

# Salamanca Arts Centre

## Top Gallery

## **2024** Information Kit & Conditions of Hire

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For further information please contact:

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# Top Gallery

## The Basics

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Dedicated to showcasing the works of Emerging Artists, the Top Gallery is an intimate exhibition space infused with heritage character. This gallery is part of Salamanca Art Centre's Access Galleries program and is offered to Emerging Artists who are SAC Associate Members on the acceptance of an exhibition proposal.

The Top Gallery nestles one level beneath the Terrapin Puppet Theatre workshop in the very attic of the Salamanca Arts Centre at the top of the stairs. The rough-cast, limewashed stone walls, exposed beams and wooden flooring offer a counter-point in form and texture to many types of work.

Salamanca Arts Centre has a program for the Top Gallery that supports Emerging Artists, with each month showcasing the work of a different emerging artist.

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- The Capacity of the Top Gallery is maximum **50 people\*\***;  
\*\*This includes patrons / guests, children, babies, artists, technicians, staff.
- You must be an Emerging Artist to exhibit in the Top Gallery;
- You must be a SAC Associate Member to exhibit in the Top Gallery;
- Top Gallery exhibitions are limited to **1** or **2** artists per exhibition; it is not available for group exhibitions;
- The Hire Period is ONE MONTH (approx. by calendar month);
- SAC Staff supervises the Top Gallery 9:00am – 5:00pm weekdays. The artist is responsible for attending the Top Gallery on weekends, public holidays and period of SAC Administration closure (e.g. during Easter / Christmas / New Year);
- Wheelchair access is available (via lift in Courtyard);
- There is limited vehicle access for bump in / bump out;
- There is a live music event (Rektango) in the adjacent Courtyard every Friday evening between 5:30pm – 7:30pm

## **Equipment List**

- 1 x white Gallery Sitters Table;
- 1 x plastic folding trestle table (180cm x 75cm);
- 2 x chairs;
- Gallery Hanging System;
- Lugs (and string) for Gallery Hanging System;
- 1 x Ladder;
- Removable Window Covers + Hanging Panels Screens (providing additional wall / hanging space or the ability to darken the gallery);
- Multiple 240 Volt power outlets.

# Venue Hire Rates

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Current as of 20 June 2023 / Effective 1 Jan 2024.

All Venue Hire Rates are inclusive of GST

<b>Exhibitions</b>	<b>Per Month</b>
<b>Emerging Artists / SAC Associate Members</b>	<b>\$175</b>

## Venue Hire Rates include:

- Hire of the Top 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 basic furniture and equipment;
- Public Liability Cover;
- Electricity Usage (general power and heating);
- WIFI Usage.
- Glasses Hire for your Official Opening.  
(usually charged at \$12.00 per box of 24);
- Design and printing of poster, and distribution throughout SAC.  
Includes 1 x A1 poster for the A-Frame sandwich board;
- Setting of lighting by SAC Technician prior to exhibition opening to the public (Monday – Friday ONLY);

## Venue Hire Rates DO NOT include:

- SAC Associate Membership Fees;
- Catering (food and drink) for your Official Opening;
- SAC Venues Supervisor / Bar Staff for your Official Opening if alcohol is being served  
(2 hours on-charged at \$50.00 per hour);
- Additional Cleaning. On-charged at \$50.00 per hour;
- SAC Technician. On-charged at \$50.00 per hour (mon. three-hour call);
- Hire of Additional SAC Equipment and SAC Technical Equipment.

# Conditions of Hire

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## Emerging Artists

Only emerging artists are eligible to exhibit in the Top Gallery.

Emerging artists are defined as being in the first 5 years of their professional arts practice.

Students below Tertiary Level are not eligible to apply (unless by special circumstances).

The Top Gallery is suitable for solo artists or two artists (maximum) to exhibit. It is not suitable for group exhibitions.

## SAC Associate Membership

Only SAC Associate Members are eligible to exhibit in the Top Gallery.

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)

## Hire Period

The Hire Period for the Top Gallery is ONE MONTH approx.

Hire Periods have been reduced slightly (usually only by a day or two) to allow for a day of cleaning and maintenance between each exhibition.

The INSTALL and DE-INSTALL of your exhibition must occur within the 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). 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 granted.

## 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 charges, SAC Venues Supervisor charges) at the end of the Hire Period.

## **Cancellation OR Postponement**

Should the Hire be cancelled less than six 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.

## **Equipment & Furniture**

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

- 1 x white Gallery Sitters Table;
- 1 x plastic folding trestle table (180cm x 75cm);
- 2 x chairs;
- Gallery Hanging System;
- Lugs (and string) for Gallery Hanging System;
- 1 x Ladder;
- 2 x Removable Window Covers Hanging Screens (which cover the 2 x windows in the Top Gallery, providing additional wall / hanging space or the ability to darken the gallery);
- Assorted Plinths\*;
- Multiple 240 Volt power outlets.

All equipment (chairs, tables, ladders etc.) is to be left neatly in the Top Gallery 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 Top Gallery Hirers, however these plinths are from a single pool that are shared between all of SAC's 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 Top Gallery.

SAC has a limited range of technical equipment available for hire by Top 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.

\*\*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.

## **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 light switches to the Top Gallery are located on the right-hand side just outside the entrance to the gallery.

Multiple 240 Volt power outlets are located throughout the gallery and 240 Volt power can also be drawn from the gallery lighting track for low voltage items.

### **Install / De-install**

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

The Top Gallery is equipped with a gallery hanging system for hanging art works. SAC will supply the Hirer with lugs to fit the hanging system and also string.

Note: the string provided by SAC is not suitable for really heavy works; Hirers will need to provide hanging wire for very heavy works. Please consult the Venues Manager for more information.

Works must be hung via the existing hanging system:

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

No glue / tape / double sided tape / other adhesives are to be used on Top Gallery walls, floor or other heritage features.

Any damage caused by the Hirer by failing to abide by these conditions will be charged to the Hirer.

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

### **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.

The Hirer is responsible for organizing Gallery Sitters / Invigilators.

On weekends (Saturday and Sunday), Public Holidays and periods where the SAC Office is closed (over Christmas / New Year etc.) it is the responsibility of the Hirer to attend / sit the Top Gallery at all times that the exhibition is open to the public. The Top Gallery cannot be open to the public if unattended.

**See Security & Safety for more details.**

### **Entry**

The entrance to the Top Gallery is via the main stairs.

Wheelchair access is also available via the lift located in the Courtyard.

### **Public Space**

The Top Gallery is a PUBLIC SPACE providing access to Offices, spaces and other parts of the Centre. Members of the public are required to pass through the Top Gallery to access these spaces.

**The installation of artwork in the Top Gallery must not block or impede access to other spaces.**

**The content of artwork in the Top Gallery must be accessible to all audiences and visitors.**

**Content that includes mature themes must be discussed with SAC prior to installation.**

Please contact the Venues Manager if you have any queries in regards to the placement or installation of artworks OR the content of artwork.

### **Entry Fee**

Hirers of the Top Gallery must not charge an entry fee.

### **Painting**

No painting of the Top Gallery walls, floor or other heritage features is permitted.

## **Security & Safety**

SAC Staff Supervise the Top Gallery during SAC Office Hours: Monday – Friday 9:00am – 5:00pm.

On weekends (Saturday and Sunday), Public Holidays and periods where the SAC Office is closed (over Christmas / New Year etc.) it is the responsibility of the Hirer to attend / sit the Top Gallery at all times that the exhibition is open to the public. The Top Gallery cannot be open to the public if unattended.

On weekends, Public Holidays and periods where the SAC Office is closed the Hirer is responsible for unlocking the Top Gallery and applicable access doors (including the Lift) and securing the Top Gallery.

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**

As a SAC Associate Member, the Hirer is covered under SAC's Insurance Policy.

## **Noise**

Salamanca Arts Centre reserves the right to cancel any exhibition / event causing excessive noise or showing lack of consideration for the general public or residents of Salamanca Arts Centre. Particular attention should be paid to residents below the Top Gallery (for instance, running and jumping result in

significant noise and dust for those residents).

## **Official Opening**

Hirers of the Top Gallery are encouraged to hold an Official Opening for their exhibition (maximum length **2 hours**).

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

The Official Opening must be open to the public and the Hirer must invite all SAC Associate Members.

A Guest Speaker must open the exhibition at the Official Opening.

Whenever possible, Official Opening Events for the Top Gallery will be scheduled for the first Friday of the Month, from 5:30pm - 7:30pm.

Openings for the Studio Gallery (also located on Level 2) will also be scheduled at this time.

As this Friday evening time slot is the business evening at SAC (coinciding with Rektango, monthly openings at Handmark, Nolan Art and Inka), we hope that Top Gallery Openings will feature in the evening of centre-wide activities.

## **Public Engagement Activity**

Hirers of the Top 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.**

### **Friday Evening Events**

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

### **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.

### **Bar Operation**

SAC holds a license for the sale and serving of alcohol. **Exhibition Openings may serve complimentary alcohol 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.

It is the responsibility of the artists to arrange staff to serve at the bar at the Exhibition Opening. Anyone serving alcohol 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 be present at all times that alcohol is being served.

**NB: There is an additional cost / contribution of \$100 towards wages for the Venues Supervisor for Top Gallery artists where alcohol is served at any event.**

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 the Top Gallery.

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

### **Cleaning**

The Top 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 satisfaction of SAC. If additional cleaning is required by SAC the Hirer will be charged \$50.00 per hour for the additional cleaning.

The Hirer shall remove all refuse at the end of the Hire Period.

### **Heating & Cooling**

There is no heating or cooling in the Top Gallery.

### **Fire & Candles**

Fire and / or candles are not permitted in the Top Gallery, stairwells or associated areas.

### **Performing Rights**

The Hirer shall take total responsibility for the securing and payment of all rights, including but not limited to, Writers Royalties and OneMusic licence / Musicians

Royalties 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 in regard to providing publicity information for the SAC website, e-news and Social Media.

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 versions of the poster.

SAC will arrange printing of the poster for internal distribution throughout Salamanca Arts Centre including the A1 Poster for the A-Frame Sandwich Board at the entrance on Salamanca Place.

Any additional distribution is the responsibility of the Hirer.

The Hirer is responsible for the creation of any facebook events and is encouraged to add SAC as a Co-Host.

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

The correct name and address of the Top Gallery is:

**Top Gallery  
Salamanca Arts Centre  
Level 2 / 77 Salamanca Place  
Hobart Tasmania**

Hirers must lodge digital copies of any programs, fliers and other relevant

promotional material with the Venues Manager prior to the commencement of the Hire Period for archiving purposes.

### **Use of SAC Logo**

As all Hirers of the Top Gallery are SAC Associate Members, the exhibitions in the Top Gallery are regarded as SAC supported events (unless under special circumstances). As such the SAC Logo is required for use on all promotional materials (printed and digital).

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.

### **Poster 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 Top Gallery include:

- 1 x A2 on gallery door
- 1 x A2 on Level 1 landing
- 1 x A2 on stairs to Level 2
- 1 x A4 on Level 1 LIFT Balcony
- 1 x A3 on Level 2 LIFT Balcony
- 1 x A1 A-Frame on Salamanca Place (**A1 size + laminated**)

### **A-Frame**

1 x A-Frame sandwich board is also available for Top Gallery Hirers to position at the entrance on Salamanca Place. The A-Frame sandwich board is shared between the two galleries located on Level 2 (the Top

Gallery and the Studio Gallery), with each gallery allocated ONE side of the A-Frame sandwich board. The A-Frame sandwich board is A1 size. Posters attached to the A-Frame sandwich board MUST be A1 size and laminated; No signs, notes, posters smaller than A1 may be placed on the A-Frame sandwich board. The Hirer must not write on the A-Frame sandwich board.

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

## **Use of Spaces**

SAC reserves the right to use the Top 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.

# Application & Assessment

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## Application

All applications for the Top 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 Visual Arts 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.

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 Top Gallery are assessed twice annually.**

**The annual submission dates usually are:**

- **30 April**
- **30 September**

Please note: SPECIAL Submission Rounds may be called as and if required (in the case of a vacancy etc.). In this case, please refer to the SAC website for Submission Dates for SPECIAL ROUNDS.