

# Salamanca Arts Centre

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

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For further information please contact:

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# Sidespace Gallery

## The Basics

The Sidespace Gallery is a professional exhibition space that is accessible and affordable for solo artists and small group exhibitions. This gallery is part of SAC's Access Galleries program and is only available to SAC Associate Members on the acceptance of an exhibition proposal.

A quirky gallery with perfect proportions, the Sidespace Gallery is the gallery of favour for artists wishing to exhibit contemporary work in the public domain. Selected applicants are offered reasonable rates for this outstanding exhibition space.

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- The Capacity of the Sidespace Gallery is maximum **50 people\***;  
\*\*This includes patrons / guests, children, babies, artists, technicians, staff
- You must be a SAC Associate Member to exhibit in the Sidespace Gallery;
- 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 large wooden antique table;
- 2 x plastic folding trestle tables (180cm x 75cm);
- 2 x red plastic chairs;
- Gallery Hanging System;
- Lugs (and string) for Gallery Hanging System;
- 1 x Ladder;
- 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 (see Equipment & Furniture, pg. 9 for more details);
- Multiple 240 Volt power outlets;
- 1 x 15 AMP – 3 Phase power outlet.

# 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

## Exhibitions

	P/day	P/week
<b>SAC Associate Members</b> (group or solo exhibition)	\$73	\$325

## Venue Hire Rates include:

- Hire of the Sidespace 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;
- 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;
- Additional Cleaning, On-charged at \$50.00 per hour
- SAC Technician. On-charged at \$50.00 per hour (min. three-hour call)
- SAC Venues Supervisor/ Bar Service Staff, On-charged at \$50.00 per hour (min. three-hour call contribution, plus penalty Rates on weekends) (NB: included in Venue Hire for Private Functions / Events)
- Hire of Additional SAC Equipment and SAC Technical Equipment.

# Conditions of Hire

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## SAC Associate Membership

Only SAC Associate Members are eligible to exhibit in the Sidespace 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 preferred Hire Period for the Sidespace Gallery is 2 weeks.

However longer / shorter Hire Periods will be considered.

The INSTALL and DE-INSTALL of your exhibition 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). 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 Sidespace Gallery includes the following equipment and furniture:

- 1 x large wooden antique table;
- 2 x plastic folding trestle tables;
- gallery hanging system;
- lugs (and string) for gallery hanging system;
- 1 x ladder;
- 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.

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

SAC has a limited range of technical equipment available for hire by Sidespace 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;
- DVD Players;
- WD 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 Sidespace Gallery are located on the left hand side upon entering the gallery.

The Sidespace Gallery also included fluro lighting for use whilst installing etc.

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. The Sidespace Gallery also includes 1 x 32 AMP – 3 Phase power outlets.

### **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 organising Gallery Sitters / Invigilators.

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

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

The Sidespace 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 Sidespace Gallery walls, floor or other heritage features.

No glue / tape / double sided tape / other adhesives are to be used on Sidespace 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.

### **Sidespace Gallery Foyer**

Hirers are advised not to hang works in the Sidespace Gallery Foyer, as security of artworks cannot be guaranteed in this space.

The Sidespace Gallery foyer can be utilised by the Hirer during their Official Opening for the location of tables for food and beverages.

### **Entry**

The entrance to the Sidespace Gallery is via the Sidespace Gallery Foyer.

A secondary entrance via the Long Gallery also exists – however depending on the activities / function of the Long Gallery this entrance may not be available.

The secondary entrance via the 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. Please liaise with SAC Staff and the Long Gallery Hirers in regards to this access

### **Entry Fee**

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

### **Painting**

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

### **Security & Safety**

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

### **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 Sidespace Gallery (for instance, running and jumping result in significant noise and dust for those residents).

### **Official Opening**

Hirers of the Sidespace Gallery are encouraged to hold an Official Opening for their exhibition (maximum length 2 hours). The Official Opening must be open to the public and the Hirer must invite all SAC Associate Members. Please provide a digital invite to the Official Opening to the Venues Coordinator for distribution to SAC Associate Members.

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

### **Friday Evening Events**

There is a live music event (Rektango) in the SAC Courtyard adjacent to the Peacock Theatre every Friday evening between 5:30pm – 7:30pm. Due to the sound bleed between the two venues we advise Sidespace 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.

### **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.

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 be present at all times that alcohol is being served at a cost of \$50.00 per hour x two hours [\$100] (plus penalty rates on weekends). This will be charged to the Hirer at the commencement of the Hire Period\*\*\*.

**\*\*\*SAC Venues Supervisor charges are included in Venue Hire for Private Functions / Events.**

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 Sidespace Gallery.

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

## **Smoking**

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

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

## **Cleaning**

The Sidespace 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 Sidespace Gallery.

## **Fire & Candles**

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

## **Public Engagement Activity**

Hirers of the Sidespace 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 in regard to providing publicity information and images for the SAC website, enews 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 laminating, as required) 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 Sidespace Gallery on all printed and digital promotional material.

The correct name and address of the Sidespace Gallery is:

**Sidespace Gallery  
Salamanca Arts Centre  
Level 1 / 77 Salamanca Place  
Hobart Tasmania**

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

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.

### **Use of SAC Logo**

As all Hirers of the Sidespace Gallery are SAC Associate Members, the exhibitions in the Sidespace Gallery are regarded as SAC supported events (unless under special circumstances). As such the SAC Logo is required for use on all promotions 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 Sidespace Gallery include:

- 1 x A2 on Gallery Door
- 1 x A2 on Level 1 landing
- 1 x A4 on Level 1 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 Sidespace Gallery Hirers to position at the entrance on Salamanca Place. The A-Frame sandwich board is shared between the two galleries located on Level 1 (the Long Gallery and the Sidespace 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.

The Hirer is responsible for supplying the A1 laminated 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.

### **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 Communications & Marketing Manager.

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.

For more information, please contact the Marketing Coordinator via email: [marketing@sac.org.au](mailto:marketing@sac.org.au)

### **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 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.

### **Use of Spaces**

SAC reserves the right to use the Sidespace 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 Sidespace 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 Sidespace Gallery are assessed twice annually.**

**The annual submission dates usually are:**

- **midnight 30<sup>th</sup> April**
- **midnight 30<sup>th</sup> 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.