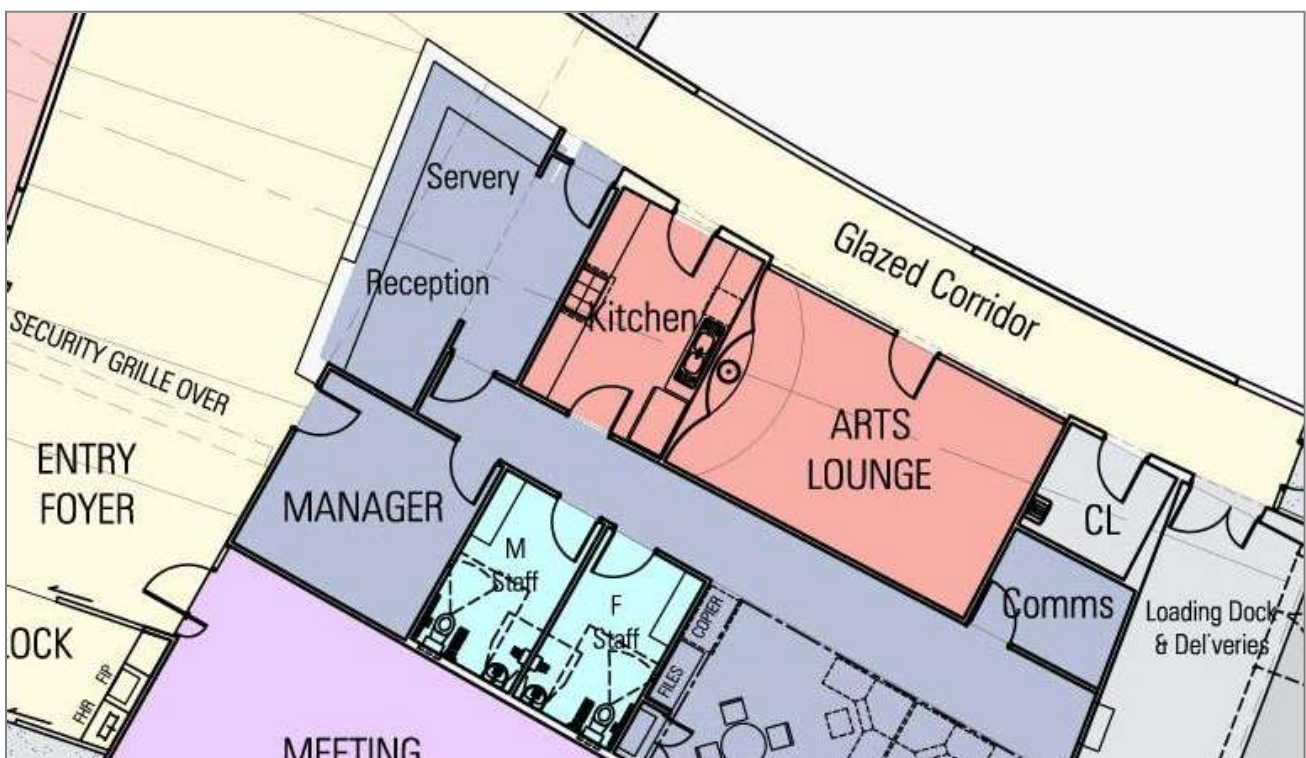


## Arts Lounge



### Hire Rates (All rates are GST FREE)

Cost per hour (up to 8 hours)	\$18.00 for regular bookings	\$30.00 for ad hoc / commercial bookings
Cost per day	\$108.00 for regular bookings	\$180.00 for ad hoc / commercial bookings
Exhibitions	\$108 for 1 day, \$200 per week (includes 1 day exclusive hire for bump-in & opening)	

### Specifications

Dimensions	6 x 4m
Capacity	Approximately 12 people seated.
Walls	Plasterboard with windows out to corridor. 3 plasterboard walls offer hanging track – total 14m
Floor	24 square meters, carpeted.
Power and Data	Four (4) 240v points.
Audio Visual	Sound and speakers.
Lighting	House fluorescents, track lighting for exhibitions
Climate Control	Heating and cooling.
Other	Seating and table for 16 people. Additional chairs available.
Other	Access to kitchenette is available.

## Arts Lounge Conditions of Hire

### Definitions

“Hirer”, “Instructor”, “Tutor” “Facilitator” refers to the person/s hiring the Belconnen Arts Centre creative workshop space/s.

“Participant/s”, “Student/s” refers to person/s taking a class or tutorial or similar being provided and facilitated by the Hirer.

“BAC” refers to Belconnen Arts Centre.

“Hire” is equivalent to a “sub-licence” whereby the hirer must adhere to the conditions of the Crown lease and the Licence Agreement between the ACT Government and the Manager.

“Manager” refers to Belconnen Arts Centre Incorporated.

### Bookings

Bookings can be made via the Manager and are available for community groups, arts groups and any other groups, associations, or individuals who have appropriate insurance.

One off or casual bookings will be invoiced the balance of the hire rate minus the deposit, payment will be due no later than seven days from the date of hire period.

Regular hirers will be invoiced one month in advance, and monthly thereafter.

### Administration

The Manager can process bookings and payments for the hirer’s activity for a 10% administration fee on any participation charges for workshops and seminars.

### Opening Hours / Access Hours

The space is accessible for hire 7 days a week between 9am – 5pm. Any hire outside of these times will require the attendance of a Duty Manager at the expense of the hirer.

### Duty of Care

The duty of care for participants, particularly children, will remain the responsibility of the hirer. The Manager does not accept responsibility for children before, during or after a program or service being provided by the hirer.

### Advertising and Promotions

Please refer to the General Conditions of Hire.

As appropriate, the Manager will promote the activity internally. The activity will also be promoted on the Belconnen Arts Centre website, and at the Manager’s discretion through normal listings via the Belconnen Arts Centre mailing list and any newsletters et cetera.

The hirer should endeavour wherever possible to make themselves available for any interviews etc. with the media that may be initiated via the Manager.

### Cleaning

Hirers are expected to leave the Arts Lounge in the condition and state of cleanliness that they found it in. Any equipment or furniture brought into the space must be removed; it must be left free of debris, obstacles, and rubbish. Any furniture permanently situated in the room should be arranged as it was found.

### Kitchen

Hirers may request to use the Belconnen Arts Centre domestic style kitchenette in conjunction with their hire. It is the responsibility of the hirer to ensure that all food handlers will observe *Food Safety Practices and General Requirements*, see [www.health.act.gov.au](http://www.health.act.gov.au) or phone 02 6205 1700. Fact sheets are available from the Manager, however it is the responsibility of the hirer to seek their own up to date information.

### Storage

Storage space at Belconnen Arts Centre is limited, and storage is not included or assumed in conjunction with any hire unless by prior arrangement with the Manager.

### Electrical Equipment

Any electrical equipment not belonging to Belconnen Arts Centre being used in the facility must be tested and tagged.

Hirers are to advise the management in writing where such equipment is to be brought-in and used.

### **Registration and attendance numbers**

The Manager is required to report annually on all hirers, contractors and employees, participants, audiences and visitors. This is also a requirement for insurance purposes.

Hirers are to provide accurate participant or/and audience attendances to all activities within the centre, at the time of completion of hire. Demographic details are appreciated but are optional.

A request is also made for hirers to invite participants/audiences to join the mail list of Belconnen Arts Centre to receive information on other activities at the centre. This is optional.

### **Feedback and Evaluation**

The Manager seeks to continue to improve on our service delivery. Feedback is appreciated. Please use the evaluation forms where and when provided.

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## **Arts Lounge Exhibition Conditions of Hire**

### **Insurance**

Artwork/s on exhibition in the Belconnen Arts Centre gallery will be covered up to a combined value of AUD \$50,000 and are insured for the agreed duration of the hire period. At least two (2) weeks prior to the start of the hire period, the hirer will advise the Manager of the total combined value of the artworks. If the collective value is in excess of \$50,000.00 the Manager will take out additional insurance and will forward any associated costs to the hirer.

The artwork/s will be subject to a Condition Report upon arrival at Belconnen Arts Centre, and on departure.

The hirer or artist is responsible for transportation and freight of the art work/s to and from Belconnen Arts Centre, and as such they are responsible for insuring the art work/s for travel. The Manager will not be held responsible for any damage to art work/s in transit.

Insurance for artworks obtained by the Manager as described above is valid only during the period of hire. This covers the day/s of bump-in of the works, the display during the exhibition, and one day following the closure of the exhibition for bump-out. Belconnen Arts Centre does not hold insurance or offer dedicated storage area for storage of works prior to or following the hire period.

Should an artist request that an artwork be stored prior to or following an exhibition, the Manager will endeavour to accommodate this request. An artist will need to sign off on a Condition Report & Terms of Storage statement upon delivery of the artwork, ensure the work is securely wrapped in bubble wrap or other appropriate material, and labelled with the name and contact details of the artist. The Manager will take all due care to store the work safely but does not take any responsibility for any damage that may occur during this storage period. Such work will not be covered under Belconnen Arts Centre's insurance during storage.

### **Invitations**

Invitations for Arts Lounge exhibitions are the responsibility of the hirer. Hirer must include the BAC logo on all promotions and the promotion must be approved by BAC before distribution.

### **Vinyl signage**

The Manager will produce vinyl wall signage for all Arts Lounge exhibitions. The cost of this signage, minus \$25 contribution by the Manager, is to be paid by the Hirer.

### **Exclusion**

The Manager reserves the right to exclude works from exhibition or to require rehanging of works that are not presented at an acceptable standard. This will be undertaken at the expense of the exhibitor.

### **Gallery Furniture**

Selected plinths and stock frames will be available for use, but must be booked when the deposit is paid.

### **Making Good Damages**

As part of removing the exhibition from the Arts Lounge, the exhibitor will be required restore the walls, plinths, gallery furniture and floors to the condition in which they were presented. This will be at the cost of the exhibitor and will occur under the supervision of the Manager. It is extremely important that the correct materials are used to make good damages and in most cases they will be provided by the gallery, when a large amount of material is used to make

good any damages the exhibitor will be required to replace materials or make a donation to replenish them.

### **Opening Event or Reception**

Opening event dates should be decided in consultation with the Manager at the time of booking. Any use of the Centre out of regular opening hours is not included in the hire price and will attract additional charges.

### **Catering**

Hirers must organise their own catering and refreshments (including alcohol) for opening events (unless other arrangements have been made with The Manager). Hirers will have access to the Belconnen Arts Centre kitchen to prepare food, note that it is a domestic style kitchen, not a commercial kitchen. It is the responsibility of the hirer to ensure that all food handlers will observe Food Safety Practices and General Requirements, details below. Fact sheets are available from the Manager, however it is the responsibility of the hirer to seek their own up to date information.

ACT Health

Ph 02 6205 1700

[www.health.act.gov.au](http://www.health.act.gov.au)

### **Liquor Permit**

The Manager will obtain a Liquor Permit to cover the service of alcohol at events. The service of alcohol will be supervised by the Manager. Only people over the age of 18 will be allowed to serve alcohol. Hirers must organise their own alcohol to be served at an event, unless otherwise arranged with the Manager.

### **Advertising and Promotions**

Please refer to the General Conditions of Hire.

As appropriate, the Manager will promote the exhibition activity internally. The activity will also be promoted on the Belconnen Arts Centre website, and at the Manager's discretion through normal listings via the Belconnen Arts Centre mailing list and any newsletters et cetera.

The hirer should endeavour wherever possible to make themselves available for any interviews etc. with the media that may be initiated via the Manager.

### **Payment**

The balance of the hire fee minus the deposit will be invoiced two (2) weeks prior to the start date of the hire period unless otherwise negotiated and agreed in writing.

### **Commission**

The Manager will take a 27.5% (including GST) commission on all works sold during the exhibition. The balance of sales will be forwarded to the artist within 4 weeks of the conclusion of the exhibition.

### **Commission following exhibition conclusion**

Unless otherwise negotiated with Management, the Hirer agrees that in the event that artworks which are offered for sale during the exhibition are sold in the three (3) months immediately following the exhibition's conclusion, the Manager is entitled to 27.5% of the actual sale price of the artwork as commission.

### **Installation and Removal of Exhibition**

The exhibitor will be required to set up their exhibition, with some assistance and support from Belconnen Arts Centre staff. They will also be required to remove their exhibition from the gallery and restore it to the condition in which it was presented to them.

### **Selling Work**

Where work is for sale, the Manager will process sales, manage cash handling, and credit card facilities.

Sold works will not be available for collection until after the exhibition has closed, unless otherwise arranged with the Manager.

To enable the Manager to manage the sales, at least two (2) weeks prior to the opening of the exhibition, the hirer must provide clear pricing for all artworks. Hirers or exhibitors must provide their ABN and declaration of tax status. Where hirers or exhibitors are hobbyists, a Statement by a supplier form, available from the Manager or the ATO must be attached to this contract and be accepted by the Manager.

### **Summary of Responsibilities**

<b>Gallery Responsibilities / Checklist</b>
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Promote the exhibition internally, on the Belconnen Arts Centre website, electronically via the mailing list, in any other publications where appropriate e.g. Newsletters etc., and possibly on the exterior of the Belconnen Arts Centre.	
Produce a media release and distribute to media contacts.	
Insure the exhibition works up to the collective value of AUD\$50,000.00 for the agreed duration of the hire period. Obtain additional insurance where the total collective value of art works exceeds AUD\$50,000.00.	
Manage and process the sale of works from the gallery and forward the balance to the artist as soon as possible after the conclusion of the exhibition.	
Provide the BAC domestic style kitchen to prepare food and refreshments for an opening event or reception.	
Provide Liquor Permit for opening event if required.	
Provide some gallery materials for the hirer to use in making good damages to plinths, partitions, and the arts lounge in general. Some monetary contribution may be required from the hirer if a large amount of materials is required.	

<b>Artists Responsibilities / Checklist</b>	
Complete the application or expression of interest form and all accompanying documents.	
Complete and sign <i>Belconnen Arts Centre Arts Lounge Exhibition Contract</i> .	
Provide the Manager with a proposal for an accompanying public program of activity such as public talk, workshop, demonstration, performance to accompany the exhibition.	
At least five (5) weeks prior to the opening of the exhibition, provide five (5) high resolution images (min 300dpi) for use in invitations and promotional material. Electronic files only on separate disk in .eps and .jpg formats with at least one being a small format for use on the website.	
At least two (2) weeks prior to the start of the hire period, provide clear pricing for all artworks which are available for sale.	
At least five (5) weeks prior to the opening of the exhibition provide an artist's statement or exhibition statement to the Manager. Minimum 300 words, maximum one A4 typed page. Send on a CD or email as a Word Document.	
At least two (2) weeks prior to the start of the hire period, the artist/s will submit an inventory of works (see template attached) which will include for <b>each piece of work</b> a clear photograph or a brief description, and details for labels.	
Inform the Manager of the total combined value of artworks for insurance purposes. Where the total combined value exceeds AUD\$50,000.00, the hirer will be responsible for the additional costs.	
Transportation / freight of work to <i>and</i> from Belconnen Arts Centre, and insurance for these periods.	
Installation and removal of exhibition. Some assistance will be provided by the Belconnen Arts Centre and some tools will be available.	
Have the exhibition ready to open on time, and vacate the arts lounge at the agreed time and date.	
Endeavour to be available for interviews etc. with the media.	
If there is going to be an opening event or function, the hirer is responsible for its organisation and all associated costs, unless otherwise arranged with the Manager.	
Sit the exhibition on at least one (1) day each week, preferably on weekends.	