

WOLLONGONGARTGALLERY

CONDITIONS OF HIRE

Requests for hire of rooms in the Gallery are to be made in writing, by post, email or fax to the Gallery and must be made by a person aged 21 years or over. The hirer must be in attendance at all times during the period of the function.

All hirers will complete and sign a Function Agreement Form thus acknowledging acceptance of hire outlined in this document. Hiring times are to include time required for setting up, dismantling, tidying up, etc. which is the responsibility of the hirer unless otherwise specified in writing by the Gallery. No bookings may be made on Good Friday, Christmas Day, Boxing Day, New Year's Eve and New Year's Day.



PAYMENT

The total fee must be paid to the Gallery no less than fourteen (14) from the date of the booking to confirm the booking.

Should the event were to continue beyond the confirmed booking time there will be additional charge for each hour, or part of.

ADDITIONAL COSTS

The hirer will be responsible for any cost that may be incurred by the gallery as a consequence of the hirer's their guests or contractors use of the rooms.

Additional costs will include but are not limited to:

- Setup and pack up (based on current salary/contract rates)
- Cleaning fees (based on current salary/contract rates)
- Unauthorized use of fire equipment (cost of repairs/replacement)
- Reset Fire panel (\$200)
- Emergency Services call out fee (\$550 as set by the Fire Brigade)
- Hire of data projector \$45
- Hire of overhead Projector \$45
- Hire of screen \$15
- Tablecloth \$15

All costs include gst

CANCELLATIONS

All cancellations must be notified in writing, by post or email to the Visitor Services Officer (kgillam@wollongong.nsw.gov.au). All cancellation will incur a minimum 25% cancellation fee based on the total function cost. Cancellations made within 14 days prior to the function date will incur a fee not less than 50% of the total function cost and any cancellation made within 7 days prior to the function date will incur a full charge of the full cost of the function.

PARQUETRY AND TIMBER FLOORS

Some of the gallery rooms are seal to allow for multi-purpose use. Use of these rooms for sports or heavy use activities e.g. tap dancing is strictly prohibited. The use of masking, electrical tape and powder or any substance to change the floor finish is strictly prohibited. Hirers are responsible for any damage to the parquetry & timber floors as results of inappropriate use. All chairs and tables brought into the Gallery by the hirer must have suitable protective stoppers on their legs to prevent damage to the floor. Extreme care must be taken with pianos and all function equipment brought into the Gallery to ensure the gallery floors are not marked and damaged in any way.

CATERING/KITCHEN

The preparation of food and beverages shall be confined to the kitchen. Grease and food scraps are not to be washed down the sink and should be wrapped and placed in the garbage bags provided by the Gallery. Caterers and others must leave the kitchen in a thoroughly clean condition.

FURNITURE SET UP BY THE HIRER

The hirer is responsible for arranging setup/pack up of the furniture as required. At the end of the hire period the hirer is to return furniture to the original position as it was found.

CLEANING

Cleaning equipment is provided to all hirers and prior to leaving, any spillages of food, liquid or any other material is to be removed by the hirer from all surfaces. The floors are to be left clean. Fridges must be empty and clean. All cleaning materials are to be left clean and ready for use by others

RUBBISH REMOVAL

The hirer is responsible for removing food & garbage from the gallery at the end of the hire period.

BUILDING DECORATIONS AND EQUIPMENT

No changes are made to any area without the approval of the Gallery. No decorations or items can be hung from any area of at the ceiling or walls with prior approval from the gallery unless hooks are specifically provided for such. Painting or marking any surface is strictly prohibited. No sticky tape, blu tac or similar product is to be used. Nothing is to be attached to the emergency lights or other fixtures. All balloons/decorations must be removed from the premises at the completion of the function.

BURNERS AND FOG/MACHINES

Under no circumstances shall there be any burners such as barbeques or spilt roast fireworks, candles or other flammable materials allowed in the Gallery. Fog & Smoke machines are prohibited and the hirer will be responsible of all costs incurred if the smoke/fire alarm is activated falsely due to negligence of misdemeanor by the hirer or persons under their control.

SAFETY AND SECURITY

SAFE ACTIVITIES

The Gallery reserves the right to have the hirer undertake a Risk Assessment of any activity to be held during the period of hire and for the hirer to identify and implement treatment/methods that ensure the safety of all persons attending the activity and that there is no damage to the Gallery.

HIRER'S CONTRACTORS/SERVICE AGENTS

Hirers who obtain services (paid or unpaid) from others to assist with the booking (e.g. caterers, person setting up, cleaners, technical specialist etc.) are required to ensure all contractors/service agents:

- Abide by these conditions of use:
- Arrive and leave the premises with the approved period of the booking;
- Are inducted onto the site by gallery; and,

No booking can proceed without all of the above being undertaken and risk assessment and safe work methods being received by the Gallery prior to the hire period.

EMERGENCY EVALUATIONS

In a case of emergency, the hirer is responsible for arranging for all those attending the function to leave the building and to go to the nearest designated assembly area.

The Gallery is fitted with smoke detectors which are electronically connected in the case of fire a siren will sound and the Fire Brigade will be contacted automatically and will respond immediately. The Hirer is responsible for ensuring no persons re-enter the gallery until the fire brigade advises that it is safe to do so.

Hirers will be responsible for all cost incurred if a smoke alarm is activated falsely due to negligence or misdemeanor by the hirer or person under their control.

FIRE EXTINGUISHERS AND EQUIPMENT

Under no circumstances shall there be any interference with the fire extinguishers or other emergency equipment in the gallery except in the case of fire.

EXITS AISLES AND PASSAGEWAYS

All exits aisles and passageways shall be kept clear and useable to ensure public safety. Covering or putting any item in front of illuminated exit signs is strictly prohibited.

REGULATIONS/LAWS/ACTS

LOSS OR DAMAGE

The hirer is responsible for any damages suffered to the Gallery by their associated agents, employees, contractors, invitees and/or their equipment and will be required to report and repair all damage. The Hirer will be invoiced directly for the cost of repair.

LOSS OF PROPERTY

The Gallery will not accept any responsibility for any loss of or damage to any property belonging to the hirer or to any person attending the function or to any article left on the premises.

OPEN FLAME AND PROHIBITED SUBSTANCES

The hirer will not bring or permit any open flame (including lit candles and lamps), explosives, ammunition, firearm or flammable liquid or substance or any dangerous weapon to be brought into or used in the Gallery.

NO SMOKING

Smoking is not permitted in any part of the Gallery. Wollongong Art Gallery has a no smoking policy. Smoking in or near the building is prohibited.

ALCOHOL IN THE GALLERY

If alcohol liquor is being sold during the hire of the period the hirer must obtain a show proof of the appropriate liquor license, a temporary on-license (function). An application form can be accessed via the NSW office of liquor, gaming & racing at http://www.olgr.nsw.gov.au/pdfs/L_F_TLP.pdf. Note that there are several processes to complete and this may take several weeks. Function where alcohol is sold can only proceed if the license has been issued and proof of this is presented to the Gallery.

If the activity involves the consumption of alcohol, the gallery reserves the right to notify the policy licensing Unite of the activity, and hirers must abide by the responsible and consumption of alcohol legislation.

Sale or supply of liquor to a person under the age of 18 years is prohibited and an offence.

DISORDERLY CONDUCT AND NOISE

Noise levels are to be kept to a minimum at all times to avoid disturbance to other groups and neighboring properties. The hirer shall take all reasonable steps to prevent disorderly conduct in the gallery and grounds the period of the hire and leaving the gallery.

The use of any sound amplification outside the gallery is strictly prohibited unless approved by the gallery at the time the booking is made and conditions pertaining to such use will be issued separately.

The hirer shall comply with the requirements of the protection of the Environment Operations (POEO) Act 1997(part 8.6, section 276), that covers noise control.

GENERAL INFORMATION & CHARGES

BlueScope Steel Gallery

Housed in what was the former Wollongong City Council Chambers, BlueScope Steel Gallery is a large space with soaring ceilings and exquisite parquet floors.

Seating capacity 150 theatre style 100 seated dinner 300 cocktail function

Costs: \$256 per hour (after 5pm weekdays and weekends) min 2 hours hire
\$320 for a half day hire (3 hours) from 10am-4.30pm Tuesdays – Fridays only
\$640 for a full day hire from (6.5hours) 10am-4.30pm Tuesdays – Fridays only

(Note: Setup and pack up times need to be included in any function or event. Penalties will be charged if function or event exceeds time agreed to)

Wedding Ceremony

A wedding ceremony with a difference surrounded by the contemporary artworks from the Gallery's permanent collection as well as period furniture forming the perfect backdrop for the celebration and photographs. The non-refundable fee includes setup and pack up of chairs (no chair covers provided) signing table, use of the Gallery's P/A system and IPOD dock. Seating capacity: 150 chairs

Cost: \$384 (Non-refundable) Fridays between 2.30-4.30pm and Weekends between 12.30-3.30pm only

The Foyer

The ideal spot for a cocktail function, dinner or launch adjacent to one of the Gallery's key exhibition spaces, the foyer is also the perfect place to provide your guests with a pre-tour glass of champagne.

300 cocktail functions

Costs: \$202 per hour after 5pm Tuesday to Friday only (minimum of 2 hours)

The Guides Room

Situated on the 4th floor of the building and is ideal for meetings of a small group of up to 10.

Costs: \$176 full day hire 10am-4.30pm
\$35 per hour (minimum of 2 hours)

Note: The Guides room is only available during Gallery's weekday open hours Tuesday-Friday 10am-4.30pm.