

Gallery Hire Information (Phase 4 COVID19 Restrictions)

The Vancouver Arts Centre's standard operating hours are Monday to Friday 10.00am – 4.00pm.

ACROD parking is available at the front of the Vancouver Arts Centre and all galleries are wheelchair accessible.

Making a Gallery Application / Booking

- Prior to completing a booking form, please contact Vancouver Arts Centre staff to discuss your requirements and check availability.
- Galleries available for hire are the Main, Front, Small and Veranda galleries.
- Under Phase 4 Restrictions requiring 2sqm per person, the maximum capacity of these galleries are:
 - Main Gallery – 40
 - Front Gallery – 10
 - Small Gallery – 9
 - Veranda Gallery – 23
- Complete the Gallery Booking / Application Booking form providing all additional information and images pertaining to your gallery application and return via email to arts@albany.wa.gov.au or in person to the administration office of the Vancouver Arts Centre.
- Once we have received your booking form, a 50% deposit or full payment will secure your booking. Payment methods accepted include cash, EFTPOS, direct deposit and cheque. Please make cheques payable to City of Albany.

COVID-19 Conditions of Hire

- Hirers must read the VAC's COVID19 Safety Plan and comply with all conditions.
- Hirers must complete a COVID19 Safety induction prior to the commencement of their hire and must be present at all times during the period of hire.
- Hirers and attendees must observe room capacity limits at all times.
- Hirers are responsible for disinfecting equipment such as chairs, tables, light switches and other high touch point surface areas at the conclusion of their hire.
- All attendees are required to maintain good hygiene practices whilst at the centre. Hand sanitiser and disinfectant spray are located in the galleries for use by hirers.
- Hirers are prohibited from providing catering at exhibition openings.

Mandatory Contact Registration

- Hirers must ensure that the State Government requirements around Mandatory Contact Registration is complied with. All attendees must register their attendance either using the SafeWA app or the hard copy registers provided at the facility entrances.

General Gallery Conditions

- All new Gallery Hirers must complete a short Gallery Induction prior to installation.
- A current copy of your Public Liability Insurance is required before installing the exhibition. If you do not have one, you will need to either pay an Installation Technician to assist with your installation, or if you are installing yourself you will need to organise an Installation Check once the exhibition installation is complete. A VAC

staff member will check your installation is safe and does not present a hazard to the general public before the exhibition opens. If you have not previously installed your own exhibition, we recommend that you hire an installation technician to assist.

- Lighting in the Main Gallery is not directional but can be dimmed, therefore no lighting adjustment is required, Lighting in the front gallery is on tracks and can be adjusted. All Lighting Adjustments must be completed by a licenced technician and need to be booked in advance with the appropriate fee paid.
- Gallery Hirers must use appropriate artwork labels or numbers or provide an accompanying list of works.
- Blue tack must not be used on the gallery walls. Magic tape (Scotch tape) or appropriate low tack painters tape must be used in the first instance on the walls, prior to utilising any Velcro hook and loop installation methods.
- Any equipment that is borrowed, hired, or used for installing must be tidied away appropriately after use.
- Galleries must be left completely clear and empty of all hanging equipment after bumping out. Walls must be cleaned and any marks completely removed. If damage to paintwork is incurred through your installation, it must be repaired. If you are unable to repair or clean the gallery appropriately, you will be invoiced for any additional reparation and cleaning works.
- All Gallery Hirers must complete an Exhibition Evaluation Form and return it to arts@albany.wa.gov.au four (4) weeks post event.

Exhibition Marketing

The Vancouver Arts Centre will assist with marketing your exhibition in the following ways:

- A listing in our e-newsletter,
- Facebook event on *City of Albany Arts and Culture* for your exhibition opening,
- Three posts on facebook in the lead up to the exhibition opening,
- Preparation and distribution of the exhibition information via an e-invite to our subscribers.

In order to provide this service, we require you to submit the following **at least 8 Weeks PRIOR** to your exhibition.

Newsletter / E-Invitation:

1. Exhibition Title and Names of Exhibiting Artists,
2. One (1) strong high resolution image (300dpi), with appropriate credits
3. Short paragraph describing the exhibition.

Social Media campaign:

1. Three (3) images scaled suitably for use in a facebook post (72dpi),
2. One (1) image scaled suitably for use in a facebook event (72dpi),
3. Suitable copy for each post and the fb event

Exhibition Opening Events / After Hours Opening

- For all after hours' exhibition openings where staff assistance is requested, this will be at an additional cost of \$55 per hour for a minimum of two hours.
- Hirers can choose to open on weekends or after hours by request and must complete a building safety induction. Designated members who have completed the afterhours building induction must be present at all times and be responsible for security of the building when the Centre is not staffed.

City Of Albany

Address: 85 Vancouver Street, Albany WA 6330 | PO Box 484, Albany WA 6331

Tel: 08 6820 3740 | Email: arts@albany.wa.gov.au

- Alcohol can be served at your event according to the 2011 Exemptions from the Liquor Act outlining Complimentary Supply of Liquor by a Business. We are able to provide a copy of this leaflet upon request. In order to comply and remain exempt from the requirement to obtain a liquor licence you must observe the conditions listed in the 2011 Liquor Exemption leaflet and the following:
 - Alcohol must be supplied as complimentary and no charge is made,
 - Alcohol must be served by yourself or a volunteer to ensure that no more than two standard drinks are supplied to each guest,
 - Drinking water must be available for guests,
- A sign indicating that the supply of liquor is complimentary and restricted to two drinks per guest, must be situated behind or near to the bar. We can provide you with the appropriate signage upon request.

Exhibition Sales

Artists hiring the galleries must manage their own sales. Artists are responsible for coordinating all aspects of the sale, including all post purchase arrangements.

Hire Fees

<i>Available Galleries</i>	<i>Dimensions</i>	<i>Hire Rates</i>
Main Gallery	7.9m x 11.6m	\$160.00 per week
Front Gallery	4.8m x 4.9m	\$75.00 per week
Small Gallery	4.7m x 4m	\$75.00 per week
Veranda Gallery	13.7m x 3.4m	\$75.00 per week
<i>Additional Services</i>		<i>Hire Rates</i>
Installation Technician (\$40.00 per hour, minimum 2 hour hire)		\$80.00
Installation Check		\$45.00
Lighting Adjustment		\$60ph
After Hours staffed opening (on request and subject to availability)		\$55ph

Equipment

Equipment is available at the Vancouver Arts Centre and is subject to availability. To view our equipment list and request hiring for your exhibition, please refer to the *VAC Equipment Hire Information* document

Cancellations

Cancellations must be made no later than **30 days** prior to exhibition installation. Please contact staff directly to discuss. The Gallery Hire deposit is non-refundable.

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Gallery Hire Application / Booking Form 2020 / 2021

APPLICANT & ACCOUNT DETAILS

Organisation Name: _____

Contact Person: _____

Billing Address: _____

Phone / Mobile: _____

Email: _____

EXHIBITION DETAILS

Exhibition Title: _____

Exhibition Dates: _____

Additional items submitted with this Exhibition Booking Form

Public Liability Insurance

3x High and low res images with accompanying text

Galleries Available, Installation Dates & Events

Number of Artists involved in this exhibition:

Main Gallery

Front Gallery

Small Gallery

Veranda Gallery

Bump In Date: _____

Bump Out Date: _____

Opening / Closing Event: Y / N

Date: _____

Time: _____

Additional Services Required

After Hours Access

Installation Technician

Install Check

STATEMENT OF ACCEPTANCE

By signing below, I acknowledge that I understand and agree to comply with the Information, Fees and Charges, Terms and Conditions of this hire.

Name: _____

Date: _____ Signature: _____

GENERAL TERMS AND CONDITIONS

- The City's Vancouver Arts Centre (VAC) management and staff have the authority to act on Council's behalf during an event and shall be allowed entrance at any time. The Hirer (person signing the booking form) must carry out any direction issued by VAC management and staff.
- In the event of an emergency, the Hirer is to assist the VAC staff in evacuating those attending a gallery event as directed.
- Hirers and customers are NOT permitted to park within the disabled parking area unless displaying an ACROD sticker.
- A loading zone is located at the front of the VAC and can be used briefly by Hirers for bump in and bump out.
- Hire of the VAC galleries only includes the permanent equipment located in the room, hanging systems and plinths. It is the responsibility of the Hirer to request and hire where applicable additional items such as projector, trestle table, chairs and other such items when lodging their booking application.
- No alterations are to be made to the fabric of the building and paintwork needs to remain undamaged and clean. Any damage to the building will be the responsibility of the Hirer and a fee will be charged.
- Equipment used during the room hire is to be handled with care and carefully put away. Any damage incurred to equipment will be charged to the Hirer responsible.
- The Hirer is required to clean up, remove equipment used including plinths, hanging hooks and wires and return the room to its original state prior to vacating the centre. If premises are left in an unsatisfactory condition, additional staff will be engaged to clean the premises, with expenses billed back to the Hirer responsible.
- No smoking is permitted within the building or within a five (5) metre radius of the building
- For after-hours issues contact Southcoast Security 24hr Night Watch on 0417 964 102

BOOKING TERMS & CONDITIONS

- All bookings are to be made in consultation with a VAC staff member prior to completing a booking form to ensure availability and discuss requirements.
- Bookings are confirmed once the deposit or full payment has been paid.
- All Hirers are required to complete a short Gallery Induction prior to installation and comply with OHS regulations when installing.
- If your booking requires a key and building alarming / disarming device, they become the responsibility of the Hirer on this form. Any given keys and building security devices lost will incur a fee and will be billed to the Hirer responsible.
- An Exhibition Evaluation Form must be completed by Hirers at the conclusion of the exhibition and is to be returned to the VAC administration office in person or via email to arts@albany.wa.gov.au four (4) weeks post event.
- Cancellations / amendments are required no later than 30 days prior to your booked event or the applicable fees and charges will apply.

FEES & CHARGES & TERMS & CONDITIONS

- City Of Albany Payment Terms are strictly 30 days from invoice date
- The Hirer will bear all associated costs to recover the debt in full.
- Gallery hire charges are set by the City of Albany in July each year and will be adjusted accordingly.
- Hirers are required to pay a minimum of a 50% deposit to confirm the booking and the remainder once the booking has been completed at the administration office, unless otherwise advised.
- The City of Albany requires a 30 day notice in writing of booking cancellations. Failure to meet this condition will result in a cancellation administration fee.
- Any requests for fee waivers, refunds and disputed accounts must be made in writing prior to payment of the account becoming overdue and are only issued in extenuating circumstances after approval by the VAC.