

TERMS AND CONDITIONS FOR THE HIREAGE OF THE GALLERIES



October 2014

CHARGES

All rates include GST and power.

Time to install and de-install must be included in the booking period.

	Front Gallery	Back Gallery
First week	\$150.00	\$50.00
Subsequent weeks	\$125.00	\$40.00
Daily	\$30.00	\$10.00
Minimum charge	\$40.00	\$20.00

HOURS

The Arts Centre is open the following hours.

Monday to Friday 10:00am to 4:00pm

Saturday 10:00am to 1:00pm

If the hirer wishes to open the exhibition to the public on the afternoons of the weekend the hirer will need to sit it themselves or arrange for a volunteer. If a volunteer is provided to manage the exhibition, this does not imply that the Arts Centre will take responsibility for misinformation or processing errors on the part of this volunteer or Left Bank Art Supplies. The Trust recommends that, if the artist is not in attendance, they provide information and/or training for the volunteers and the Left Bank Art Supplies staff.

BOOKINGS AND ENQUIRIES

Enquiries and bookings may be made by contacting Lidy Schouw on bookings@whanganuiarts.com or by phone on 027 2151 404 or 06 348 4020.

- A 20% deposit and completed contract must be returned to 457 Kaikokopu Rd, RD 1, Wanganui 4571 to secure the booking. If these are not received after four weeks, the booking will be cancelled.
- All single day bookings must be paid up front.
- Payment can be made by cheque made payable to "Wanganui Community Arts Council Trust" or internet banking to account 38-9005-0873071-00. The balance is payable on invoice at the time of the exhibition.
- Any payment made within less than four weeks of the hire period will be non-refundable.

CANCELLATIONS

You must provide a minimum of four weeks notice if you are cancelling your exhibition otherwise your deposit will be forfeited.

WE PROVIDE

- An exhibition space that is clean and ready to use.
- Plinths and exhibition furniture.
- A hanging system for 2-D works. This is kept on the rail in the store room.
- A safe ladder and trolley.
- Security system.
- Tools, drop cloths, filler and paint for repairs to walls and plinths.
- Wine glasses, if required, for your opening. All broken glasses to be replaced at a cost of \$4 each.
- Kitchen facilities.
- Access to EFTPOS/credit card facilities through Left Bank Art Supplies. Please be aware that we will deduct 2.5% to cover the bank charges from these transactions.
- A volunteer to show you where everything is if this is your first exhibition.
- Keys to the exhibition space and the kitchen so you can come and go as you please.
- You are welcome to leave all your packaging in the storeroom for the duration of your exhibition.
- Promotion of your exhibition on our Facebook page.

WE NEED YOU TO

- Be aware that there are many people and groups that use the Arts Centre and do not wish to have their activities disrupted.
- Set up your own exhibition and provide your own labels.
- Arrange the promotion of your exhibition. A list of contacts is available.
- Provide your own insurance for your work and belongings while they are in the Arts Centre as the Whanganui Community Arts Centre Trust takes no responsibility for any damage or theft of personal belongings or art works while on the premises.
- Take away all your rubbish and clean up after your opening function so we are not invaded by the local ants.
- Leave the walls of the gallery in the condition that you found them. We have provided all that you need for this purpose.
- Let us know if any bulbs need replacing or anything wasn't working properly.
- Provide a list of any EFTPOS transactions so we can cross reference with our records and make a payment to you. We will also need your bank account details.

DO NOT

- Hang anything from the lighting track. Use the metal pipes that cross above the lighting track.
- Cut the nylon tapes of the picture hanging system.
- Drag the plinths across the floor. We've provided a trolley to keep our floor and your back in good condition.
- Paint anything in the gallery unless you use a drop cloth.

AGREEMENT FOR HIRE OF THE ARTS CENTRE GALLERY

Name of the person/ organisation hiring the gallery

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Address.....

Phone..... Mobile.....

Email.....

Facilities Required Front Gallery Back Gallery

Setting up date

Taking down date

Function/ opening/ closing time and date

EFTPOS needed at the function Yes No

Any special conditions relating to this agreement or volunteer support needed

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I have read all the terms and conditions relating to the hire and use of the Art Centre galleries and agree to abide by them all.

Signed (Hirer)..... Date.....

The Arts Centre Trust undertakes to meet its responsibilities as outlined in the Terms and Conditions and to any special conditions as outlined above.

Signed for the Arts Centre Trust..... Date.....