

Salamanca Arts Centre

SOCIAL

Information Kit & Conditions of Hire

For further information please contact:

Venues Manager | Allana Blizzard | venues@sac.org.au

The Basics

Launched in 2021, SOCIAL is SAC's newest gallery space and has quickly become the most popular. The dimensions of the space make it suitable for Solo and Duo Exhibition, Small Group Exhibitions or Touring Exhibitions.

The highly accessible, light-filled space aims to bring artists and their audiences together through a celebration of artistic experimentation, collaboration, and discovery.

It is located on the absolute street-front (ground floor) of Salamanca Arts Centre, at 67 Salamanca Place.

- The Capacity of SOCIAL is maximum **60 people****
**This includes patrons / guests, children, babies, performers, technicians and other crew.
- The entrance is located at 67 Salamanca Place.
Level / Wheelchair access is via the ramp.
- There is street parking directly outside on Salamanca Place for bump in / bump out (no loading access on Saturdays prior to 5:00pm due to the Salamanca Market).

- The preferred Hire Period for exhibitions is TWO WEEKS.
Shorter Hire Periods may be considered in special circumstances.

Equipment List

- Sitters Table & Chair;
- Gallery Hanging System (rail + drops);
- 30 x metal fasteners with wire drops to fit the Hanging Rail;
- 1 x Ladder;
- Majority plaster external walls;
- Multiple 240 Volt power outlets;
- LED spotlight in ceiling lighting track;
- 3 x fixed ceiling locations for data projectors;
- Shared Kitchenette facilities;
- Shared Toilet facilities (non-public)
- Assorted Plinths (see Furniture & Equipment, Page 7 for more details);

Venue Hire Rates : for 2026

2026 Venue Hire Rates BELOW | Effective 1 Jan 2026
Venue Hire Rates will increase as of 1 January 2027

All Costs are inclusive of GST

Venue Hire for Exhibitions

	Per Day	Per Week	Per Fortnight
SAC Associate Members	\$176.40	\$793.80	\$1,587.60
Not for Profit / Educational Institutions / Schools / Arts Organisations	\$200.00	\$900.00	\$1,800.00
Commercial Galleries / Commercial / Festivals	\$250.00	\$1,125.00	\$2,250.00
Government Departments or GBE	\$332.50	\$1,496.25	\$2,992.50

Venue Hire for Arts Workshops / Events **\$200.00**

Venue Hire Rates : for 2027

2027 Venue Hire Rates BELOW | Effective 1 Jan 2027
Venue Hire Rates will increase as of 1 January 2028

All Costs are inclusive of GST

Venue Hire for Exhibitions

	Per Day	Per Week	Per Fortnight
SAC Associate Members	\$188.75	\$849.36	\$1698.73
Not for Profit / Educational Institutions / Schools / Arts Organisations	\$214.00	\$963.00	\$1,926.00
Commercial Galleries / Commercial / Festivals	\$267.50	\$1,203.75	\$2,407.50
Government Departments or GBE	\$355.78	\$1,600.99	\$3,201.98

Venue Hire for Arts Workshops / Events **\$214.00**

Venue Hire Rates include:

- Hire of SOCIAL for the duration of the Hire Period;
- Cleaning prior to the commencement of the Hire Period and weekly maintenance throughout the Hire Period;
- Access to SOCAIL basic furniture and equipment (Page 7);
- Public Liability Cover (for SAC Associate Members ONLY);
- Electricity Usage (general power and heating);
- WIFI Usage;
- Setting of lighting by SAC Staff prior to event / exhibition opening to the public (Monday – Friday ONLY)

Venue Hire Rates DO NOT include (unless states in Package):

- Additional Cleaning. Charged at \$55.00 per hour;
- Insurance Incl Public Liability Cover;
- Catering (food and drink) for your Opening Event (if applicable);
- Printing of Posters;
- SAC Technician. Charged at \$55.00 per hour (min. three-hour call plus penalty rates when applicable);
- **Whenever alcohol is being served, a SAC Venues Supervisor is required to be present.** There is an on-charged of \$55.00 per hour (min. three-hour call plus penalty rates when applicable) **OR \$110 for Opening Events.** Any additional hours for SAC Bar Staff are on-charged of \$55.00 per hour (min. three-hour call plus penalty rates when applicable).
- SAC Invigilator (Gallery Sitter). Charged at \$55.00 per hour (mon. three-hour call plus penalty rates when applicable);
- SAC Installation Staff, On-charged at \$55.00 per hour (min three-hour call plus penalty rates when applicable);
- Hire of Additional Technical Equipment (consult Technical Manager prior to your hire);
- Hire of Additional SAC furniture or equipment (items not included in Equipment List on Page 2). Any additional items are pending availability and may incur an additional Hire charge;
- Hire of additional equipment via SAC through an external hire company.

Conditions of Hire

Hire Period

The preferred Hire Period for Exhibitions in SOCIAL is **2 weeks**.

However longer / shorter Hire Periods will be considered in special circumstances.

The BUMP IN and BUMP OUT of your performance / event must occur within the Hire Period. Please account for this when requesting your desired length of Hire Period.

SAC Associate Membership

To be eligible for the SAC Associate Membership Venue Hire Rate, a Hirer must hold SAC Associate Membership.

Associate Membership is annual (by calendar year – January to December) and must be valid at the time you exhibit.

SAC Associate Memberships fees are:

- Full \$43.00 (annually)
- Concession \$16.50 (annually)

Payment of Deposit

Upon approval of submitted application, the Hirer will be issued with an Agreement for Hire and invoiced for the deposit (generally half of the total Venue Hire). The hire is secured upon the return of the signed Agreement for Hire and payment of the deposit has been received.

Payment of Remainder of Venue Hire

The Hirer will be invoiced for the remainder of the Venue Hire in the month preceding the commencement of the Hire Period.

Payment of the remaining Venue Hire must be received prior to the commencement of the Hire Period. Access to the venue will not be granted until payment has been received.

Other Charges

The Hirer will be invoiced for any charges incurred during the course of their Hire Period (such as additional cleaning, hire of SAC equipment and SAC Technical Equipment, SAC Technician or SAC Venues Supervisor charges) at the end of the Hire Period.

Cancellation OR Postponement

Should the Hire be cancelled less than three months (90 days) prior to the commencement of the hire period, the Deposit (50% of the Venue Hire charges) shall be retained by SAC.

Arrangements for postponements shall be at the discretion of SAC and pending the availability of dates.

Capacity

The Capacity of SOCIAL is maximum **60 people****

**This includes patrons / guests, children, babies, performers, technicians and other crew.

Install / De-install

It is the responsibility of the Hirer to arrange for the freight / delivery and collection of artwork and equipment.

It is the responsibility of the Hirer to install and deinstall the exhibition / event.

By negotiation with the Hirer, SAC can provide SAC Installation Staff at an additional cost at \$55.00 per hour (+ Penalty Rates as applicable). **4 weeks notice needed for this service.**

The SOCIAL is equipped with a Gallery Hanging System for the installation of wall-based artworks. This consists of :

- A Hanging Rail : installed throughout the Gallery (on both plaster and stone walls);
- Lugs + metal fasteners with wire drops to fit the Hanging Rail.

Wherever possible, artworks must be hung via the Gallery Hanging System.

Any holes in the plaster walls as a result of installation (hooks / screws) will be patched / filled / repainted by SAC Staff at the conclusion of the Hire Period.

No screws / nails / hooks or other fastenings are to be attached to SOCIAL's stone / brick walls, floor or other heritage features.

Pins may be used in plaster walls ONLY. Screws / nails / hooks may be used in plaster walls ONLY with prior permission from the Venues Manager and Buildings & Facilities Manager.

No glue / tape / double sided tape / velcro dots / Command Strips / or other adhesives are to be used on ANY of SOCIAL's walls, floor or other heritage features.

Blu Tack may be used in small amounts to secure labels to plaster walls ONLY and removed with caution.

Any works / maintenance required to rectify any damage caused by the Hirer by failing to abide by these Conditions will be on-charged to the Hirer.

Please contact the Venues Manager if you have any queries in regard to the hanging or installation.

Painting

No painting of SOCIAL's walls, floor or other heritage features is permitted.

Entry

The entrance to SOCIAL is via 67 Salamanca Place.

Gallery Sitting / Invigilation

SOCIAL must be attended / invigilated at all times it is open to the public.

Whenever possible, Hirers (or artists involved in the exhibition / performance) are encouraged to attend / invigilate SOCIAL. The Hirer is responsible for organizing Gallery Sitters / Invigilators.

Alternatively, by negotiation with the Hirer, SAC can arrange Invigilation staffing at an additional cost at \$55 per hour (plus applicable Penalty Rates). **Four weeks' notice needed for this service.**

Security & Safety and WHS

It is the responsibility of the Hirer to attend / sit the SOCIAL at all times that the exhibition is open to the public. SOCIAL cannot be open if unattended.

At the commencement of Hire Period, Hirers will be issued with a set of keys and instructed in security and safety procedures. The Hirer must maintain possession and control of the keys and cannot pass them onto any other person. If the keys are lost, SAC must be notified immediately, as locks may need to be changed. All associated costs will be passed on to the Hirer.

All doors and windows are to be secured at the end of each day and all gallery lights and PowerPoints are to be turned off. Fire Exits and common passageways must be kept clear at all times.

Insurance

The Hirer shall provide insurance cover for Public Liability and for all goods and effects brought on to the premises by the Hirer and the Hirer's representatives. Evidence of Public Liability Cover must be provided to SAC prior to the commencement of the Hire Period.

From 1 January 2026, only SAC Associate Members will be covered under SAC's Public Liability Insurance Policy for the duration of the Hire Period.

It is the responsibility of the Hirer to arrange any other Insurance Cover, including the Insurance of Artworks (during Hire Period and Freight).

Furniture & Equipment

- Sitters Table & Chair;
- Gallery Hanging System (rail + drops);
- 30 x metal fasteners with wire drops to fit the Hanging Rail;
- 1 x Ladder;
- Majority plaster external walls;
- Multiple 240 Volt power outlets;
- LED spotlight in ceiling lighting track;
- 3 x fixed ceiling locations for data projectors;
- Shared Kitchenette facilities;
- Shared Toilet facilities (non-public)
- Assorted Plinths*

All equipment and furniture is to be returned to the storeroom by the Hirer at the completion of Hire Period (unless negotiated with SAC) and is to be left as it was found at the beginning of the Hire Period.

***SAC has a limited range of plinths of various shapes and sizes** available for use by SOCIAL Hirers, however these plinths are from a single pool that are shared between all of SAC's (7) gallery spaces. For this reason, SAC cannot guarantee that a specific plinth is available for a specific exhibition. Plinths cannot be booked or reserved in advance; plinths are available on a first-in-first-served basis and each gallery has access to the plinths to whatever plinths are in the storeroom as of the first day of their Hire Period. The Hirer is responsible for retrieving and returning the plinths to the storeroom, and the painting of plinths during their install. SAC will provide drop sheets, rollers and paint for the painting of plinths if required.

If your exhibition features a lot of 3D works and is reliant on plinths, SAC advises that Hirers should supply their own specialised plinths OR wall-mounted shelves.

Technical Equipment

No technical equipment is included in the hire of SOCIAL.

SAC has a limited range of technical equipment available for hire by SOCIAL Hirers, however this equipment is from a single pool that is shared between all of SAC's venues. As such is it subject to availability and **must be booked at least 8 weeks prior** to the commencement of your Hire Period.

SAC Technical Equipment includes**:

- Microphones;
- Microphones;
- PA;
- Data Projectors;
- LUPA Media Players;
- TVs (on stand)

For a full list and specifications of the SAC Technical Equipment, a **quote for Hire Charges and to book equipment for your Hire, please contact the Venues Manager.

All technical and electrical equipment brought onsite by the Hirer must have current tag and test certification and pass a visual inspection by the Venues Technician.

To request a current SOCIAL Technical Specifications & Equipment List, please email the Venues Manager (venues@sac.org.au) or the Technical Manager (technician@sac.org.au)

Hire of External Equipment & Furniture

The Hire of external equipment and furniture through an external hire company is the responsibility of the Hirer / Artist. The Hirer / Artist is responsible for all charges associated with the hire of external equipment and furniture, and for ensuring that deliveries / collections occur within the Hire Period.

Lights & Power

Electricity usage is included in your Venue Hire.

Gallery lighting will be positioned by SAC Staff in consultation with the Hirer once all artworks are hung / prior to the exhibition / event opening to the public. Please do not attempt to adjust the gallery lighting yourself. Any damage to the gallery lighting system will be charged to the Hirer.

The light switches to SOCIAL are located on the left-hand side upon entering the Venue.

Multiple 240 Volt power outlets are located throughout the gallery including ceiling locations).

SOCIAL does not have a 3 Phase power outlet.

Heating & Cooling

There is no air conditioning SOCIAL.

A portable heater and a portable fan are available upon request.

Friday Evening Events

There is a live music event (Rektango) in the SAC Courtyard every Friday evening between 5:30pm – 7:30pm.

Official Opening

Hirers of SOCIAL are encouraged to hold a public Official Opening for their exhibition (maximum length **2 hours**).

The Hirer is responsible for the purchase, preparation, and disposal of all refreshments for the exhibition Opening Event and the set up / pack down of equipment.

For Exhibition Opening Events where alcohol is being served :

The Hirer will be on-charged for \$110 for an Opening Event where alcohol will be served (charge includes 1 x SAC Venues Supervisor – with RSA Certification who can serve alcohol at your event (if required), glasses hire, tablecloths hire and cleaning, tables, cleaning of glasses). This will be charged to the Hirer prior to the commencement of the Hire Period.

The Official Opening must be open to SAC Associate Members.

A Guest Speaker to open the exhibition is recommended.

Public Engagement Activity

Hirers of SOCIAL are encouraged to hold a Public Engagement Activity during their hire (this is in addition to the Official Opening).

Examples of a Public Engagement Activity include:

- an Artists Talk
- a Curators Talk
- a demonstration
- a performance element

Whenever possible, SAC recommends Public Engagement Activities be digitised so that they can be experienced online and to a wider audience.

Serving of Alcohol

Salamanca Arts Centre holds a license for the sale and serving of alcohol. This License does not include BYO or takeaway. Any alcohol provided on the premises must be consumed on the premises. Any breaches will result in the automatic shutdown of the event. **SAC's license ends at 12:00 midnight.**

Hirers may serve complimentary food or alcohol / drinks ONLY.

Alcohol cannot be for sale.

If you wish to serve alcohol at your event or Exhibition Opening, please contact the Venues Manager prior to the event.

Anyone serving alcohol (including Caterers and Bar Staff for Private Functions) must have their Responsible Service of Alcohol (RSA) and a copy of their certification provided to the Venues Manager prior to the commencement of the Hire Period so that it can be included in SAC's file.

A SAC Venues Supervisor*** must and will be present at all times that alcohol is being served.

For Exhibition Opening Events :

The Hirer will be on-charged for \$100 for an Opening Event where alcohol will be served (charge includes 1 x SAC Venues Supervisor – with RSA Certification who can serve alcohol at your event (if required), glasses hire, tablecloths hire and cleaning, tables, cleaning of glasses). This will be charged to the Hirer prior to the commencement of the Hire Period.

For Public Events : If complimentary alcohol will be served at your event, the Hirer will be on-charged for a SAC Venues Supervisor to be present at \$55.00 per hour (min. three-hour call plus penalty rates when applicable).

The removal of all empty bottles, glasses and other rubbish associated with bar operations is the responsibility of the Hirer. Hirers are encouraged to use the glass recycling bins located in the rubbish collection area at the back of the Courtyard.

Spillage

No installations involving liquid of any sort will be allowed in SOCIAL.

Any event featuring food and/or drinks is required to nominate a Cleaner / Monitor to mop up spillages.

Catering

Salamanca Arts Centre does not have in-house Caterers. The Hirer / Artist is responsible for the choice of caterers for their event for both food and beverages. Please contact the Venues Manager for recommendations.

Cleaning

SOCIAL and associated areas are cleaned by SAC prior to the commencement of the Hire Period.

Any further cleaning is the responsibility of the Hirer / Artist. Cleaning equipment is provided and cleaning must be completed to the satisfactory of SAC.

If additional cleaning is required by SAC the Hirer will be charged \$55.00 per hour for the additional cleaning.

The Hirer / Artist shall remove all refuse / rubbish at the end of the hire period. Hirers / Artists are encouraged to use the waste disposal area located in the corner of the Courtyard which includes separate bins for general waste and recycling.

Smoking

SAC is a non-smoking complex and so smoking is prohibited in all SAC Venues / spaces – **including SOCIAL**.

NO SMOKING ANYWHERE ANYTIME.

No smoking within 3m of the SOCIAL entrance on Salamanca Place.

The Hirer / Artist shall ensure that all those associated with the performance / event and all members of the public comply with this condition.

Fire & Candles

Fire and / or candles are not permitted in SOCIAL or associated areas.

Micro Plastics / Single-Use Plastics / Balloons

In 2025, SAC is reviewing our Environmental Policies to ensure that all Hirers and Artists of Salamanca Arts Centre Venues are committed to the protection of Tasmania's environment and wildlife, and to ensure that all events, exhibitions and performances that occur at Salamanca Arts Centre are compliant with existing State and Hobart Council laws and by-laws. These policies include a ban on micro plastics (glitter) and balloons, and support an ongoing significant reduction of single-use plastics and products.

Micro plastics can find their way, even indirectly, into SAC's plumbing and other internal and external waterways. Balloons can escape into the atmosphere or when deflated become a risk to bird and other wildlife. Other matter, such as loose glitter (of any kind) is not permitted within SAC as it becomes lodged within seats and other crevasses and is impossible to clean.

Confetti, rice, streamers (including party poppers), balloons (of any kind and no matter how they are inflated), sky lanterns or similar materials are not permitted within SAC.

None of the above items are to be scattered, thrown or released into the air or waterways. Hirers and Artists are reminded that balloon releases are [illegal within Tasmania](#).

Hirers and artists are encouraged to substitute environmentally sustainable alternatives for their events and celebrations.

SAC discourages the use of any single-use plastics and products at all events, exhibitions and performances that occur at SAC. Hirers and artists are encouraged to utilise reusable, recyclable and compostable products and are reminded that they must comply with the [Hobart City Council Single-Use Plastics By-Law](#).

Theatrical Effects

If you are intending to use any smoke effects, strobe etc. then separate and explicit written authorisation from the Venues Manager AND Technical Manager is required prior to the commencement of the Hire Period. Please contact the Venues Manager for more information.

Performing Rights

The Hirer / Artist shall take total responsibility for the securing and payment of all rights and licensing fees, including but not limited to: Musicians Royalties, OneMusic (APRA, AMCOS & PPCA), Writers Royalties, screening fees, image licensing, and licensing fees to the Australasian Performing Rights Association.

Noise

Salamanca Arts Centre reserves the right to cancel any performance causing excessive noise or showing lack of consideration for the general public, neighbours or Tenants of the Centre.

Promotional Material & Poster Design

The Hirer will be contacted by the Venues Manager prior to the commencement of the Hire Period in regard to providing publicity information and images for the SAC website, newsletter and Social Media, and the poster design for the exhibition.

Based on the information provided by the Hirer, SAC will design a poster for the exhibition (as per Salamanca Arts Centre branding).

The Hirer will be supplied with digital print-ready poster files.

All costs associated with the printing and distribution of posters and promotional material are the responsibility of the Hirer.

The Hirer is responsible for the creation of any Facebook events.

The Hirer / Artist must include the correct name and address of SOCIAL on all printed and digital promotional material.

The correct name and address of SOCIAL is:

**SOCIAL
Salamanca Arts Centre
67 Salamanca Place
Hobart Tasmania**

Hirers must lodge (digital) copies of posters, programs, fliers and other relevant promotional material with the Venues Manager prior to the commencement of the Hire Period for archiving purposes.

Please contact the Marketing Manager to seek information regarding additional marketing support and Advertising Packages (additional charges apply).

Use of SAC Logo

The use of the SAC Logo is only for SAC Events / Exhibitions or SAC Supported Events / Exhibitions. All use of the SAC Logo must be approved by SAC prior to print and distribution.

Posters throughout SAC

No posters or promotional material may be fastened to any stonework, walls or the facade of the buildings.

There are a number of suspended Perspex poster frames throughout the centre, creating a series of floating poster display locations that have replaced the previous bulletin-style poster pin-boards / walls. These poster frames are dedicated to SAC Venues and events, with frames allocated to each venue / gallery.

The poster locations, allocated to SOCIAL include:

- 1 x A2 at Main Entrance
- 1 x A2 on Level 1 landing
- 1 x A3 in Courtyard
- 1 x A1 AFrame on Salamanca Place

A-Frame

1 x AFrame / sandwich board is available for SOCIAL to position at the entrance on Salamanca Place.

All AFrames are for external / street use only and cannot be utilised within SAC Buildings or arcades as they are a trip hazard.

The AFrame is A1 size. Posters attached to the Aframe **MUST** be A1 size; No signs, notes, posters smaller than A1 may be placed on the AFrame. The Hirer must not write on the A-Frame sandwich board.

The Hirer is responsible for supplying the A1 poster to the Venues Manager at the commencement of the Hire Period. The poster will be affixed to the A-Frame sandwich board by SAC Staff.

The Hirer is responsible for positioning the AFrame at the entrance on Salamanca Place - positioning it at the start of each day and for retrieving it at the conclusion of the day.

In the event of high winds, AFrames must not be placed on Salamanca Place / on the street. SAC will advise if AFrames are not to be utilised due to wind, but it is the Hirers responsibility to monitor weather warnings and act accordingly.

Statistics Reporting

Hirers / Artists are required to provide SAC with statistics at the end of their hire, including the number of paid and free attendees to their performances / events, and the number of artists involved.

Hirers / Artists will be issued with a Statistics Request form to complete at the end of their hire period.

All statistics are collated annually in the SAC Annual Report and used for various purposes by SAC.

Use of Spaces

SAC reserves the right to use of SOCIAL and associated areas for other purposes at such times as the Hirer shall not be using the spaces and by mutual agreement, in such a manner that secondary use shall not interfere with the Hirers use.

Application & Assessment

Application

All applications for SOCIAL must be submitted online via the SAC Website. Applications by any other means will not be accepted.

Please refer to the SAC Website for the full application requirements.

Assessment

Salamanca Arts Centre is passionate about supporting a strong arts ecology in Tasmania. We encourage applications that involve the creation of ambitious and experimental works that inspire and critically engage our audiences.

Salamanca Arts Centre aims to be genuinely inclusive and so we welcome and encourage applications from all artists, from cultural producers, curators, writers, and publishers, working at all career levels, to present in SOCIAL.

All applications will be assessed by the SAC Assessment Panel.

The application process is very competitive. SAC receives far more applications than dates available.

All applicants will be notified of the outcome of their application by email in due course. All decisions are final, and no further correspondence will be entered into.

Dates are not confirmed until an application is approved by SAC, the Agreement for Hire has been signed / returned by the Hirer and the deposit paid.

Submission Dates

Salamanca Arts Centre assesses applications for SOCIAL twice annually, with the due dates for submissions usually 30 April and 30 September each year (excluding Special Rounds).

Please note: SPECIAL Submission Rounds may be called as and if required. In this case, please refer to the SAC website for Submission Dates for SPECIAL ROUNDS.