

# VANCOUVER ARTS CENTRE GALLERY HIRE INFORMATION 2024/2025

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 it's 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 arts-based hirers and bookings that complement the Vancouver Arts Centre programming objectives.

### Main Gallery

Dimensions: 7.9m x 11.6m Capacity: 80 people

### Front Gallery

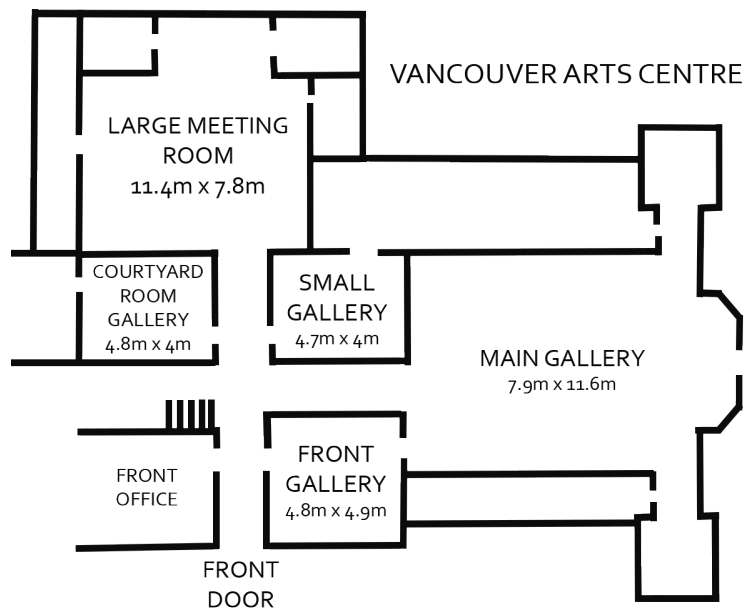
Dimensions: 4.8m x 4.9m Capacity: 20 people

### Small Gallery

Dimensions: 4.7m x 4m Capacity: 18 people

### Courtyard Room Gallery

Dimensions: 4.8m x 4m Capacity: 18 people



## HOW TO BOOK

1. Contact the Vancouver Arts Centre staff on 6820 3740 to discuss your requirements and check availability.
2. Complete the Gallery 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)

GALLERIES		
Main Gallery	\$50 per day	\$220 per week
Front Gallery	\$20 per day	\$75 per week
Small Gallery	\$20 per day	\$75 per week
Courtyard Room Gallery	\$20 per day	\$75 per week
ADDITIONAL SERVICES - SUBJECT TO AVAILABILITY		
Exhibition Installation Technician	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour (min 3 hours)
Professional AV Technician	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour (min 3 hours)
Installation Check	FREE	Conducted by VAC staff
Duty Manager	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour (min 3 hours)
Bar Staff/Ushers/Event support	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour (min 3 hours)
Security	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour (min 3 hours)
Cleaning	\$60 Monday - Friday \$120 Sunday + Public Holidays	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. 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 have access to a small communal kitchen (equipped with fridge, microwave, kettle, dishwasher) but the venue does not have commercial kitchen facilities. To meet safety regulations any food served at the venue must have been prepared in an approved kitchen (i.e. by an approved caterer, or hirer may purchase pre-prepared packaged food from a supermarket); self-catering (i.e. food prepared by hirers in their own non-approved domestic kitchen) is not allowed.

**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. Some bookings will require a member of staff to be on site at an additional cost of \$60 per hour between Monday - Friday and \$120 per hour Sundays and Public Holidays (Minimum of 3 hours).
- For all after hour exhibition openings where staff assistance is required, this will be at an additional cost of \$60 per hour between Monday - Friday and \$120 per hour Sundays and Public Holidays (Minimum of 3 hours). (minimum of three hours) Please check if your event will require staff.
- 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.

## 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. .

## GALLERY HIRE INFORMATION

- The permanent lighting in the Main Gallery is not directional but can be dimmed, therefore no lighting adjustment is possible. For additional lighting, please speak with VAC staff to see what is available.
- 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 (unless approved by VAC staff). Artists can leave contact information at the exhibition for potential buyers and are not required to sit in the exhibition. All VAC supported exhibition sales will be managed by VAC staff.

### VAC Managed Sales

Artwork sales can be handled by Vancouver Arts Centre at a commission rate of 25% +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 x 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

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 time slot, or may cause undue inconvenience to other users may be refused applications to hire in future.

## PREFERENTIAL BOOKINGS

Preference will be given to arts-based hirers and 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. Please get a staff member to check the gallery after you have packed up BEFORE you leave.**
- All Gallery Hirers must complete an Exhibition Evaluation Form and return it to arts@albany.wa.gov.au four (4) weeks post event.

## PUBLIC LIABILITY INSURANCE

You will be required to have public liability insurance if you are; An incorporated body, an association, or a person/organisation undertaking business or commercial activities.

To ensure you are covered, we recommend all hirers obtain public liability insurance by purchasing your own policy – the minimum cover to request is \$1 million dollars (for low risk only) depending on your activity. Please submit a copy of your 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. ALL hirers covered under the City of Albany's Public Liability Insurance policy will be liable for an excess payment of \$1000 in the event of a claim.

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 time slot.

## 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 (by anyone accessing the building after-hours) 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

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

becoming overdue and are only issued in extenuating circumstances after approval by the VAC

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. Please get a staff member to check the gallery after you have packed up BEFORE you leave.

#### **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.

## VANCOUVER ARTS CENTRE GALLERY HIRE APPLICATION 2024/2025

### 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

Public Liability Insurance:  No  Yes, (If yes, please attach to application)

### HIRE DETAILS

Please tick all galleries requested for hire:

Main Gallery  Front Gallery  Small Gallery  Courtyard Room Gallery

Other (please specify): \_\_\_\_\_

### SERVICES & EQUIPMENT

Please tick all additional services or equipment you require  
(all services and equipment are subject to availability):

Install Technician

Bar Staff/Ushers/Event support

Portable walls

Plinths (please specify amount): \_\_\_\_\_

Hanging wires (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: \_\_\_\_\_

Please send this completed cover sheet together with a copy of your public liability insurance to [arts@albany.wa.gov.au](mailto: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.