

# Salamanca Arts Centre

## SOCIAL

### **2025 Information Kit & Conditions of Hire**

---

For further information please contact:

**Allana Blizzard | Venues Manager | [venues@sac.org.au](mailto:venues@sac.org.au)**

---

# SOCIAL

## The Basics

---

SOCIAL is a multi-modal space that 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 of Salamanca Arts Centre, at 67 Salamanca Place Hobart.

---

- The Capacity of SOCIAL is maximum **60 people**\*\*  
\*\*This includes patrons / guests, children, babies, performers, technicians and other crew.
- Basic furniture is included in the Venue Hire (see Page 5).
- The entrance to SOCIAL is located at 67 Salamanca Place.
- There is limited vehicle access for bump in / bump out (no loading access on Saturdays prior to 5:00pm due to the Salamanca Market).

# Venue Hire Rates

---

Current as of 6<sup>th</sup> February 2024 / Effective 1 January 2025

All Venue Hire Rates are inclusive of GST

Per Day	Per Week	Per Month
\$168	\$757	\$3,038

## 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 basic furniture and equipment;
- Public Liability Cover;
- Electricity Usage (general power and heating);
- WIFI Usage.

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

- Additional Cleaning. Charged at \$50.00 per hour;
- SAC Technician. Charged at \$50.00 per hour (min. three-hour call plus penalty rates when applicable);
- SAC Venues Supervisor/ SAC Bar Service Staff. Charged at \$50.00 per hour (min. three-hour call plus penalty rates when applicable);
- SAC Invigilator (Gallery Sitter). Charged at \$50.00 per hour (mon. three-hour call plus penalty rates when applicable);
- Hire of Additional Technical Equipment (consult Technical Manager prior to your hire);
- Hire of additional equipment via SAC through an external hire company;
- Freight of works;
- Costs associated with any additional promotions or marketing.

# Conditions of Hire

---

## Hire Period

The Hire Periods for SOCIAL Room include:

### - Day

Maximum of 24 hours.

### - Week

Maximum 7 Days.

### - Month

4 x Weeks.

All Hire Periods conclude at 12:00 midnight, unless prior approval is received from the Venues Manager.

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.

## 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.

## 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 \$50 per hour. **Four weeks' notice needed for this service.**

## 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.

SAC will provide exhibition design support and selected exhibition furniture and lighting (pending availability). SAC can provide guidance and assistance if required by negotiation.

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 the floor or heritage features.

No glue / tape / double sided tape / other adhesives are to be used on the floor or 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 regards 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.

## **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 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 Chair & Table;
- Installation Kit;
- 1 x Ladder;
- Plaster external walls;
- LED spotlight in ceiling lighting track;
- Multiple 240 Volt power outlets;
- 3 x fixed ceiling locations for data projectors.

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.

SOCIAL does not have plinths available. If your exhibition / event includes 3D or other works that are 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 this Hire Agreement, however SAC has a limited range of technical equipment available via additional hire. This equipment is from a single pool that is shared between all SAC's Venues, and as such it is subject to availability, and must be booked at least eight weeks prior to the commencement of your Hire Period.

SAC Technical Equipment includes\*\*:

- Microphones;
- Data Projectors;
- LUPA Media Players.

\*\*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](mailto:venues@sac.org.au)) or the Technical Manager ([technician@sac.org.au](mailto:technician@sac.org.au))

## Lights & Electricity

Electricity usage is included in your Venue Hire.

The Hirer is responsible for the lighting of SOCIAL. SAC can provide guidance and assistance if required.

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.

Electricity usage is included in your Venue Hire.

## 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.

## 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.**

## 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 potential for sound bleed between the two venues we advise SOCIAL Hirers to be keep this in mind if organising an opening or event on a Friday evening and how it may affect speeches etc.

## **Official Opening & Serving of Alcohol**

Hirers of SOCIAL are encouraged to hold an Official Opening for their exhibition.

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 Opening Event must span no longer than **2 hours**.

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.

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

If you wish to serve complimentary or sell alcohol at your event please contact the Venues Manager prior to the event.

The Hirer is responsible for the employment of bar staff. 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 at a cost of \$50.00 per hour x 2 hours [\$100] (plus applicable penalty rates). Charges associated with the SAC Venues Supervisor will be charged to the Hirer / Artist at the commencement of the Hire Period\*.

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

## **Spillage**

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 \$50.00 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.

## **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 is invited to submit publicity material to enable Salamanca Arts Centre to assist the hirer promoting their show.

If your project at Salamanca Arts Centre is a [live performance / event / workshop](#) please submit your Publicity Information and Images online here:  
<https://form.jotform.com/210037943234853>

If your project at Salamanca Arts Centre is an [exhibition](#) please submit your Publicity Information and Images online here:  
<https://www.jotform.com/203158474050854>

Submissions are required, ideally, five weeks prior to the event.

All images provided must be at least 2MB in size, 300dpi and SQUARE (or able to be cropped to a square).

Please note: Image requirements have changed slightly to align with our new website design: <https://www.sac.org.au/whats-on/>

It is essential that the Publicity Information provided is accurate as it will be used in all SAC promotions and publicity for the exhibition, including the creation of the Event Listing on the SAC Website, SAC's What's On e-news, Social Media etc.

If you have any queries about the Publicity Information and Images for your event, or just about your Hire in general, please do not hesitate to contact our Marketing Manager at [marketing@sac.org.au](mailto:marketing@sac.org.au)

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 / 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**

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



The Hirer / Artist must lodge (digital) copies of posters, programs, fliers and other relevant promotional material with the Venues Manager / Marketing & Communications Coordinator prior to the commencement of the Hire Period for archiving purposes.

### **Use of SAC Logo**

The use of the SAC Logo is only for SAC Events / Exhibitions or SAC Supported Events / Exhibitions (such as those in SOCIAL). 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 A-Frame on Salamanca Place (**A1 size x 2 + laminated**)

### **A-Frame**

1 x A-Frame sandwich board is available for SOCIAL to position at the entrance on Salamanca Place.

The A-Frame sandwich board is A1 size. Posters attached to the A-Frame sandwich board **MUST** be A1 size and **laminated** if the

Hire Period is greater than 1 Day in length; 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 / Artist is responsible for supplying the A1 laminated poster/s to the Venues Manager / Marketing & Communications Coordinator prior to the commencement of the Hire Period. The poster will be affixed to the A-Frame sandwich board by SAC Staff.

### **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 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. z

## Submission Dates

Salamanca Arts Centre assesses applications for SOCIAL twice annually, with the due dates for submissions usually 30<sup>th</sup> April and 30<sup>th</sup> 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.