

Application For Hire - 2008

Belconnen Gallery



Phone: 6264 0232 Fax: 6251 9952 E-mail: bcc@bcsact.com.au PO Box 679, Belconnen ACT 2616

Name of activity/event: _____

Name of Organisation: _____ A.B.N. _____

Name of Applicant / Contact Person: _____

Mailing Address: _____ Suburb: _____ Postcode: _____

Position held in Organisation by applicant: _____

Telephone: _____ Facsimile: _____ Email: _____

Please contact the Gallery Curator for all technical requirements, including house staff and special requests

Type of organisation, for the purpose of Centre hire charges – please tick
 Community / Not for Profit () Commercial/Business/Government/Private ()

Please print hire dates & booking times required		
Starting Date	Finishing Date	Booking Time

ALL USERS MUST PAY THE HIRE FEE IN ADVANCE UNLESS OTHERWISE ARRANGED WITH THE GALLERY CURATOR.
IN 2008, THE HIRE FEE IS \$100 PER WEEK PLUS GST.

Frequency: Weekly () Fortnightly () Monthly () As required ()

Hire Charge Quoted: _____

Facilities: Installed adjustable hanging system and lights, 4 plinths (varying sizes, painted white); ladder; hammer; screwdrivers; tape measure; push pins for unframed works; hooks and panel pins for framed works; fishing wire; white paint; rollers and trays; filler and sandpaper; table and chairs may be available by prior arrangement for artists minding their exhibitions

NOTE: FOOD AND DRINK ARE NOT PERMITTED IN THE GALLERY, WATER BOTTLES EXCEPTED.

The hirer is responsible for payment of all bookings whether the space is used or not. One week's notice is required to cancel a booking, otherwise the hirer may be charged a cancellation fee of 50% of the hire fee.

- INDEMNITY** - I hereby indemnify, and covenant at all times to keep indemnified, the Belconnen Community Centre, its officers, servants and agents against all actions, proceedings, claims and demands whatsoever which may be brought, made or prosecuted against it or them by any person or persons; in respect of loss, damages or injury arising out of the use of the Centre howsoever arising (including negligence), and against all costs, damages and expenses which may be incurred by the Belconnen Community Centre, its officers or agents in defending any actions, proceedings, claims or demands.
- I have read the hiring conditions stated overleaf, including the "Special Conditions of Gallery Hire", and confirm that I accept them for and on behalf of the organisation/hirer stated above

Dated this.....day of.....200.....

Signature of Applicant.....Witness.....

Approved Not Approved _____ / _____
 Signed on behalf of Belconnen Community Centre

SPECIAL CONDITIONS OF GALLERY HIRE

Staffing of Exhibition

The Belconnen Community Centre will provide daytime surveillance of the exhibition but does not guarantee a member of staff will be in the proximity of the Gallery at all times. Both for security and for audience information the Belconnen Community Centre recommends that exhibitions are staffed by the Artist/Exhibitor. The Gallery Curator is available for installation advice and assistance where negotiated.

Insurance and Liability

The Belconnen Gallery is unable to accept responsibility for insurance of works on exhibition. The Hirer agrees that the Belconnen Gallery and Belconnen Community Service shall not be responsible for any loss or damage to any works or art or any other property which the Hirer brings onto the premises during the period of hire or before or after that period.

Publicity

Assistance with a Media Release will be provided. Please note this promotion covers free press only. The Hirer may negotiate additional promotion and publicity with the Gallery Curator. Standard design Belconnen Community Service invitations may be provided for each exhibition at a cost of \$20 for 150 (no GST included in this charge). Publicity will also be provided on the Arts and Cultural Development website (www.bcsact.com/art) and through email news lists. PLEASE NOTE: support of Belconnen Community Centre, Belconnen Community Service and artsACT must be acknowledged in all promotional material, including logos where appropriate.

Exhibition Costs

All costs relating to the mounting, demounting and any cleaning or repairs as required at the conclusion of the exhibition are the responsibility of the hirer.

Maintenance

The Hirer shall be responsible for cleaning the gallery after the exhibition, removing any rubbish and for the proper repair of walls, floors, ceilings, lights, furniture and other fixtures or property used, marked or damaged in any way by the Hirer or the Hirer's guests or visitors during the course of the Gallery hiring period. All markings or damage must be restored by the concluding date for the exhibition. Cleaning materials, including a dustpan and brush and access to the BCC waste skip can be provided by the Gallery Curator. The Gallery and all equipment must be returned to the condition in which it was found, with all due allowance made for reasonable wear and tear.

Security

The Hirer shall be responsible for any damage caused directly or indirectly by the actions of the hirer's invited guests and visitors to the premises. The Belconnen Community Centre recommends that exhibitions be staffed by the exhibitor.

Sales and Commission

The Belconnen Gallery has developed the following policy with regards to the sale of artist's works during exhibition.

If the artist sells work directly, and the Gallery is not responsible for taking money from a buyer, or contacting the artist and the buyer, and/or holding works for collection by the buyer after the exhibition is finished, then the Gallery does not charge commission.

If the Gallery is required to deal with sales on behalf of the artist, hold the work for collection by the buyer and/or hold money for collection by the artist, then the Gallery will charge a commission of 20% on the purchase price of the work.

Equipment available

Installed adjustable hanging system and lights, 4 plinths (varying sizes, painted white); ladder; hammer; screwdrivers; tape measure; push pins for unframed works; hooks and panel pins for framed works; fishing wire; white paint; rollers and trays; filler and sandpaper; table and chairs may be available by prior arrangement for artists minding their exhibitions.

Exhibition Openings and Catering

Dates and times of exhibition openings are to be negotiated for security purposes with Gallery staff, as there must be a BCC staff member in attendance at openings. For self catered openings a cost of \$50.00 covers security and the hire of glasses for the function.

Opening Hours

Gallery opening hours are: weekdays 9.00 am – 4.30 pm. The Belconnen Community Centre is *not open* as a Centre after hours or on weekends. The Gallery is locked at 4.30pm each weekday.

Storage of Works after Agreed Date of Closing Exhibition

No storage facilities are available at the end of the Hire period. All works must be taken off site unless negotiated with Gallery staff.

Hire Contractual Agreement

This agreement contains the whole understanding of the parties and supersedes any prior agreement. Any modification or termination of this agreement must be in writing and signed by the Hirer and the Belconnen Gallery at the Belconnen Community Service.

The Hirer agrees that if the Hirer is in breach of the agreement, the Belconnen Gallery and Belconnen Community Service may exclude the Hirer from the premises. Under these circumstances, any money paid by the Hirer to the Belconnen Gallery and Belconnen Community Service may be retained by the Belconnen Gallery and Belconnen Community Service and extra costs incurred charged back to the Hirer. Any of the Hirer's artworks remaining at Belconnen Community Centre will be removed from the Gallery if necessary and stored at Belconnen Community Centre out of the Gallery, and the Hirer will be notified of a time and date at which they are to be collected. No responsibility can be accepted for damage to uncollected works.