

Salamanca Arts Centre

Long Gallery

Information Kit & Conditions of Hire

For further information please contact:

Venues Manager | venues@sac.org.au

Technical Manager | technician@sac.org.au

The Basics

The Long Gallery is the premier exhibition space within Salamanca Arts Centre, but has a fine natural acoustic, which makes it perfect also for musical performances and events, as it has an intimacy and warmth that is hard to beat.

Originally a store for whaling products, then filled with can-labelling machinery during the jam factory days, the Long Gallery has provided the backdrop to countless exhibitions, conventions, balls, auctions, recitals, workshops, product launches and live performances.

An enigmatic venue where 180 year-old polished floorboards stretch for 30 metres past rows of oaken columns to limewashed sandstone walls. With French doors opening above Salamanca Place, the Long Gallery is always in high demand for exhibitions, functions, conferences, and acoustic music events. Facilities include contemporary track lighting, demountable hanging panels, and a gallery hanging system.

Located on Level 1 of SAC in the Morrison Building, the Long Gallery can be accessed via the main staircase from Salamanca Place or via the lift in the Courtyard.

- The Capacity of the Long Gallery is maximum **400 people****
****This includes patrons / guests, children, babies, performers, technicians and other crew.**
 - Standing / Free Moving Event : maximum **400 people****
 - Seated Event : maximum **200 people**** (pending seating configuration)
- The primary entrance is via the main stairs from Salamanca Place.
Level / Wheelchair access is available via the Lift in the Courtyard.
- There is limited vehicle access for bump in / bump out (no loading access on Saturdays prior to 5:00pm due to the Salamanca Market).
- There is a live music event (Rektango) in the Courtyard every Friday evening between 5:30pm – 7:30pm. Due to the sound bleed between the two venues **we advise Long Gallery Hirers to commence their performances no earlier than 8:00pm on Friday evenings.**
- The preferred minimum Hire Period for exhibitions is TWO WEEKS.
Shorter Hire Periods may be considered in special circumstances.
- The Long Gallery Room is a Self-Catering Venue, with the choice of Catering Supplier the responsibility of the Hirer / Artist.

Equipment List

- 1 x large wooden antique table;
- 10 x plastic folding trestle tables (180cm x 75cm);
- 20 x red plastic chairs
(additional chairs available pending availability. Booking required + on charge);
- Gallery Hanging System (rail + drops);
- Lugs + metal fasteners with nylon drops to fit the Hanging Rail;
- 1 x Ladders;
- Removable Hanging Screens (which fit the existing hooks in the ceiling of the gallery and provide additional wall / hanging space or the ability to divide the gallery);
- Assorted Plinths (see Equipment & Furniture, pg. 7 for more details);
- Multiple 240 Volt power outlets;
- 2 x 32 AMP – 3 Phase power outlets.

Venue Hire Rates : for 2026

2026 Venue Hire Rates BELOW | Effective 13 Feb 2026

All Costs are inclusive of GST

Venue Hire Rates will increase as of 1 January 2027 (see Page 4)

Venue Hire for Exhibitions

	Per Day	Per Week
Tertiary Students (does not include School Exhibitions)	\$302.80	\$1,115.10
Not for Profit / Educational Institutions / Schools / Arts Organisations / Artists (groups or solo)	\$466.65	\$1762.43
Commercial Galleries / Commercial / Festivals	\$575.85	\$2253.83
Government Departments or GBE	\$741.13	\$2,997.59

Venue Hire Package

For Private Functions / Events

Includes Weddings /
Conferences / Balls /
Fundraisers etc.) **\$2,800.00****

**Venue Hire Rates for Private Functions / Events are an all-inclusive package, which includes : 4 day Hire Period for the Long Gallery + 4 day Hire Period for the Kitchen + 4 day Hire Period of the Meeting Room + payment of SAC Venues Supervisor (up to 6 hours maximum) + Public Liability Insurance Cover.

Venue Hire Package

For Public Performances / Events

Includes Live Music Events /
Performances (1 x Day / evening) **\$760.00*****

***Venue Hire Rates for Public Performances/ Events is **2 Days maximum** (consisting of a Half Day for INSTALL + Full Day for Performance / Event + Half Day for DEINSTALL) for the Long Gallery.

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
Tertiary Students (does not include School Exhibitions)	\$340.15	\$1,193.16
Not for Profit / Educational Institutions / Schools / Arts Organisations / Artists (groups or solo)	\$518.07	\$1,885.79
Commercial Galleries / Commercial / Festivals	\$634.91	\$2,411.59
Government Departments or GBE	\$811.76	\$3,207.42

Venue Hire Package

For Private Functions / Events

Includes Weddings /
Conferences / Balls /
Fundraisers etc.)

\$3,207.00**

**Venue Hire Rates for Private Functions / Events are an all-inclusive package, which includes : 4 day Hire Period for the Long Gallery + 4 day Hire Period for the Kitchen + 4 day Hire Period of the Meeting Room + payment of SAC Venues Supervisor (up to 6 hours maximum) + Public Liability Insurance Cover.

Venue Hire Package

For Public Performances / Events

Includes Live Music Events /
Performances (1 x Day / evening)

\$813.20***

***Venue Hire Rates for Public Performances/ Events is **2 Days maximum** (consisting of a Half Day for INSTALL + Full Day for Performance / Event + Half Day for DEINSTALL) for the Long Gallery.

Venue Hire Rates include:

- Hire of the Long Gallery 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 Long Gallery basic furniture and equipment (as per Equipment List on Page 2);
- 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, on-charged at \$55.00 per hour for a minimum 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.**

(Private Functions Package includes payment of SAC Venues Supervisor for 6 x Hours (maximum); any additional hours are on-charged at \$55.00 per hour + any penalty rates.)

- The requirement of a Pop Up Bar at any Public Event will incur an additional charge;
- SAC Invigilator (Gallery Sitter), On-charged at \$55.00 per hour (min 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). Any additional items are pending availability and may incur an additional Hire charge;
- Hire of additional equipment (including Technical Equipment) via SAC through an external hire company.

Conditions of Hire

All Conditions of Hire, unless exemptions are otherwise stated, apply to Venue Hire Packages.

Hire Period

The preferred Hire Period for Exhibitions in the Long Gallery is **2 weeks**. However longer / shorter Hire Periods will be considered in special circumstances.

The Hire Period for Private Functions is **4 Days maximum** (usually, for a Saturday event, this Hire Period would span Friday – Monday).

The Hire Period for Public Performances / Events is **2 Days maximum** (consisting of a Half Day for INSTALL + Full Day for Performance / Event + Half Day for DEINSTALL).

The INSTALL and DE-INSTALL of your exhibition / Private Function must occur within the Hire Period. Please account for this when requesting your desired length of Hire Period.

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). In some cases, the Hirer may be Invoiced for the total for Venue Hire (short lead time / single-day Hire Period etc.). The hire is secured upon the return of the signed Agreement for Hire and payment of the Invoice has been received.

Payment of Remainder of Venue Hire

The Hirer will be invoiced for any 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 granted.

Other Charges

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

Cancellation OR Postponement

Should the Hire be cancelled less than three months 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 the Long Gallery is maximum **400 people****

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

Standing / Free Moving Event :
maximum **400 people****

Recommended Seated Event :
maximum **200 people****
(pending seating configuration / artwork installation / furniture layout)

The heritage pillars within the Long Gallery can impede sightlines. Hirers should consider Standing or Seated configuration best suits their event / audience.

Venue Hire Package for Private Functions / Events

This Venue Hire Package is applicable to all Private Functions / Events in the Long Gallery and applies to any function type which is not open to the public, includes Weddings (Ceremony and/or Reception), parties, private celebrations, conferences, Balls, etc.

The total cost for the Venue Hire Package for Private Functions / Events is **\$2,800** (GST inclusive)

The Hire Period for the Venue Hire Package for Private Functions / Events is **4 x Days** (maximum).

For a Saturday event, this Hire Period would span Friday – Monday.

The Venue Hire Package for Private Functions / Events includes:

- 4 Day Hire Period for the Long Gallery;
- 4 Day Hire Period for the Kitchen;
- 4 Day Hire Period for the Meeting Room;
- 1 x SAC Venues Supervisor for 6 x Hours (maximum); any additional hours are on-charged at \$55.00 per hour (+ applicable penalty rates);
- Public Liability Insurance Cover.

Private Functions / Events may serve **complimentary** food or alcohol / drinks ONLY. Alcohol cannot be for sale.

Please see **Serving of Alcohol / Bar Operations** for more details.

SAC does not have in-house Caterers. The Hirer is responsible for the choice of, and all costs associated with the Caterers for their Private Function / Event for both complimentary food and beverages – including supplying RSA Certified Bar Staff. Please contact the Venues Manager for Caterer recommendations.

All other Venue Hire inclusions (as outlined on Page 4) are also included in this Venue Hire Package. All Conditions of Hire, unless exemptions are otherwise stated, also apply to this Venue Hire Package.

Venue Hire Package for Public Performances / Events

This Venue Hire Package is applicable to all Public Performances / Events in the Long Gallery and applies to any public, non-exhibition activities such as Live Music Events and Performances that span 1 x Day / Evening.

The total cost for the Venue Hire Package for Public Performances / Events is **\$760.00** (GST inclusive) per event.

The Hire Period for the Venue Hire Package for Public Performances / Events is **2 x Days** (maximum).

2 x Day Hire Period : 2 x Half Days + 1 x Full Day)

For example : a Saturday event, this Hire Period would span 12:00noon Friday – 12:00noon Sunday.

Public Performances / Events may serve **complimentary** food or alcohol / drinks ONLY.

Alcohol cannot be for sale by the hirer.

Please see **Serving of Alcohol / Bar Operations** for more details.

If the Hirer wishes alcohol to be **for sale** at their Public Performance / Event, the SAC Pop-Up Bar can operate at an **additional on-charge of \$330.00 to the Hirer**.

The SAC Pop-Up Bar sells beverages (alcoholic and non-alcoholic) and a limited range of snacks for sale to guests. The SAC Bar is staffed by SAC Staff and all profits are retained by SAC.

The Hirer / Artist must confirm in writing to the Venues Manager and FoH Coordinator at least **4 weeks prior** to the commencement of the Hire Period if they wish the SAC Bar to operate at their Public Performance / Event.

SAC does not have in-house Caterers. The Hirer is responsible for the choice of, and all costs associated with the Caterers for their Public Performances / Events for both complimentary food and beverages – including supplying RSA Certified Bar Staff. Please contact the Venues Manager for Caterer recommendations.

All other Venue Hire inclusions (as outlined on Page 4) are also included in this Venue Hire Package. All Conditions of Hire, unless exemptions are otherwise stated, also apply to this Venue Hire Package.

Equipment & Furniture

Hire of the Long Gallery includes the following equipment and furniture:

- 1 x large wooden antique table;
- 10 x plastic folding trestle tables;
- 20 x red plastic chairs (additional chairs available pending availability. Prior booking required);
- Gallery Hanging System (rail + drops);
- Lugs + metal fasteners with nylon drops to fit the Hanging Rail 2 x ladders;
- removable hanging screens, which fit the existing hanging system in the ceiling of the gallery and provide additional wall / hanging space or the ability to divide the gallery;
- 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.

The antique wooden table must remain within the Long Gallery.

*****SAC has a limited range of plinths of various shapes and sizes** available for use by Long Gallery 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.

Technical Equipment

No technical equipment is included in the hire of the Long Gallery.

SAC has a limited range of technical equipment available for hire by Long Gallery 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;
- 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.

Hire of External Equipment & Furniture

The Hire of external equipment and furniture through an external hire company is the responsibility of the Hirer. The Hirer 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.

Light & Power

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 switchboard for the gallery lights is located near the entry to the storeroom on the lefthand side of the Long Gallery. SAC Staff will direct you on the lighting procedure upon the commencement of the Hire Period.

Multiple 240 Volt power outlets are located throughout the gallery (approx. 1 x power outlet in each alcove) and 240 Volt power can also be drawn from the gallery lighting track for low voltage items. The Long Gallery also includes 2 x 32 AMP – 3 Phase power outlets.

Install / De-install

It is the responsibility of the Hirer to hang / install and dismantle 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 Long Gallery 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 nylon drops to fit the Hanging Rail.

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

No screws / nails / hooks or other fastenings are to be attached to the Long Gallery stone 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 Long Gallery 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 the Long Gallery walls, floor or other heritage features is permitted.

Sidespace Gallery Foyer

The Sidespace Gallery foyer is a public area and must be kept clear to allow access to the Sidespace Gallery, lift and toilets.

In the case of large exhibitions, the Sidespace Gallery foyer may be utilised by the Hirer during their Official Opening ONLY for the location of tables for food and beverages. However **prior approval must be sought from the Venues Manager** to ensure that there are no clashes with Openings in the Sidespace Gallery or other events.

Entry

The main entrance doors to the Long Gallery can be accessed via the main staircase on Salamanca Place.

A secondary entrance opens onto the Sidespace Gallery Foyer and can be accessed via the Lift in the Courtyard.

A tertiary entrance via the Sidespace Gallery also exists – however depending on the activities / function of the Long Gallery and Sidespace Gallery this entrance may not be available or suitable (it may pose a security risk / impact visitor experiences etc. to either gallery).

The doors between the Sidespace Gallery and Long Gallery can be opened to provide access between the galleries. **This entrance can be opened by agreement between the Sidespace Gallery Hirer and the Long Gallery Hirer ONLY.** Please liaise with SAC Staff and the Long Gallery Hirers in regards to this access.

Access & Level Access

For loading / Bump In / Bump Out, the Long Gallery can be accessed via the main entrance on Salamanca Place (involves stairs) or via the Lift in the Courtyard for level access.

The Level Access toilets for the Long Gallery are located on Level 1 (adjacent the Lift Platform) and in the Courtyard.

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.

****Public Liability Cover is included in the Venue Hire Package for Private Functions / Events.**

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

Security & Safety

It is the responsibility of the Hirer to attend / sit the Long Gallery at all times that the exhibition is open to the public. The Long Gallery 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.

Gallery Sitting / Invigilation

The Hirer is responsible for ensuring that the gallery is attended by a Gallery Sitter / Invigilator at all times during the Hire Period that the exhibition is open to the public.

Whenever possible, Hirers (or artists involved in the exhibition / performance) are encouraged to attend / invigilate the Long Gallery. 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 \$55.00 per hour (+ Penalty Rates as applicable). **4 weeks notice needed for this service.**

Noise

SAC reserves the right to cancel any exhibition / event causing excessive noise or showing lack of consideration for the general public or residents of SAC. Particular attention should be paid to residents below the Long Gallery (for instance, running and jumping result in significant noise and dust for those residents).

Caterers

SAC does not have in-house Caterers, so the choice of Catering Company for an Opening / Private Function is the choice of the Hirer. However, if you are seeking recommendations, please ask the Venues Manager.

Official Opening

Hirers of the Long Gallery 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.

Serving of Alcohol / Bar Operations

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 Exhibition Opening, Performance or Event, 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 \$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.

For Private Functions / Events :

Private Functions Package includes payment of SAC Venues Supervisor for 6 x Hours (maximum); any additional hours are on-charged at \$55.00 per hour (plus penalty rates when applicable).

For Public Performances / 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.

If the Hirer wishes alcohol to be **for sale**, the SAC Pop-Up Bar can operate at an additional on-charge of **\$330.00** to the Hirer.

The SAC Pop-Up Bar sells beverages (alcoholic and non-alcoholic) and a limited range of snacks for sale to guests. The SAC Bar is staffed by SAC Staff and all profits are retained by SAC.

The Hirer / Artist must confirm in writing to the Venues Manager and FoH Coordinator at least **4 weeks prior** to the commencement of the Hire Period if they wish the SAC Bar to operate at their Public Performance / Event.

Friday Evening Events

There is a live music event (Rektango) in the SAC Courtyard **every Friday evening between 5:30pm – 7:30pm**. Due to the sound bleed between the two venues we advise Long Gallery Hirers to be keep this in mind if organising an opening or event on a Friday evening and how it may affect speeches etc.

Spillage

No installations involving liquid of any sort will be allowed in the Long Gallery.

No ice is to be used within the gallery.

Any function featuring principally food and/or drinks is required to nominate a cleaner to mop up spillages before they leak through the Long Gallery floor and cause damage in the shops below.

Cleaning

The Long Gallery is cleaned by SAC Staff on a weekly basis. Any further cleaning is the responsibility of the Hirer. 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 shall remove all refuse at the end of the Hire Period.

Kitchen

Access to the Commercial Kitchen on Level 1 is pending availability and will incur an additional cost of \$110 per day****. If access to the Commercial Kitchen is required for your Opening, please confirm availability with the Venues Manager.

****Commercial Kitchen is included in Venue Hire Package for Private Functions / Events.

Smoking

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

NO SMOKING ANYWHERE ANYTIME.

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

Heating & Cooling

There are 3 x overhead heaters at the entrance to the Long Gallery.

There is **no cooling** in the Long Gallery, however there are doors and windows that open onto Salamanca Place.

Fire & Candles

Fire and / or candles are not permitted in the Long Gallery, stairwells 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](#).

Use of Spaces

SAC reserves the right to use the Long Gallery 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.

Public Engagement Activity

Exhibition Hirers of the Long Gallery 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.

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.

Theatrical Effects

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

Promotional Material & Poster Design

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

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 must include the correct name and address of the Long Gallery on all printed and digital promotional material.

The correct name and address of the Long Gallery is:

**Long Gallery
Salamanca Arts Centre
Level 1 / 77 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 Locations 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 the Long Gallery include:

- 1 x A2 at street entrance
- 1 x A2 on Level 1 landing
- 1 x A1 AFrame on Salamanca Place

A-Frame

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

The AFrame is shared between the two galleries located on Level 1 (the Sidespace Gallery and the Long Gallery), with each gallery allocated ONE side of the AFrame.

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 on WEEKENDS ONLY : 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.

Banners at SAC

There is one banner hanging location available to SAC Venue Hirers on the front façade of SAC, overlooking Salamanca Place. **This banner hanging location is highly sought after and therefore must be booked via the Venues Manager.** Hirers are advised to confirm availability prior to the creation of any banners.

All banners must relate to events / exhibitions occurring at SAC. All costs associated with the design, printing and delivery of the banner are the responsibility of the Hirer. Banners must be designed and

printed as per SAC specifications, and must be approved by the Communications & Marketing Manager prior to printing. Any unapproved banners or banners not meeting SAC specifications will not be hung.

Due to the position of the banner hanging location, SAC Staff are responsible for the hanging of all banners. The Hirer will be invoiced for an installation charge for the banner.

Statistics Reporting

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

Hirers 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.

Application & Assessment

Application

All applications for the Long Gallery 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

All applications will be assessed by the SAC Assessment Panel.

The application process is very competitive. SAC receives more applications than dates available; approximately 60% of applicants were successful in the previous round.

As the Long Gallery is primarily a visual arts venue, it is utilised by exhibitions for the majority of the time. As a result, only a limited amount of Private Functions / Events are approved for the Long Gallery each year (approx. 4 per year).

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

Applications for the Long Gallery are assessed twice annually.

The annual submission dates usually are:

- midnight 30 April
- midnight 30 September

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.