

**BLACK DIAMOND GALLERY
GALLERY BOOKING FORM**

Applicant:

Organisation:

Address:

..... Postcode:

Phone: Mob:

E-mail:

Exhibition Title:

Dates: Set-up day ___ / ___ / ___

Exhibition opens ___ / ___ / ___

Exhibition closes ___ / ___ / ___

Display Units: The gallery walls provide approximately 40 metres of hanging space which can be increased to 58 metres with the erection of three display units.

Do you want the display units for your exhibition ? Yes No (Circle choice)

Declaration: I agree on behalf of the person/applicants named above to abide by the conditions of hire of the facility as indicated in the supplied document.

Signature:

Date: ___ / ___ / ___

FEES

Gallery hire

Glass hire

Card and bond

TOTAL:

Deposit

BALANCE DUE

IMPORTANT: ALL GALLERY AND GLASS HIRE FEES MUST BE PAID SEVEN DAYS PRIOR TO THE EXHIBITION

Further enquiries: Mick Freeborn (Gallery Coordinator) – 82481978 (H) 0466942937 (Mob)

Please complete required details and return to: Port Community Arts Centre
Att: Gallery Coordinator
66 Commercial Rd
Port Adelaide SA 5015

Approved:

Port Community Arts Centre

CONDITIONS OF HIRE OF THE GALLERY

Please ensure that you are conversant with these conditions before proceeding

1. Housekeeping

- All facilities utilised, including the floor, are to be left in a clean and tidy condition and all rubbish disposed of, appropriately. If an evening function is to be held, the premises must be cleaned that night or before the opening of the gallery the next day.
- No portable cooking, refrigeration or electrical apparatus of any kind is to be brought into, or used in, or outside the building unless special permission is given.
- No beverages or food are to be consumed or served in the gallery except during official openings and special functions consented to by the Board
- Smoking is prohibited in the building and immediate surroundings at all times.

2. Insurance

- Public liability insurance for the exhibition is provided by the Port Community Arts Centre, but we advise all exhibitors to insure against loss or damage.

3. Alcohol

- As PAE Council's licence covers events in the Black Diamond Gallery there is no need to obtain a licence if alcohol is to be served at the opening of an exhibition, or event.
- No alcohol is to be sold or consumed in, or adjacent the gallery except during official openings and special functions consented to by the Board
- Wine glasses are available for hire at \$20, per daily usage, and must be washed before return.

3. The Exhibition

- No decorations, posters or any other matter (including Bluetack) may be fixed to painted surfaces in the Gallery or on the outside of the building.
- Only the hanging system is to be used - extra lights, hangers, etc, will be provided, if required.
- The Board reserves the right to remove any exhibit deemed offensive.
- The Gallery must be open and manned during the advertised times.

4. Financial Matters

- A bond of \$50 is payable on lodgement of this form. If, on an end-of-exhibition inspection, all conditions of hire have been complied with, and the security card returned, this will be returned. If damage to the facilities has occurred during an event, part, or all of the bond money may be retained and further charges levied, at cost.
- The gallery hire fee is **\$150 per week** but this may be changed by arrangement with the Board.
- Commissions: Credit Card and EFTPOS sales -- 20% , Cash or Cheque sales -- 15%
- Gallery and glass hire fees are to be paid at least seven days prior to the exhibition.
- A "Sale of Art" form, that includes a tear-off receipt, must be completed for each sale.

5. At the end of the Exhibition/Event

- All completed "Sale of Art" forms and EFTPOS slips and the receipt book, cheques and cash are to be passed on to the treasurer.
- All items of art and other items/equipment brought in by the hirer are to be removed from the gallery, before leaving.
- The air conditioners, lights and any other electrical appliances must be switched off.

6. Safety

- Immediately report any accident or incident, occurring in the gallery, to the Chairman (84493987 / 0400593987) or Secretary (82481978 / 0466942937).