

Gallery Hire Booking Form 2018/19

Organisation _____

Contact Name _____

Postal Address _____

Phone / Mobile _____

Email _____

Booking Contact Name
(if different from above) _____

Phone / Mobile _____

EXHIBITION DETAILS

Exhibition Title _____

Description _____

EXHIBITION DATES

Installation Bump in _____ Bump out: _____

Opening/closing event Date _____ Time _____

Gallery Induction with Visual Arts Officer (if required) Date/Time _____

GALLERY CHOICE

Main Gallery \$155 per week

Front Gallery \$75 per week

Dickson Wing

REQUIREMENTS

Lighting Technician		\$80	Date/time:
Installation Technician		\$80 for 2 hours	Date/time:
Plinths		Please indicate number required	
Tables		Please indicate number required	

Public Liability Insurance attached?

YES

NO

TERMS & CONDITIONS OF ROOM USE at the VANCOUVER ARTS CENTRE

1. No alterations are to be made to the fabric of the building and nothing adhered to the paintwork. Nothing to be attached to or hung from the lighting fixtures. Damage will incur repair charges.
2. No smoking is permitted within the building, or within 5 metres of the building.
3. Charges are set by the City of Albany in July each year, fees may be adjusted accordingly.
4. Set up and pack down of the gallery is the hirer's responsibility. Galleries are to be left clean and returned to their original state.
5. For after hours issues contact Southcoast Security 24hr Night Watch on 0417 964 102.
6. Equipment to be handled with care as damage incurred during hire will be charged to the customer.
7. Customers are NOT to park in the disabled bay area unless displaying an ACROD sticker.
8. If you are given keys, lost keys will incur a fee. Keys remain the responsibility of the hirer named on this form.
9. Refunds for cancellations are only issued in extenuating circumstances after approval by the VAC.
10. City of Albany retains right of first access - this will not be used without notice and consultation.

By signing below, I acknowledge that I have read and agree to the terms and conditions above.

Name _____

Signature _____

Date _____