

## Hire information, bookings and conditions – 2023



The SBAC's Hall, previously the Woodbury Boston School Hall, has recently been partly renovated. It offers a floor surface of 12.5m x 9.9m and a wall exhibition length of 56m for hire. The floor surface is on ground level and consists of varnished particle board panels.

This Venue can be hired for exhibitions, lectures, workshops, meetings, and events, with a focus on arts. The hall cannot be hired for indoor sports and dance activities.

The Centre has a coffee shop (coffee and cake) which is normally open during holidays and when a certain number of visitors are expected.

### 1) General

#### a) Hiring opening hours

The Venue hiring opening hours are Tuesday to Sunday from 9.00 am to 5.00 pm.

If you require the use of the venue outside of these days/hours, or evening opening, please discuss your needs with us when making your booking. Please note Hirers will be responsible for security of the building when the Centre is not staffed and accountable for any incidents that happen. All after hour exhibition openings where staff assistance is requested will be at an additional cost.

#### b) Accessibility

A gravel parking is available near the main entrance, north side of the Venue. A parking space for the disabled is available close to the main entrance door with wheelchair access to the Venue.

Loading and unloading is done through the main entrance door.

One unisex bathroom with toilet and sink is available. This bathroom is also accessible to people with a disability.

No dogs are allowed on the property.



### c) Hiring fees and charges (GST Inclusive)

	Standard prices
Half day	\$50
Day	\$70 first day (\$50 the week days thereafter)
Week-end*	\$160 (\$50 the week days thereafter)
Week*	\$220

\*The members of the CREW Art Inc. association receive a discount. Check out the advantages of becoming a member of this association

Bond	\$500
Key bond	\$100

#### Service fees

Help for installation	\$55/h (min 2 hours)
Duty manager after hours	\$50/h (min 2 hours)
Catering/drinks	\$50/h (min 2 hours)
Cleaning	\$60/h
Installation check	free

### d) Catering / drinks

A catering service is available for hire (light food, coffee and cake as well as drinks). Alcohol may be served at exhibition openings. Please discuss your needs with us when making your booking.

### e) 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 a 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 the bar. We can provide signage upon request

Our certified staff can assist with responsible service of alcohol.

### f) Equipment

Part of the lighting in the Venue is directional but cannot be dimmed. The number of spotlights can be increased or reduced. These spotlights can only be moved and/or changed by us.

12 panels 1.8 x 1.8 m in size, for hanging, are mobile and can be placed anywhere in the Venue. All wires and hangers must be returned untangled to us. Before booking, it is recommended to discuss your requirement with us.



The Venue Hirers must use low tack artwork labels, numbers or provide an accompanying list of works. Blue tack must not be used on hall walls and panels. Magic tape (Scotch tape) or appropriate low tack painters' tape must be used. If required, please contact us for assistance.

Hire of the Venue only includes the 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.

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.

It is the responsibility of the Hirer to request additional items such as trestle tables, chairs and other such items when lodging their booking application. View our equipment list and request equipment hire.

## **g) Insurances**

It is your responsibility to cover any damage or theft of your artworks and all your valuables.

## **h) Cleaning**

The Venue must be left completely clear and empty of all hanging equipment after bumping out. Walls and panels must be cleaned and any marks completely removed. If damage to paintwork is incurred through installation, it must be repaired. Hirers unable to repair or clean the gallery appropriately will be invoiced for any additional repair, painting or cleaning costs.

### All Hirers are required to:

- Remove all items such as Hirer's equipment, refuse and any other personal belongings from the Venue following the conclusion of the 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. Cleaning of the bathroom, sweeping of floor, cleaning toilets and basin. Cleaning products and tools are available from the centre.
- In the event that the Venue 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. All attendees are required to maintain good hygiene practices whilst at the centre. Hand sanitiser and disinfectant spray are available for use by Hirers.

## **3) Booking conditions**

### **a) Bump-in/out**

It is the Hirer's responsibility to set up and pack down within the hired period.

### **b) 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 us 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.

Any Hirer who requires an entrance key 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.

### **c) Cancellations**

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

### **d) Fees & charges**

Hirers are required to pay, within 7 days of booking, a non-refundable 50% of the standard price as deposit to confirm their booking. The remainder, including the bond, has to be paid before the start of the hiring period, unless otherwise advised.

Any costs incurred during the period of the booking, as well as costs/claims after this period, will be invoiced and have to be paid strictly within 7 days. The bond will be refunded into your nominated bank account after settlement of any outstanding claims.

Any requests for fee waivers, refunds and disputed accounts must be made in writing prior to payment of the account and are only issued in extenuating circumstances after approval by SBAC.

### **e) Partnership requests**

We welcome 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 SBAC; where it is strategic to do so, is in line with overall programming objectives and where we have the capacity to support.

Proposals are considered on a case-by-case basis.

### **f) General**

The SBAC's staff shall be allowed entrance at any time. The Hirer (person signing the application form) must carry out any directions issued by our staff.

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

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

At the end of the booking period, the Hirer must fill in a short exhibition evaluation survey and return it to SBAC.

SBAC reserves the right to change these terms and conditions at any time without prior notice



### HIRE APPLICATION 2023

#### APPLICANT DETAILS

Organisation Name:	Contact Person:
Address:	
Phone:	Email:

#### HIRE CATEGORY

half day and full day base

Event dates and time (from/to):	Number of expected attendees:
After-hours access required: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date/Time for induction (for after hours):

Weekend and Weekly base

Hiring dates (from/to):	Number of expected exhibitors:
Exhibition details (if applicable)	
Exhibition Title:	Exhibition Dates (dates open to public):
Bump in date:	Bump out date:
After-hours access required: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date/Time for induction (for after hours):
Opening Event: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date/Time:

#### REQUIRED SERVICES & EQUIPMENT

<input type="checkbox"/> Help for installation	<input type="checkbox"/> Chairs: quantity
<input type="checkbox"/> Bar staff	<input type="checkbox"/> Trestle tables: quantity
<input type="checkbox"/> Catering	<input type="checkbox"/> Hanging wires: quantity
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Pedestal: quantity
<input type="checkbox"/> Other	

#### 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 Shelley Beach Arts Centre - [Hire information, bookings and conditions 2023](#) - document.

Applicant Name:.....

Signature: ..... Date:.....

Please send this completed form to [info@shelleybeacharts.au](mailto:info@shelleybeacharts.au), thanks.