Agreement for Hire of Gallery Space for Exhibitions

Name of Hirer _____ **Organisation** _____

Area Required: Gallery Room / Theatre Room / St Lazarus Kitchen / Foyer

Exhibition / Event: _____ **Date**: _____

OPENING EVENT DATE: _____ **Catering** ☐ **Kitchen** ☐ **Alcohol** ☐
To secure your opening date – this must be provided when booking of your event takes place

Contact Person: _____

Phone: _____ **Mobile**: _____ **Email**: _____

Address: _____

There are two options for Gallery Hire (RCAC is the Raglan Community Arts Council):

1. Monthly Wall Hire - charges for an Exhibition are as follows:

An artist will have one wall at cost of:

RCAC member $60 per wall per month plus 25% commission or 2 walls @ $120
Non–RCAC member $70 per wall per month plus 25% commission or 2 walls @ $140

Additional T&C

- Artists optional to staff the gallery otherwise gallery is open during weekdays Monday to Friday 10am – 2pm and at other events organised by RCAC eg Raglan Creative Market, Fortnightly movies
- Artists to take full responsibility for their own work
- All sales processed via RCAC accounting system with full rental costs to be paid at the beginning of the exhibition
- All art is to be wall art only
- Promotion assistance for each exhibition is available **with PR material supplied via digital format and supplied posters.** RCAC marketing channels are via: monthly Whats On newsletter (printed/E news), OSAC members, FB, OSAC website, key accommodation providers. Poster delivery key business areas zone 1 & zone 2. PR material to be supplied 3 weeks or sooner before start of exhibition date

2. Full Gallery Hire - charges for an Exhibition are as follows:

	Pre-exhibition	**Each week:** (Friday midday to next Friday midday week or part week)	
Booking Fee	$30	0	Non-refundable booking fee paid at the time gallery booked for exhibition
Gallery Hire	$0	$80	Week includes set up and pack down time, with the Gallery space being cleared, clean and available for set up of the next exhibition. There is no discount for periods of less than one week.
Commission	$0	$0 to $190	25% of retail sales price (incl. GST) for all artworks; 10% on secondary exhibition merchandise (eg: cards, books, posters, coasters). Total commission is capped at $190 per week
Total cost	**$30 one off**	**$80 to $270 per week**	

Use of the Gallery space for an exhibition is by application to and negotiation with RCAC. RCAC reserves the right to decide who shall exhibit in the Gallery Space at The Old School Arts Centre, and may require a written proposal and references.

ON LICENSE/SELLING OF ALCOHOL

Pursuant to the Sale and Supply of Alcohol Act 2012 (the Act) The Raglan Community Arts Council is authorised to sell and supply alcohol on the premises:
Thursday to Friday 3.30pm – 10.30pm & Saturday to Sunday 3pm to 10.30pm

During on license operating hours there are two options for sale of alcohol as below:

Option 1

- You as the event organiser can supply RCAC with donated beer/wine and we can then serve this on a complimentary basis. It is covered by our license provided a duty manager is present
- Food also to be supplied

Option 2

- All sales of alcohol to be purchased from the OSAC bar supplies
- For additional complimentary serving of alcohol to your guests (this may apply if you had a sponsor providing some of your alcohol for the opening of your exhibition) it can be managed within our on-license by a recorded bar tab (e.g. 2 bottles on tab provided by foyer café at $30 each and hiree pays RCAC $60). After the tab is finished, your guests would need to purchase their own beverages.
- Food also to be supplied

Outside the license hours i.e. before 3pm alcohol can be provided on the following conditions:

- We advise our local police that alcohol will be provided complimentary – single serves/tasters
- Food will also be supplied
- No alcohol to be sold during this time under any circumstances
- No charge for entry and no koha/donation bowls or baskets to be located anywhere
- Arts sales from exhibitions only can take place.

VIDEO/PROJECTION/SOUND EQUIPMENT:

- The video projection equipment is available at an additional $25 per use for Artist talks. Should you require the projection equipment for a continuing visual arts display you must apply to the office for a costing that will be calculated on an hourly use.
- There is also a PA sound system available for hire.
- This equipment is available for hire at the Old School Arts Centre, and is in addition to the room rental charges. You must have an approved IT or sound technician for this option or fee is an additional $100 for OSAC IT Technician to be booked incl. gst

Please select your chosen options for Gallery Hire:

☐	1- 4 week wall hire	RCAC member	x1 wall	$60
☐	1-4 week wall hire	RCAC member	x2 wall	$120
☐	1-4 week wall hire	Non RCAC member	x1 wall	$70
☐	1-4 week wall hire	Non RCAC member	x2 wall	$140
☐	Full Gallery Hire	one week or two weeks		
☐	Opening night alcohol license requirement **Circle:** Option 1 **OR** Option 2 **OR** Outside license hours			
☐	Video Projection equipment			$25
☐	Sound equipment PA			$25
☐	IT support required for Video/Projection/Sound Equipment:			$100
☐	Cleaning			$100

Welcome to our lovely old building. We hope you enjoy your time here. Please help us to take care of this valuable community resource. Terms and Conditions of Hire:

- The hirer agrees to act in the best interests of the Raglan Community Arts Council and the Old School Arts Centre and any other users at all times during the period of the hire.
- A non-refundable initial payment of $30.00 is required immediately upon booking.
- The balance is due one week prior to the event and/or upon date of key collection
- A bond of up to $100 may be required. This will be refunded in full unless damage occurs or additional cleaning is required.
- In the event that the centre supervisor deems that damage has occurred the bond will be forfeited and any additional repair costs charged to the hirer.

* The venue is to be left ready for use, which includes vacuuming, mopping where necessary, wiping clean all surfaces used, cleaning the toilets and bathroom facilities, removing all garbage and recycling both inside and out. You may nominate to have the venue cleaned for you at an additional charge of $100 incl. GST. NB: If you have chosen the self-clean option and it is deemed by the centre supervisor that the venue needs further cleaning following your event, you hereby undertake to pay the fee or have it deducted from your commission.
* The kitchen facilities in the Foyer are available for self-catering use. The hirer is responsible for the supply of all catering requirements and the removal of all foodstuffs and catering equipment after the function. This includes ensuring there are no food scraps left in the building, the refrigerator is left clean and all dishes should be washed and put away.

- If you are using the venue over several days, you may apply to the Raglan Community Arts Council to store any materials you require. The storage of materials must be approved in advance.
- The Raglan Old School Arts Centre will retain on hold all unclaimed/unidentified money for 90 days; thereafter any unclaimed/unidentified money will be banked as a donation to the Raglan Old School Arts Centre.
- Callout fee of $50.00 payable if the Arts Council is called out for open windows, lights left on, or inappropriate alarm callout.

The Raglan Community Arts Council, who operate the Old School Arts Centre, Stewart St, Raglan, take all care with hirers/exhibitors property, however they are in no way responsible for it. Your equipment/artworks are not covered by insurance for loss or damage while they are in the building. We provide a monitored security system in the Gallery room, but we strongly recommend that you insure any property or equipment with your own insurance company or broker.

Payment options:

- Direct credit to Kiwibank: 38 9018 0232468 00 (please include your name, reference or invoice no.)
- Cash or Eftpos payable at the Old School Arts Centre during opening hours 10am – 2pm weekdays or by cheque to the 'Old School Arts Centre'

Deposit Received: $_____on_____ Final Payment Due: $_____

Signature: _____ Date: _____**

*** In signing this document, the hirer has agreed to the requirements set out in the Conditions of Use Agreement*