

VANCOUVER ARTS CENTRE GALLERY/ROOM HIRE INFORMATION 2022/2023

Vancouver Arts Centre is a vibrant community arts centre, gallery, and home to many local artists and arts and craft groups. The centre is dedicated to the delivery of an inclusive and diverse arts program for all sectors of the community across all art forms and has a number of rooms which are available to hire by the community and support the presentation of a range of arts and cultural events, workshops, exhibitions and performances.

Through its Artist in Residence Program, exhibitions, workshops, community arts projects and partnerships with other organisations, the Vancouver Arts Centre plays a vital role in supporting the Great Southern community, contributing to the growth of economic development and tourism, enhancing liveability and helping to build the profile of our region's people, places and stories.

PROGRAMMING OBJECTIVES

Through the Vancouver Arts Centre program, we aim to:

- Foster and support the development of a sustainable local cultural and creative economy
- Investigate and reflect on our identity, cultural diversity and heritage.
- Promote inclusivity and contribute to social cohesion.
- Support and promote excellence and contemporary artistic practice
- Foster innovation, experimentation and imagination.
- Reflect and respond to national and global cultural and social issues

SPACES AVAILABLE FOR HIRE

There are a number of galleries and rooms available for hire at the Vancouver Arts Centre. Prior to completing a booking form please contact centre staff to discuss your requirements and check availability. Preference will be given to bookings that complement the Vancouver Arts Centre programming objectives.

Large Meeting Room

Dimensions: 11.4m x 7.8m Capacity: 72 people COVID Capacity: 36 people
Suitable for: Workshops, exhibitions, lectures, meetings, events, small scale concerts.

Small Meeting Room (aka Courtyard Room)

Dimensions: 4.8m x 4m Capacity: 18 people COVID Capacity: 9 people
Suitable for: Workshops, small exhibitions, meetings.

Verandah Gallery

Dimensions: 13.7m x 3.4m Capacity: 46 people COVID Capacity: 23 people
Suitable for: Workshops, exhibitions, lectures, meetings, events.

Main Gallery

Dimensions: 7.9m x 11.6m Capacity: 80 people COVID Capacity: 40 people
Suitable for: Exhibitions, lectures, meetings, events.

Front Gallery

Dimensions: 4.8m x 4.9m Capacity: 20 people COVID Capacity: 10 people
Suitable for: Small exhibitions.

Small Gallery

Dimensions: 4.7m x 4m Capacity: 18 people COVID Capacity: 9 people
Suitable for: Small exhibitions.

HOW TO BOOK

1. Contact the Vancouver Arts Centre staff on 6820 3740 to discuss your requirements and check availability.
2. Complete the Gallery/Room Hire Booking form and return via email to arts@albany.wa.gov.au or in person to the administration office of the Vancouver Arts Centre.
3. Pay a deposit to confirm the booking. A non-refundable 50% deposit or full payment is required to confirm your booking. Payment methods accepted include cash, EFTPOS, direct debit and cheque (please make all cheques payable to City of Albany).

FEES & CHARGES (GST Inclusive)

| OCCASIONAL ROOM HIRE | | |
|--------------------------------|-----------------------------|------------------------------|
| | Standard Rate (per session) | Community Rate (per session) |
| Large Meeting Room | \$86 | \$64 |
| Verandah Gallery | \$86 | \$64 |
| Small Meeting (Courtyard) Room | \$64 | \$48 |

| GALLERIES | |
|-----------------|----------------|
| Main Gallery | \$160 per week |
| Front Gallery | \$75 per week |
| Small Gallery | \$75 per week |
| Veranda Gallery | \$75 per week |

| ADDITIONAL SERVICES | | |
|------------------------------------|------|-----------------------------|
| Exhibition Installation Technician | \$60 | Rate per hour (min 3 hours) |
| Professional AV Technician | \$60 | Rate per hour (min 3 hours) |
| Installation Check | FREE | Conducted by VAC staff |
| Duty Manager | \$60 | Rate per hour (min 3 hours) |
| Bar Staff/Ushers/Event support | \$60 | Rate per hour (min 3 hours) |
| Security | \$60 | Rate per hour (min 3 hours) |
| Cleaning | \$60 | Rate per hour |

GENERAL BOOKING INFORMATION

Standard Operating Hours

The Vancouver Arts Centre's standard business hours are Monday to Friday 10.00am – 4.00pm. If you require use of the venue outside of normal business hours, please discuss your needs with staff when making your booking.

Accessibility

ACROD parking is available near the main entrance of the Vancouver Arts Centre to the west of the main building with wheelchair access to the main building available via the front door.

A loading zone is available at the front of the Centre to assist with the transportation of heavy equipment.

Shared Facilities

Once a booking has been confirmed, hirers are welcome to make use of the shared facilities at the Vancouver Arts Centre for the duration of their booking – in accordance with COVID restrictions. The shared facilities include a kitchen containing a fridge / freezer, sink and an urn. Tea and coffee is also available by donation. Bathrooms have accessible toilets and a baby changing table is also available in the ladies bathroom.

Equipment

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

Catering

Hirers are welcome to self-cater for events but must follow good hygiene practices. Vancouver Arts Centre Staff are able to provide recommendations for local catering options for anyone wishing to hire a caterer for their event.

Hire Period

Room Hire by session – gallery spaces hired out at a weekly rate Session times: Day: 10am – 3.30pm, Evening: 4pm – 10.30pm (for evening bookings please see booking conditions for after hours access)

Event Marketing

Where possible the Vancouver Arts Centre may assist with marketing your exhibition or event in the following ways: A listing in our bi-monthly e-newsletter, Social media posts and event listings on City of Albany Arts and Culture facebook and instagram page, Event listing on the Arts and Culture website, Email mailouts to our subscribers. Please note the Vancouver Arts Centre takes no responsibility for the marketing of your event and all event promotion is subject to staff capacity. In order to provide this service, please provide the following at least 8 Weeks PRIOR to your event.

1. Event Title, names of artists involved and associated event details including: event time, booking contact information etc.
2. 1-3 high resolution promotional image (300dpi) with appropriate credits. (Images larger than 1MG are preferable)
3. Short paragraph describing the exhibition/event. .

Opening Events / After Hours Opening

- Hirers can request to have the gallery open on weekends or after hours (see booking conditions) Please note hirers will be responsible for security of the building when the Centre is not staffed and accountable for any incidents that happen out of hours.
- For all after hour exhibition openings where staff assistance is requested, this will be at an additional cost of \$60 per hour. (minimum of three hours)
- Alcohol may be served at exhibition openings according to the 2011 Exemptions from the Liquor Act outlining Complimentary Supply of Liquor by a Business. (Copy of this leaflet available upon request). See booking conditions for more information.

GALLERY HIRE INFORMATION

- Lighting in the Main Gallery is not directional but can be dimmed, therefore no lighting adjustment is possible.
- Before booking, it is recommended hirer's discuss their hanging requirements with staff. Please notify staff how many hanging wires, hooks and plinths you require when making a booking.
- Any hirers requiring the use of the large ladder will need to present their 'working with heights' ticket to staff.
- A current copy of your Public Liability Insurance is required before exhibition installation. (for exemption, please see Public Liability Insurance Information) 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 VAC installation technician to assist.

EXHIBITION SALES

Artist Managed Sales

Artists hiring the galleries may choose to manage their own sales. Artists who manage their own sales are responsible for coordinating all aspects of the sale, including all post purchase arrangements. We request that no artworks remain at the VAC for collection after the de-installation date of your exhibition. Artists can leave contact information at the exhibition for potential buyers and are not required to sit in the exhibition.

VAC Managed Sales

Artwork sales can be handled by Vancouver Arts Centre at a commission rate of 35% (including GST) Artists requesting VAC managed sales, will be given the following documents which must be completed and returned to arts@albany.wa.gov.au before exhibition opening.

- Creditor Application Form (to be registered with the City's Accounts)
- Statement by Supplier Form (if you do not have an ABN)

Artists must provide the VAC with a list of works identifying the final Artwork Sale Price. This final sale price is inclusive of all GST payable and commission fee. the Artwork Sale Price can be calculated as follows:

(Artist price (the price artist receives in hand for sale) + 25% commission) + 10%GST = Artwork Sale Price

For example: if the artist would like to receive \$100 for a painting then the Artwork Sale Price would be:

$$\$100(\text{artist price}) + \$25 (25\% \text{ commission}) = \$125 + \$12.50 (10\% \text{ GST}) = \$137.50 (\text{Artwork sale price})$$

An easy way to calculate the Artwork Sale Price is to multiply the Artist Price by a factor of 1.375 e.g. $\$100 \times 1.375 = \137.50

The Vancouver Arts Centre will notify Artists of any Artwork Sales. The Artist will then be required to submit an invoice for the total Artist Price of the Artworks sold.

Packaging and freight is available at the Artwork Purchaser's cost. A standard \$60 administration charge will be implemented by the VAC to cover packaging and preparation. Staff will obtain a quote for freight to a potential purchaser at the time of sale if necessary.

BOOKING CONDITIONS

RATES

All not for profit arts and cultural organisations, community organisations and sole traders and partnerships operating in the creative and cultural industries are eligible for the Community Rate. All other types of bookings will be charged at commercial rates.

BOOKINGS

Bookings are subject to availability and on request. Please ensure you have checked availability prior to submitting a booking request. A staff member will be in touch to check details and confirm your booking with you. Bookings are confirmed once 50% deposit or full payment has been paid.

A Room Evaluation Form must be completed by Hirers for VAC statistical purposes at the conclusion of the room hire and is to be returned to the VAC administration office in person or via email to arts@albany.wa.gov.au. Hirers who regularly fail to vacate their room by the end of their allocated timeslot, or may cause undue inconvenience to other users may be refused applications to hire in future.

PREFERENTIAL BOOKINGS

Preference will be given to bookings that can demonstrate that they meet the Vancouver Arts Centre Programming Objectives. All other bookings will be considered and accommodated subject to availability.

GALLERY BOOKINGS

- All new Gallery Hirers must complete a short Gallery Induction prior to installation.
- Gallery Hirers must use low tack artwork labels, numbers or provide an accompanying list of works. If required, please contact Vancouver Arts Centre staff for assistance.
- Blu tack must not be used on gallery walls. Magic tape (Scotch tape) or appropriate low tack painters tape must be used.
- All wires must be returned untangled to the Vancouver Arts Centre staff.
- 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 installation, it must be repaired. Hirer's unable to repair or clean the gallery appropriately will be invoiced for any additional repair, painting or cleaning costs.
- All Gallery Hirers must complete an Exhibition Evaluation Form and return it to arts@albany.wa.gov.au four (4) weeks post event.

BOOKINGS FOR PERFORMANCES

Bookings to present performances that require a significant level of technical audio/visual expertise are likely to require additional technical services and equipment. A full outline of technical specs must be provided at the time of initial enquiry. Appropriate fees will need to be discussed and negotiated with Vancouver Arts Centre staff prior to making a booking.

RECURRENT BOOKINGS

The Vancouver Arts centre offers a discounted rate to people or groups who wish to make 12 or more bookings in a year. Please see the Annual Room Hire Application for more information.

PUBLIC LIABILITY INSURANCE

Where your activity is advertised, open to the general public and / or you will be receiving money (including donations for entry), public liability insurance is required. Hirers will need to submit a copy of their public liability certificate of insurance to Vancouver Arts Centre staff.

Where you will be hiring a room for personal arts activity, public liability is not required and can be covered by the City of Albany's Occasional Hirers Insurance, provided the activity is low risk, not advertised and not available for the public to attend. Examples include band rehearsal and collaborative artwork creation.

For more information regarding our Public Liability Requirements, please refer to the Public Liability Information document.

BUMP-IN/OUT

It is the hirer's responsibility to set up and pack down within the allocated timeslot.

EVENTS OUTSIDE NORMAL BUSINESS HOURS

Any Hirers that require access to the venue outside of normal business hours (for bump in/bump out purposes or for the presentation of public or private events/functions) will need to speak to staff to arrange access and may need to pay for appropriate staffing to be present for the duration of the event, at the rates specified in the above schedule.

A building induction must be completed with a member of staff during normal business hours before hiring any room outside of normal booking hours.

Any hirer who requires a key and building alarming / disarming device, will become responsible for the key and building security (if out of hours). Any given keys and building security devices lost will incur a fee and will be billed to the Hirer responsible.

SECURITY

For all public events involving the sale of alcohol, a security guard may be required to be in attendance. This can be arranged separately and the rates in the above schedule will apply.

Note; exhibition openings where alcohol is offered as ancillary to the event and is restricted to a maximum of 2 drinks per attendee, a security guard is not required.

SERVICE OF ALCOHOL

In order to comply with regulations and remain exempt from the requirement to obtain a liquor licence, hirers must observe the conditions listed in the 2011 Liquor Exemption leaflet and the following:

- Alcohol must be supplied as complimentary and of no charge,
- Servers must have current Responsible Service Alcohol certificate,
- Alcohol must be served by hirer 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. The Centre can provide signage upon request.

EQUIPMENT

Hire of the Room only includes use of the permanent equipment located in the room. The Hirer is responsible to set up and pack away any equipment located in the room. 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.

It is the responsibility of the Hirer to request additional items such as an urn, trestle tables, chairs and other such items when lodging their booking application.

Equipment is available at the Vancouver Arts Centre and is subject to availability. To view our equipment list and request equipment hire, please refer to the VAC Equipment Information which is available on request and talk to VAC staff.

CLEANING

All hirers are required to:

- Remove all items such as hirer's equipment, refuse and any other personal belongings from the room following the conclusion of hire.
- Ensure all chairs, tables modular walls, hanging systems and any other equipment belonging to the venue are returned to the designated storage areas and stored correctly.
- Sweep the floor, wipe down any tables, chairs and equipment used with disinfectant spray and ensure the room is returned to its original state.
- Ensure the kitchen and lounge area are left tidy.

In the event that the room is left in an unsatisfactory condition and additional cleaning services are required, additional staff will be engaged to clean with expenses billed back to the hirer responsible at the rates in the above schedule.

CANCELLATIONS

Cancellations must be made no later than 48 hours prior to the room hire booking. Please contact staff directly to discuss. Room Hire deposits are non-refundable.

FEES & CHARGES

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.

Hirers are required to pay a minimum of a 50% deposit to confirm their booking and the remainder once the booking has been completed at the administration office, unless otherwise advised.

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.

IN-KIND SUPPORT

Up to 50% discount is available to arts and cultural organisations, independent artists, collectives and creative producers. Refer to the In-Kind Application for further details.

PARTNERSHIP REQUESTS

The Vancouver Arts Centre team are able to consider proposals at any time to partner with independent artists, producers and organisations to support the development of new work, projects or events for presentation through the Vancouver Arts Centre; where it is strategic to do so, is in line with overall programming objectives and where we have capacity to support.

Proposals are considered on a case by case basis.

GENERAL

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 application form) must carry out any directions issued by VAC management and staff.

In the event of an emergency, the Hirer is to assist the VAC staff in evacuating those associated with this booking out of the arts centre as directed.

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

Large groups or school bookings are required to nominate a person to report to the VAC administration office upon arrival and provide participation numbers upon entry.

COVID-19 CONDITIONS OF HIRE

- Hirers must read the VAC's COVID19 Safety Plan and comply with all conditions.
- Hirers must complete a Safety induction prior to the commencement of their hire and must be present at all times during the period of hire.
- Rooms and activities must be set up in a way that 1.5m distance between attendees can be observed.
- Hirers and attendees must observe room capacity limits within the centre 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. Hirers must sign the cleaning log located in the large meeting room.
- All attendees are required to maintain good hygiene practices whilst at the centre. Hand sanitiser and disinfectant spray are located in each room for use by hirers.
- Shared kitchen facilities can be used for making tea and coffee only. Hirers and attendees may self-cater their activity but must follow good hygiene practices
- Hirers must ensure that the State Government requirements around Mandatory Contact Registration are complied with. All attendees must register their attendance either using the SafeWA app or the hard copy registers provided at the facility entrances.

VANCOUVER ARTS CENTRE GALLERY HIRE APPLICATION 2022/2023

APPLICANT DETAILS

Organisation Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

EXHIBITION DETAILS

Exhibition Title: _____

Name of Artists involved in Exhibition: _____

Exhibition Dates (dates open to public): _____

Bump in date: _____ Bump out date: _____

After hours access required: No Yes,
If yes, please specify Date/Time you are available to complete a building induction: _____

Opening Event: No Yes, If yes, please specify Date/Time: _____

Artwork sales: Sales managed by Artist Sales managed by VAC Artwork not for sale

HIRE DETAILS

Please tick all galleries requested for hire:

Main Gallery Front Gallery Small Gallery Verandah Gallery

Other (please specify): _____

SERVICES & EQUIPMENT

Please tick all additional services or equipment you require:

Install Technician Plinths (please specify amount): _____

Bar Staff/Ushers/Event support Hanging wires (please specify amount): _____

AV equipment
(please see Equipment Hire information for list of available equipment) Other (please specify): _____

AV technician

DECLARATION

I the applicant, declare the above information is correct in all respects, at the time of lodgement of this application. I agree to the terms of reference outlined in the Vancouver Arts Centre Gallery/room Hire Information document.

Applicant Name: _____

Signature: _____ Date: _____

Please send this completed cover sheet together with a copy of your public liability insurance to arts@albany.wa.gov.au
If you do not receive an email confirmation within five working please contact the Arts & Culture team on 6820 3740.

VANCOUVER ARTS CENTRE OCCASIONAL ROOM HIRE APPLICATION 2022/2023

APPLICANT DETAILS

Organisation Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

EVENT DETAILS

Event Title/Details: _____

Date/s & Time of hire: _____

Number of expected attendees: _____ Public Liability Insurance: No Yes, (If yes, please attach to application)

After hours access required: No Yes,

If yes, please specify Date/Time you are available to complete a building induction: _____

HIRE DETAILS

Please tick all rooms requested for hire:

Large Meeting Room Verandah Gallery Room Small Meeting Room (Courtyard Room)

Other (please specify): _____

SERVICES & EQUIPMENT

Please tick all additional services or equipment you require:

AV equipment
(please see Equipment Hire information for list of available equipment)

AV technician

Bar Staff/Ushers/Event support

Tables (please specify amount): _____

Chairs (please specify amount): _____

Other (please specify): _____

DECLARATION

I the applicant, declare the above information is correct in all respects, at the time of lodgement of this application. I agree to the terms of reference outlined in the Vancouver Arts Centre Gallery/room Hire Information document.

Applicant Name: _____

Signature: _____ Date: _____

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