

Salamanca Arts Centre

The Founders Room

Information Kit & Conditions of Hire

For further information please contact:

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Technical Manager | Eric Jacques | technician@sac.org.au

The Basics

Nestled beneath the vaulted gables of an 1840's warehouse is SAC's offering to the people of Tasmania: The Founders Room. Recently renovated with polished oaken floorboards, limewashed sandstone walls and heritage windows that look out over the SAC Courtyard on one side and Wooby's Lane and Salamanca Square on the other.

Dedicated to the Founders of SAC, this is the perfect location for stand-up comedy, music events and concerts, Private Functions, performances, cocktail parties, seminars, training sessions, film events, launches and promotional events.

- The Capacity of the Founders Room is maximum **200 people****
**This includes patrons / guests, children, babies, performers, technicians and other crew.

– Standing / Free Moving Event : maximum **200 people****

– Seated Event : maximum **120 people**** (pending seating configuration)

If guest numbers exceed 120, it will automatically become a Standing Event. Please keep this in mind when determining tickets available for sale and consider if Standing Event is suitable for your Event / Audience.

- There is a corner Stage Area which measure 9.3m across x 5m at the deepest point. Please see Floor Plan for more details.

- Basic House Lighting and Audio Equipment, and Projector and Screen are included in the Venue Hire (see Page 12).
- Basic furniture is included in the Venue Hire (see Page 8).
- Basic Green Room with space for 4 (approx.) is included in the Venue Hire.
- A Kawai Baby Grand Piano is available upon request (additional charge for tuning see Page 8).
- The primary entrance is located on Wooby's Lane.
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 adjacent Courtyard every Friday evening between 5:30pm – 7:30pm. Due to the sound bleed between the two venues we advise Founders Room Hirers to commence their performances no earlier than **8:00pm** on Friday evenings.
- The Founders Room is a Self-Catering Venue, with the choice of Catering Supplier the responsibility of the Hirer / Artist.
- The SAC Bar is available to open for public performances and concerts to provide drinks for sale (alcoholic and non-alcoholic). The SAC Bar is staffed by SAC Staff and all profits are retained by SAC.

Venue Hire Rates

2026 Venue Hire Rates BELOW | Effective 1 Jan 2026

All Costs are inclusive of GST

For 2025 Venue Hire Rates, please refer to the Founders Room page on the [SAC Website](#).

	Per Half Day	Per Day	Per Week
Not for Profit / Educational Institutions / Schools / Organisations / Artists (groups or solo)	\$187	\$252	\$1,134
Commercial / Government Departments	\$310	\$425	\$1,912

Venue Hire Package for SAC Supported Local / Touring Performances

Includes music events / concerts / performances	\$252**
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**Venue Hire Package for SAC Supported Local / Touring Performances: 1 Day Hire Period for the Founders Room / SAC to operate SAC Bar / payment of SAC Bar Staff / payment of SAC Venues Supervisor / Public Liability Insurance Cover.
For complete details of this Package refer to the Conditions of Hire.

Venue Hire Package for Private Functions / Events

Includes Weddings / Conferences / Balls / Fundraisers etc.	\$1,400***
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***Venue Hire Package for Private Functions / Events includes: 3 Day Hire Period for the Founders Room / 3 Day Hire Period for the Kitchen / payment of SAC Venues Supervisor (up to 6 hours maximum) / Public Liability Insurance Cover.
For complete details of this Package refer to the Conditions of Hire.

Venue Hire Rates include:

- Hire of the Founders Room for the duration of the Hire Period;
- Cleaning prior to the commencement of the Hire Period and weekly maintenance throughout the Hire Period (if applicable);
- A 30-minute tech familiarisation and induction with a SAC Technician, which includes the setting of basic lighting and sound equipment (Monday – Friday, 9:00am – 5:00pm ONLY);
- Access to basic House Lighting and Audio Equipment, projector and screen (to be operated by approved / Qualified Technicians ONLY*)
*Only approved / qualified personnel may operate the technical equipment in the Founders Room;
- Access to Founders Room basic furniture and equipment (as per List on Page 8);
- Access to basic Green Room;
- Public Liability Cover (for some Venue Hire Packages ONLY);
- Electricity Usage (general power and heating).

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

- Additional Cleaning. Charged at \$55.00 per hour;
- SAC Technician (outside of 30 minute tech familiarisation and induction). Charged at \$55.00 per hour for a minimum 4 Hour call (plus penalty rates when applicable);
- SAC Venues Supervisor. Charged at \$55.00 per hour (plus penalty rates when applicable);
- Hire of Additional Equipment (consult Technical Manager prior to your hire);
- Tuning (and moving) of SAC Baby Grand Piano (approx. \$220 incl GST);
- Hire of Additional SAC furniture or equipment (items not included in Equipment List on Page 2). Any additional items are pending availability and may incur an additional Hire charge;
- Hire of additional equipment (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 Hire Period for the Founders Room include:

- Half Day

Maximum of 4 hours

- Day

Maximum of 24 hours.

- Week

Maximum 7 Days.

- Private Function

Maximum 3 Days

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.

Daily Activation

From January 2024, the type of event / usage / activation of the Founders Room is determined by the following weekly calendar:

Monday – Thursday

Available for Workshops and Non-Public activities, including Meetings, Rehearsals & Creative Developments,

Friday – Saturday

Public Activities / Events / Performances. Includes Public Performances from SAC's Live Music Program and Performing Arts Program

Sunday

Venue CLOSED for Single Day hire, but available as part of a Multi-Day or Weekly hire.

Special exemptions may be made for events by special / written request or for Private Functions (requiring a 3 x Day 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 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.

Venue Hire Package for Private Functions / Events

This Venue Hire Package is applicable to all Private Functions / Events in the Founders Room 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 **\$1,400** (GST inclusive)

The Venue Hire Package for Private Functions / Events includes:

- 3 Day Hire Period for the Founders Room
- 3 Day Hire Period for the Kitchen
- 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 **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 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 SAC Supported Local / Touring Performances

This Venue Hire Package is designed to assist local and touring performers (music / theatre / dance etc.) to hold a performance, with the support of the SAC Bar to sell alcohol.

The total cost for the Venue Hire Package for SAC Supported Local / Touring Performances is **\$252** (GST inclusive)

Venue Hire Package for SAC Supported Local / Touring Performances includes:

- 1 Day Hire Period for the Founders Room
- SAC to operate the SAC Bar for the sale of alcohol / non-alcoholic drinks (SAC retains Bar sales revenue)
- Payment of 1 x SAC Venues Supervisor for the duration of the event
- Payment of SAC Bar Staff
- Public Liability Insurance Cover
- SAC Staff to Set Up & Pack Down all tables / chairs etc.
- Access to Green Room

All other Venue Hire inclusions (as outlined on Page 8) are also included in this Venue Hire Package.

All Conditions of Hire, unless exemptions are otherwise stated, also apply to this Venue Hire Package.

Set Up / Pack Up | Bump In / Bump Out

It is the responsibility of the Hirer / Artist to Set Up and Pack Up / Bump In and Bump Out their event.

This includes the setting / removal of any equipment, furniture, decorations etc.

No screws / nails / hooks or other fastenings are to be attached to the

Founders Room walls, floor, or other heritage features.

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

Any scratches left on the Founders Room floor as a result of equipment or furniture will be charged to the Hirer / Artist.

Any damage caused by the Hirer / Artist by failing to abide by these Conditions will be charged to the Hirer / Artist.

Please contact the Venues Manager if you have any queries in regard to Set Up and Dismount / Bump In and Bump Out.

Painting

No painting of the Founders Room walls, floor or other heritage features is permitted.

Security, Safety and WHS

The Venues Manager or Venues Technician will conduct a Venue and WHS induction with the Hirer / Artist during office hours, Monday to Friday. Inductions outside of these times will be charged to the Hirer / Artist at Award Penalty Rates.

At the commencement of the Hire Period, the Hirer / Artist will be issued with a set of keys and instructed in security and safety procedures. Keys remain the responsibility of the Hirer / Artist and should not be passed onto any other person. If keys are lost, the Hirer / Artist will be charged for all costs associated with the replacement of keys and locks. All doors are to be secured at the end of each day and all lights are to be turned off. Fire exits and common passageways are to be kept clear at all times.

Basic Furniture

The Founders Room includes the following basic furniture:

- 120 x red plastic chairs
- 20 x round black bistro tables
- 20 x white plastic trestle tables

All furniture (chairs, tables etc.) is to be returned to the Founders Room storeroom by the Hirer / Artist at the completion of Hire Period (unless negotiated with SAC) and is to be stacked and stored in a safe manner.

Use of Piano

Hirers / Artists utilising the Founders Room for music events or performances may have access to a Kawai baby grand piano. Hirers / Artists must make a request in writing to the Venues Manager if they wish to utilise the baby grand piano at least two weeks prior to the commencement of the hire period.

Only SAC Staff are permitted to move the baby grand piano. The baby grand piano CANNOT be removed from the stage.

The baby grand piano can only be tuned by the SAC nominated tuner.

There is no hire charge for the baby grand piano. However, charges relating to the tuning of the piano will be passed onto the Hirer / Artist at the end of the Hire Period (approx. \$220 for tuning).

Technical Equipment

The Founders Room has fixed lighting installed, which consists of a combination of LED performance lighting, LED atmospheric lighting, wall based down-lights and pendant lights. No fixed lighting is to be moved or relocated without consultation with the Venues Technician. Failure to do so will result in the Hirer / Artist incurring all

charges associated with returning lighting to their original state and repairs.

Additional audio equipment, such as microphones, will be signed over by the Venues Technician. Additional audio equipment should be returned to the Venues Technician.

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

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

Projector & Screen

The Founders Room has a Projector and projection screen installed in the ceiling of the theatre.

The Projector and screen cannot be removed. Failure to abide by this condition will result in the Hirer / Artist being charged for any costs associated with the damage of the projector and/or screen and the re-installation of the projector and/or screen.

Lights & Electricity

Lighting will be positioned and programmed (colour) by a SAC Technician in consultation with the Hirer / Artist during the 30 minute technical set up and familiarisation. Please do not attempt to adjust the lighting yourself. Any damage to the lighting system will be charged to the Hirer / Artist.

The light switches and switchboard is located to the right of the Founders Room entrance.

Electricity usage is included in your Venue Hire.

Heating & Cooling

Heaters are installed in the ceiling of the Founders Room. They are turned on by a switch located to the right of the Founders Room entrance (marked 'Heaters'). The heaters are set to a timer and will turn off after 8 hours.

There is no air conditioning in the Founders Room.

Electricity usage (including heating) 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.

Technical Staff

THE TECHNICAL EQUIPMENT WITHIN THE FOUNDERS ROOM MAY ONLY BE OPERATED BY APPROVED / QUALIFIED PERSONNEL.

A Technician approved by Salamanca Arts Centre is to be in attendance at all times SAC Technical Equipment is in use. If you do not have a SAC Approved Technician, SAC will provide one for you and the Hirer / Artist will be charged for their time.

SALAMANCA ARTS CENTRE RESERVES THE RIGHT TO INSIST ON A TECHNICIAN OF ITS CHOICE TO OPERATE SAC EQUIPMENT.

A 30 minute tech familiarisation and induction with a SAC Technician, which includes the setting of basic lighting and sound equipment is included in the Venue Hire Rates . The tech familiarisation and

induction must occur from Monday – Friday, 9:00am – 5:00pm. If the tech familiarisation and induction exceed 30 minutes OR occurs outside of the regular hours listed above, the Hirer / Artist will be charged for the SAC Technician's time accordingly.

If you require a SAC Technician for your event (including operating for a performance or event / additional set up time etc.), please advise the Venues Manager and Technical Manager so that a SAC Technician can be booked. A minimum 2 weeks' notice is required to book in SAC Technicians.

All SAC Technicians are paid as per the SAC Enterprise Agreement, which directly correlates with the Live Performance Award Rates:

- **\$55.00 per hour** (single time applies for the first 8 hours worked, after this penalty rates apply. Penalty Rates apply to Sundays, double time).

There is a minimum 4 hour call for SAC Technicians.

Breakdown of Rates & Penalty Rates:

- **Single Time** is defined as the first 8 hours of a shift worked within Monday – Saturday from 7:00am – 12:00midnight.
- **Time + Half** applies to the 9th and 10th hours of a shift worked within Monday – Saturday from 7:00am – 12:00midnight.
- **Double Time** applies to any hours worked after 10 hours OR between 12:00midnight and 7:00am OR on a Sunday.

SAC Technicians must receive a 10 hour break between finishing work one day and commencing work the next day. SAC Technicians are entitled to a meal break of at least 30 minutes after 5 continuous hours of work.

Ushers

The Hirer / Artist is responsible for organising ushers for all performances / events if required.

FOH / Ticketing Staff

The Hirer / Artist is responsible for appointing a Front of House Coordinator for the Hire.

The Front of House Coordinator will be the key contact for all FOH matters prior and during the Hire Period for both SAC and Ticketing Enquiries, and is responsible for coordinating ushers, overseeing ticket and program sales, and providing duty of care to patrons at every performance.

The Hirer / Artist is responsible for employing FOH / Ticketing Staff for every public performance.

Ticket Sales

Ticket Sales are the responsibility of the Hirer / Artist, including pre-sale tickets and the sale of tickets at the door. This also includes monitoring RSVPs etc. for events that are free to ensure that the event does not exceed the venue capacity.

The Hirer / Artist is responsible for supplying float / eftpos machine / card reader and any other equipment required to conduct ticket sales at the door.

Cashless / contactless sales are preferred and access to the SAC Wifi is available to Hirer / Artist to enable cashless payment.

Hirers / Artists must ensure that for ticketed performances / events:

- Tickets are available for purchase online and at the door (unless sold out prior) as a minimum.
- A Concession Ticket Price is available at all performances.
- A SAC Associate Members Ticket Price is available at all performances. This ticket price must be less expensive than the Concession Ticket Price.
- Companion Cards will be accepted at all performances. The Tasmanian Companion Card entitles eligible people with lifelong disability to a free ticket for a companion carer at participating venues and events.

Seating & Capacity

The Capacity of the Founders Room is maximum **200 people****

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

Standing / Free Moving Event :
maximum **200 people****

Recommended **Seated Event :**
maximum **120 people****
(pending seating configuration / furniture layout)

Any events / performances exceeding 120 guests are automatically deemed Standing Events only.

Hirers should consider this when determining how many tickets they wish to sell and if Standing or Seated configuration best suits their event / audience.

Reserved SAC House Seats

SAC reserves the right to 2 x Complimentary House Seats at **every** Public Performance / Event during the Hirer's / Artist's season. These seats are **not** included in the seats available for sale.

SAC will advise the Hirer / Artist if SAC wishes to utilise the Reserved SAC House Seats for any Public Performance / Event.

Access & Level Access

For loading / Bump In / Bump Out, the Founders Room can be accessed via the main entrance on Wooby's Lane (involves stairs) or via the Lift in the Courtyard. A ramp can be installed at the door to the Founders Room to provide level access.

The primary access for guests is via the main entrance on Wooby's Lane. We encourage Hirers / Artists to emphasise the main entrance on Wooby's Lane on all ticketing and promotional materials etc. to assist with guest way-finding.

For Level Access, guests can be escorted via the Lift in the Courtyard to the Founders Room. A ramp can be installed at the door to the Founders Room to provide level access. The Level Access toilets for the Founders Room are located on Level 2 (adjacent the Lift Platform).

Friday Evening Events

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

Due to the sound bleed between the two venues we advise Founders Room Hirers / Artists to commence their performances / events no earlier than **8:00pm** on Friday evenings.

Complimentary Bar Operation

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.**

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.

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).

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.

SAC Bar

The SAC Bar is available to open for Evening Public Performances / Events where the Hirer / Artist wishes **alcohol to be for sale**.

The SAC Bar sells beverages (alcoholic and nonalcoholic) 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. There is no additional charge to the Hirer / Artist for the SAC Bar to operate.

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

Spillage

No events / performances involving liquid of any sort will be allowed in the Founders Room.

Any event featuring principally food and/or drinks is required to nominate a Cleaner / Monitor to mop up spillages before they leak through the Founders Room floor and cause damage in the Tenants below.

Kitchen

The Kitchen (located on Level 1) is available for Hirers / Artists of the Founders Room provided that a written request has been made to the Venues Manager and Bar Manager. There is an additional hire charge of \$110 per day for the hire of the Kitchen*.

***3 x Days Hire of the Kitchen is included in the Venue Hire Packages for Private Functions / Events.**

Catering

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

Cleaning

The Founders Room and associated areas are cleaned by SAC prior to the commencement of the Hire Period.

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

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

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

Smoking

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

NO SMOKING ANYWHERE ANYTIME.

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 the Founders Room or associated areas.

Micro Plastics / Single-Use Plastics / Balloons

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

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

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

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

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

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

Theatrical Effects

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

Performing Rights

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

Noise

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

Promotional Material

The Hirer / Artist will be contacted by the Venues Manager / Marketing & Communications Coordinator prior to the commencement of the Hire Period in regards to providing publicity information for the SAC website, e-news and Social Media.

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

The correct name and address of the Founders Room is:

**The Founders Room
Salamanca Arts Centre
Level 2, 65 Wooby's Lane
Hobart, Tasmania**

The Hirer / Artist must emphasise that the main entrance to the Founders Room is via Wooby's Lane on all ticketing, printed and digital promotional material to assist with guest way-finding.

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

The Hirer / Artist must lodge 4 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 Performances / Events or SAC Supported Performances / Events. All use of the SAC Logo must be approved by SAC prior to print and distribution.

Posters throughout SAC

No promotional materials / posters may be fastened to any stonework or the facade of the buildings.

The Hirer / Artist will have access to the following poster boxes / poster frames at SAC:

- 1 x A2 Poster Frame on the Level 1 Landing
- 1 x A3 Poster Frame in the Courtyard

The Hirer / Artist will have access to 1 x A1 A-Frame Sandwich Board, to be positioned at the main entrance to the Founders Room on Wooby's Lane for the duration of their Hire Period (minimum).

A-Frame

1 x A-Frame sandwich board is available for Founders Room to position at the entrance on Wooby's Lane.

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 the Founders Room 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 the Founders Room 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 – applications for Hire and for inclusion in SACs Live Music Program and Performing Arts Program - 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.

Submission Dates

Calls for Applications for the Founders Room are Opened as required.

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.