Application Form for Hire of the Matthew Flinders Gallery

Instructions Please return this form to accounts@bribieartscentre.com.au to confirm your booking. An invoice will be issued at this time and your booking will not be confirmed until a 25% deposit has been received again the invoice raised. Please read and agree to ALL the Terms and Conditions of the hire. All prices are inclusive of GST.

Exhibition Details **Name of Exhibition OR WTG**		**Opening Function Date/Time**	
Proposed Date of Exhibition		**Exh Set-up & End Date**	
Account Details for Sales	**BSB:** **ACC:**	**ABN NUMBER**	

Hire Rates	**Duration 1 Day/Night Hire**	**Duration 1 Week Hire**	**No of Weeks**	**Additional Days**	**No. of days**
TIER 1 A 28% commission on sales is payable on all sales (closed Monday)	$242	$528		$88/Day	
***TIER 2** 12.5% commission on total sales at end of exhibition based on daily stock sheets * *Hirer is responsible for ALL aspects of running the exhibition. Refer to Hire Categories for full details.	1 Day/Night Hire $484	1 Week Hire/$1056		Additional Days $165/Day	
TIER 3 Working Together Groups (WTG)	$220	$418		$71/Day	
TOTAL OF HIRE	**$**				
DEPOSIT PAYABLE 25%	**$**		**BALANCE OWNING $**		
Do you require art work labels (payable on set-up) Yes/ NO	**How Many Labels?**		***labels price 50c each $**		
Name & Email of Person to be invoiced for this Booking:	**NAME**		**EMAIL**		

Please tick this box that you understand the Hire Tier Options above ☐

Please tick this box that you have read and agree to our Terms and Conditions of hire document ☐

Name of person Submitting form

Date

Signature

Name

Signature of the Person Submitting this Form

Name of the Person Submitting this Form (print)

OFFICE USE ONLY

Deposit paid

Invoice raised and emailed

Thank you for booking your Event with us!

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HIRE OPTIONS DETAILED

TIER 1 A 28% commission on sales is payable on all sales

***TIER 2** $1056 pw with 12.5% commission on total sales at end of exhibition based on daily stock sheets .For 2020 the 2nd tier hire should state that the hirer is responsible for all aspects of running the exhibition – ie promotional, desk staff, receiving and receipting of purchases, and provide daily stock sheets of sales to be invoiced at 12.5% of total sales

TIER 3 A 28% commission on sales is payable on all sales

TERMS AND CONDITIONS

BOOKINGS The only accepted method of booking is by completion of the Application Form for Hire of the Matthew Flinders Gallery and payment of the 25% deposit will confirm the booking. The deposit is not refundable if the booking is cancelled. The final amount is payable **14 days** prior to the exhibition opening. All sales attract a 28% commission, apart from *Tier 2. Payment for sales will be made at the end of each month

CANCELLATION OR DATE CHANGES As our Gallery attracts many exhibitors any change of date can only be accepted by written request, and if other dates are available. The Bribie Island Community Arts Society Inc. (BICAS) reserves the right to cancel or change bookings in certain circumstances. The hirer agrees to accept cancellation or change of dates and be held to have consented to such cancellations or changes and to have no claim at law or in equity for loss or damage consequence thereof.

FACILITIES The Gallery is open from 10 am to 4pm Tuesday to Sunday (closed Monday). Special arrangements can be made for opening outside these times but there may be a charge incurred. The Gallery is covered by an electronic security system. The dimensions of the Gallery:

o Floor space is 16-metres x 19-metres *o* Roof slopes from 7-metres to 3.5-metres with ceiling beams 3.1-metres

o External main door is 2.3-metres x 1.66-metres *o* Eight movable walls 1.4-metres X 380 X 2.18-metre

o Hanging space for paintings is approximately 70-metres running space

A day is factored into your hiring agreement for you to set-up your exhibition. We have available a group that are willing to set-up exhibitions, if for some reason the exhibitor cannot do it themselves, for a fee of $500 payable to BICAS. There are a number of plinths, black and white in various sizes that can be used. Tables and chairs are available. Ladders are available from the Gallery store. **Lighting is to be adjusted by the BICAS electrician**, it will be necessary to make an appointment, please advise if you need this service. If you need the use of the Microphone this can also be provided. There is an area available for demonstrations adjacent to the Gallery. We would encourage you to take up this area, as it would be of interest to visitors

ALL SALES Must go through the front desk and are subject to the commission payable to BICAS. The Piano is not to be moved without consultation with BICAS Management, because of its weight and size, and insurance liabilities

CATERING The Centre has facilities available for opening functions – Please enquire with our Venue Manager.

OPENING FUNCTION (if applicable) Liquor cannot be sold on the premises; without a Liquor License, Liquor may be served during the opening function. Ensure that the carpet and floor areas in the Gallery are left clean with no spillage marks or stains from your function. Please ensure that the toilets are clean and left in a tidy condition. Please empty all rubbish into the wheelie bins provided

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CLEANING AND BREAKAGES Failure to carry out the above requirements satisfactorily or if additional cleaning is required, costs may be incurred by the hirer. Please report all breakages or damage immediately or as soon as possible to the Arts Centre

CLOSING TIME Closing time for exhibition openings that are conducted after hours is strictly 9.00 pm. The conveners are required to stay until the conclusion to ensure that all responsibilities of the hire conditions are completed and that the Arts Centre is secured

LOCK UP PROCEDURE If there is a need to be at the Centre early or later for functions, arrangements can be made at the time of booking

INSURANCE, PUBLIC LIABILITY AND INDEMNITY The hirer is responsible for any damage caused to the Arts Centre and Matthew Flinders Gallery, its furnishing or equipment. Insurance of exhibits is the responsibility of the hirer/artist. The hirer will indemnify the Community Arts Centre and the Bribie Island Community Arts Society Inc. (BICAS. The hirer shall complete the indemnity agreement to ensure indemnity against any loss, damage or injury to any person or property arising out of the use of this facility

DAMAGE TO OR LOSS OF PROPERTY The Moreton Bay Regional Council, Bribie Island Community Arts Society Inc. (BICAS) will not be held responsible in any way for damage to or loss of any property whatsoever placed in the Arts Centre by the hirer, nor for any loss occasioned by the hirer through accident or failure of electricity or any other unavoidable cause

TEMPORARY FIXTURES The floors, walls or any other parts of the Community Arts Centre and the Matthew Flinders Gallery must not be broken or pierced by nail, screw or other contrivances, nor by wiring, printing, painting or other decorations made on the walls

DISPUTE In the event of any dispute arising as to the interpretation of the Application Form for Hire, Conditions of Hire, Indemnity Agreement and Procedure for Hire or as to any matter or thing contained therein or as to the meaning of any terms and conditions; the decision of the Bribie Island Community Arts Society Inc. shall be final and conclusive. Please read BICAS Policies & Procedures on our website. Any engagements of any kind shall be subject to the terms and conditions herein, of which it will be taken the hirer is aware.

PUBLICITY AND PROMOTIONS – promotion and marketing/advertising material to be emailed to the Venue Manager 10 weeks before the event. Please send material to: venuemanager@bribieartscentre.com.au

For further enquiries, contact the **Gallery Bookings Coordinator - phone (07) 3408 9288**