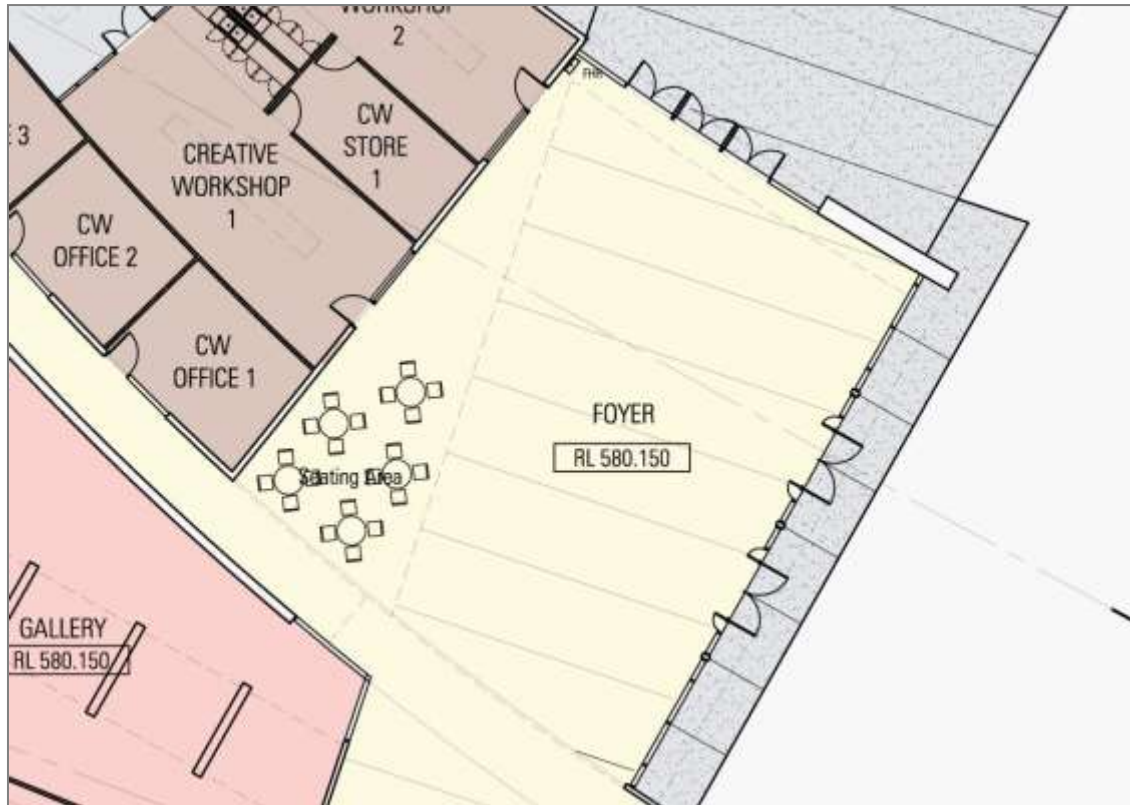




BELCONNEN ARTS CENTRE
 INCORPORATED
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 PO Box 183 BELCONNEN ACT 2617
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Foyer



Hire Rates (All rates are GST FREE)

Cost per day or night (up to 8 hours – hourly fee is charged for additional hours)	\$600.00 community rate	\$750.00 commercial rate	\$810.00 weekends & after hours community/commercial rate
Cost per hour (minimum 3 hours)	\$100.00 community rate	\$125.00 commercial rate	\$148.50 weekends & after hours community/commercial rate
Exhibition Hire	\$500 per 3 weeks (may incur additional fee for opening events etc)		\$250 additional weeks
A non refundable deposit of 20% of the hire fee is required to secure the booking.			

Specifications

Dimensions	15 x 27m
Capacity	150 – 200 people seated. 300 standing.
Walls	Limed oak panels and plasterboard. Full height windows on West and North walls. Corridor wall external to Gallery is fitted with hanging system. Moveable gallery walls, plinths and pinboards subject to availability. Total hanging area 8.8m(w)/ 4.3m(h) plus 6.4m(w)/ 3m(h) per moveable wall
Floor	405 square meters, marmoleum surface.
Ceiling	3 – 4.5 meters high, sloped and articulated feature ceiling.
Power and Data	Sixteen (16) points, 240v. Eight (8) data points.
Audio Visual	Sound and speakers. LCD screen.
Lighting	Track lighting and various upright wall lights.
Climate Control	Floor heating, extraction and opening glass doors.
Other	Chairs and tables available to hire separately.

Foyer Conditions of Hire

Definitions

"Hirer", "Host" refers to the person/s hiring the Belconnen Arts Centre foyer.

"Guest/s", "Participant/s", "Attendee/s" refer to the person/s attending or participating in the even being hosted or facilitated by the Hirer.

"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 for the Belconnen Arts Centre foyer can be made through the Manager. Tentative bookings will be held for 7 days, but will not be secure until the deposit is paid.

Hire Rates and Deposits

All prices quoted are in AUD and are GST FREE.

Cost per day or night (up to 8 hours – hourly fee is charged for additional hours)	\$600.00 community rate	\$750.00 commercial rate	\$810.00 weekends & after hours community/commercial rate
Cost per hour (minimum 3 hours)	\$100.00 community rate	\$125.00 commercial rate	\$148.50 weekends & after hours community/commercial rate
Exhibition Hire	\$500 per 3 weeks (may incur additional fee for opening events etc)		\$250 additional weeks
A non refundable deposit of 20% of the hire fee is required to secure the booking.			
Additional costs for use include; Chair set-up \$55 Duty Manager \$40 per hour (All after hours hires will require at least one Duty Manager – please discuss with the Centre) Technician \$50 per hour Cleaning \$50 per hour Portable Dance Parquet set-up \$100 Ticketing \$4.50 per ticket inc. processing eftpos and credit card payments			

The balance of the hire rate minus the deposit will be invoiced for after the hire, and payment will be due no later than seven days from the last hire date.

Cancellations

Cancellations will only be accepted if more than two weeks (10 business days) notice is given prior to the date of the event. Cancellations made after this time incur the cancellation fee. The deposit will act as the cancellation fee.

Insurance

Hirers are required to obtain and show evidence of their public liability insurance in an amount reasonably required by the Manager. The hirer's insurance should include but is not limited to covering themselves and their guests, attendees, members, volunteers, participants and anyone whom they engage for public liability, accident, and workers compensation. The insurance should be appropriate for the activity or service they are providing or facilitating.

The Belconnen Arts Centre accepts no responsibility for any loss or damage to the property of the Hirer or any third party.

Advertising and Promotions

Please refer to General Conditions of Hire.

Additional cost and organisation of paid advertising or promotion is entirely the responsibility of the exhibitor. Any advertising or promotional material must include the Belconnen Arts Centre logo (available from the Manager), and must be presented to the Manager for approval. If appropriate and desired, the Manager can promote the event internally and through the Centre's normal channels. This would have to be discussed with the Manager.

Setting Up and Packing Up

The hirers will be required to set up for their event. They will also be required to pack up afterwards, restoring the foyer to the condition in which it was first presented to them. The hire period is considered to extend from the commencement of set up until pack up is completed, including cleaning and securing the building if necessary.

Cleaning

The cost of any extra cleaning that is required after the foyer has been vacated will be at the cost of the hirer. Generally an additional clean will be required after any large catered event.

Protection of Artworks

The hirer is responsible for ensuring that artworks in the building are not covered, handled, or endangered in any way.

Making Good Damages

The hirer will be required to make good any damages which in the opinion of the Manager exceed normal and fair wear and tear.

Catering

Hirers must organise their own catering and refreshments for their event. Hirers will generally not be given access to the Belconnen Arts Centre kitchenette to prepare food and should consider hire of a Creative Workshop space to facilitate food preparation. It is the responsibility of the hirer to ensure that all food handlers will observe *Food Safety Practices and General Requirements*. 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

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.

Storage

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

Interference with Centre Operations

It is the responsibility of the Hirer to ensure that the activities undertaken during their hire do not unduly interfere with the day-to-day operations of the centre. Any anticipated disruption to the operations of Belconnen Arts Centre must be discussed with and approved by Management prior to the hire taking place.

Use of Multimedia system

Any use of the multimedia displays or audio system must be discussed with Management at least two weeks (ten business days) prior to the commencement of the hire period.

Duty Managers

Duty Managers are engaged by Belconnen Arts Centre to ensure that the Centre is used in a safe, secure and responsible manner. Depending on the nature of the event, one or more Duty Managers may be required in order to proceed with the hiring of the space.

Hirer Contact Person

During events, one contact person responsible for the event must be available for liaison with Belconnen Arts Centre on site at all times. This person must not be under the influence of alcohol.

Foyer Exhibition Conditions of Hire

The exhibition space/s are available for hire to individual artists and community organisations through an application process which is based on merit and availability of dates.

The aims of the Belconnen Arts Centre exhibition program are to provide the public an opportunity to see and experience contemporary artwork primarily made by or for the Belconnen community. Students, emerging and professional artists are all invited to exhibit in Belconnen Arts Centre spaces. In addition to the Gallery and the Outdoor Gallery, artworks may be displayed in the Foyer space and Arts Lounge.

The Dance Studio also acts as a site for multi-media installations having total black-box capacity, on application.

Definitions

"Hirer", "Exhibitor", "Artist" refers to the person/s hiring the Belconnen Arts Centre gallery and any person/s whose artworks will be on exhibition.

"Manager" refers to Belconnen Arts Centre Incorporated.

"Public Program" refers to any accompanying activity/ies to the exhibition or use of the Belconnen Arts Centre such as a workshop, talk, seminar, demonstration, presentation or performance.

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

Bookings

The minimum exhibition hire period is three (3) weeks, including up to three (3) days for installation and one (1) day for de-installation. The hire period begins on a Tuesday, and ends on a Monday. A 20% deposit is required to secure the booking.

Cancellations

Cancellations will only be accepted if more than three weeks (15 business days) notice is given prior to the date of the event. Cancellations made after this time incur the cancellation fee. The deposit will act as the cancellation fee.

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 commission of 27.5% of the sale price 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 sale price of the artwork as commission.

Interruption of Exhibition

In cases where a significant event taking place in the foyer may lead to interference with a foyer exhibition, the Manager reserves the right to temporarily move exhibition items such as plinths and walls, or to remove them entirely, for the duration of the event. This decision is entirely the responsibility of the Manager. The Manager will inform the Hirer in advance of any instance wherein exhibition items will be moved or removed from display.

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 foyer and restore it to the condition in which it was presented to them. All works must be ready for hanging, with D-rings attached where necessary.

Gallery Sitting

Reception staff will mind the foyer when Belconnen Arts Centre is open to the public. Please note however that there will not be someone *inside* the foyer. The hirer or exhibitor is to sit the foyer for at least one (1) day in each week of hire, preferably occurring on weekends.

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.

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 their 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.

Interpretative Material

At least two (2) weeks prior to the start of the hire period the artist/s will provide an artist's statement, or an exhibition statement to go in the foyer as an interpretative aid for viewers. The statement should be a minimum of 300 words, and not more than one (1) A4 typed page. The Manager reserves the right to edit the statement, in consultation with the artist/s where possible. The statement should be provided digitally as a Word Document on a CD, or emailed.

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 **each piece of work** a clear photograph or a brief description accompanied by the following specifics:

- Name of Artwork
- Year it was executed
- Media used
- Dimensions (cm)
- Weight if applicable
- Catalogue sale price

The Manager will provide a simple, printed price list.

Handling methods should accompany all delicate or heavy works.

Special plinth or installation requirements must also accompany all artwork descriptions.

Invitations

The Manager will produce an invitation for the exhibition. Invitations will be mailed out to the Belconnen Arts Centre mailing list, and some will be placed within the building for visitors to pick up. 50 invitations will be given to the hirer to distribute.

Additional invitations can be arranged with suitable notice at cost to the exhibitor.

Vinyl signage

The Manager will produce vinyl wall signage for all Foyer 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 rehangng of works that are not presented at an acceptable standard. This will be undertaken at the expense of the exhibitor.

Gallery Furniture

Belconnen Arts Centre has three partitions, each H300cm x W320cm x D50cm, one of which is generally always available for foyer exhibitions, and can be arranged or removed to suit the exhibition.

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

There may be some chairs or similar that can be moved around within the gallery to suit the exhibition.

Making Good Damages

As part of removing the exhibition from the foyer, the exhibitor will be required to restore the walls, plinths, foyer 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 centre, 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.

Cleaning

Hirers are expected to leave the foyer in the condition and state of cleanliness that they found it in. Any extra cleaning that is required after the foyer has been vacated will be undertaken at the cost of the hirer.

Opening Event or Reception

Opening event dates should be decided in consultation with the Manager at the time of booking.

Catering

Hirers must organise their own catering and refreshments (including alcohol) for opening events, unless otherwise arranged 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

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.

Storage

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

Use of Multimedia Systems

Any use of the multimedia displays or audio system must be discussed with Management before acceptance of this contract. Any work to be displayed or presented using these systems must be provided to the Manager at least two (2) weeks prior to the commencement of the hire period and such work must conform to the guidelines which apply to all other exhibition works.

Summary of Responsibilities

Gallery Responsibilities / Checklist	
Design and print invitations for the exhibition and provide 50 invitations for the artist. Post out invitations to the BAC mailing list – numbers to be confirmed at the time of agreement.	
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.	
Provide some assistance with the installation of the exhibition.	
Provide use of its plinths, stock frames, partitions and other foyer furniture.	
Mind the foyer during the Centre's opening hours.	

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 foyer in general. Some monetary contribution may be required from the hirer if a large amount of materials is required.	

Artists Responsibilities / Checklist	
Complete the application or expression of interest form and all accompanying documents.	
Complete and sign <i>Belconnen Arts Centre Foyer 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 each piece of work 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 foyer 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.	