

COROWA ART SPACE

Hire Conditions

2022-2023



ABOUT THE COROWA ART SPACE

Corowa Art Space is located in the Corowa Civic Centre at 100 Edward Street, Corowa NSW 2646. It includes 56 metres of hanging space and is fitted with a track hanging system that includes wire and moveable hooks so the height of artworks can be adjusted.

The Corowa Arts Space is a community art space that can host exhibitions developed by artists, schools, community groups and special interest groups. Periodically the space is host travelling exhibitions such as the Bald Archy Prize.

OBJECTIVES

The objectives of the Corowa Art Space is to:

- Provide a venue that can be used to host exhibitions by community groups, schools and local artists.
- Create opportunities for people and communities to participate in art and cultural activities, events and experiences.
- Support the delivery of arts and cultural events and experiences, which strengthens local community identity and pride.
- Provide an opportunity for visitors of the Federation council area to engage with the arts and experience the local culture.

OPENING HOURS

The Corowa Art Space is open Monday to Friday 9:30am to 4:30pm and Saturday's 10:00am to 2:00pm.

HIRE FEES AND USAGE

Federation Council accepts exhibition proposals year round to hire the Corowa Art Space.

Successful proposals are subject to an assessment process and availability of the gallery:

- Proposals are to be submitted using the [‘Corowa Art Space Hire of Use Form’](#)
- Generally, exhibitions are scheduled for up to 6-8weeks. The gallery may schedule exhibitions for other time periods depending on the overall schedule.

Please refer to the Fees and Charges in the Council’s annual [Revenue Policy](#) including bond and cleaning fees.

Federation Council in support of its community will subsidise the cost of facility hire charges for local not for profit community groups who provide educational, social or health benefits to residents. Please refer to the Council Hall and Facilities Hire Policy.

User groups provided with facility hire subsidies will still be required to pay the required bond as set out in the Schedule of Fees and Charges. Any costs incurred by Council throughout the life of the

facility hire, such as additional cleaning or broken items will be taken out of this bond in line with the Conditions of Hire.

Please Note: Additional charges may be incurred should the exhibition/event not vacate at the specified time.

The Bond will be returned once the Art Space has been inspected and there is no damage, missing equipment, the space is left clean and tidy. The Art Space hire and bond can be paid either in cash, EFT or with a credit card.

COROWA ART SPACE HIRE INCLUSION

Hire of the Corowa Arts Space includes:

1. Use of the exhibition space for up to six weeks.
2. Use to the art work hanging system.
3. Access to storage space.
4. After hours alarm protection.
5. Use of a portable PA system with microphone for the opening function.
6. Exhibition details on Council's corporate and tourism website events page and social media pages, free of charge.
7. Access to the window display area at entrance to the Corowa Civic Centre (Council building) where available. Use is free, however bookings are essential, and a space is not always guaranteed.

HOW TO HIRE THE COROWA ART SPACE

1. Read the Corowa Art Space Conditions of Hire (this document).
2. Complete and submit the Corowa Art Space Hire Form '[Corowa Art Space Hire of Use Form](#)'
3. Once the Corowa Art Space Hire Form has been assessed by Council the Hirer will then be required to:
 - Pay the Hire Fee in full
 - Pay the Venue Damage/Cleaning /Bond
 - Complete a brief site induction, if required.

Please note: A booking is NOT confirmed until the Corowa Art Space Hire Form has been returned, a copy of a current Certificate of Currency of Public Liability is provided, and the required Fees and Bonds have been paid. And Council reserves the right to refuse any booking.

OVERVIEW OF THE SPACE

This Corowa Art Space is located in the Corowa Civic Centre and includes:

1. Two access points. First is right of the Corowa Visitor Information Centre and is accessible via four steps and two large glass doors that open out. Second access point is beside the Corowa Library and is accessible via a ramp and a single glass door.
2. Public toilets are located directly outside of the art space, including an accessible toilet.
3. The space is an off-white colour on all walls and is artificial lit.
4. The walls are fitted with a track hanging system which includes wires and adjustable hooks.
5. Room is furnished with two large rectangle blue ottomans and a large wooden table.

OPENING FUNCTIONS

Exhibition openings may be held at the Corowa Arts Space at an agreed time as part of the Exhibition Proposal and Agreement between the Exhibitor and the Federation Council.

1. The opening function is to be organised and all expenses are to be met by the Exhibitor. These costs may include the cost of the opening of the exhibition including food and beverages, contractors, speakers, staff and volunteers.
2. When alcohol is to be served Liquor and Gaming NSW requires a function to hold a relevant liquor licence.
3. A copy of the copy of Liquor Licence or details of the person/business that holds the liquor licence must be provided to Council no later than 7 days prior to the opening of the exhibition.
4. Everyone serving liquor will need to have completed an approved RSA course. This applies to anyone serving liquor in a voluntary capacity as well as any security officers with crowd control duties.
5. Free drinking water must be made available.
6. Food must be prepared off site (there are no kitchen/food preparation facilities available) and served strictly in accordance with relevant [Australian Food Safety Standards](#) and [NSW Food Safety Guidelines](#).
7. All rubbish must be removed and the Corowa Art Space is to be tidied directly after the opening function.
8. If the opening function is outside of Council business hours, the exhibitor will incur additional costs to cover Council staff wages as outlined in the Fees and Charges section of the [Revenue Policy](#). i.e. a staff member must be on-site while the exhibition/event is open.

HEALTH AND SAFETY REQUIREMENTS

1. Council must be informed of all external contractors associated with the exhibition or display (i.e. who and their purpose) PRIOR to entering the site.
2. The exhibitor must provide a sign in/sign out volunteer register, to be completed by all volunteers as they enter and exit the site.

3. All exhibitions including the installation, during the exhibition, and de-installation MUST adhere to the Work Health and Safety Act 2011.
4. The exhibitor/ curator is responsible for any additional costs associated with the hire or purchase of additional display equipment or expenses associated with the presentation and display of their work.
5. Timelines for installation and de-installation MUST be carried out during Council's business hours.
6. NO additional lighting, external equipment or ladders can be used without written consent from Council.
7. NO drilling into walls or other permanent marks.
8. Emergency exits and doors to Council Chambers and adjoining meeting room are to be kept clear.
9. A clear pathway must be available between the entrance/s and the Council Chambers at all times.
10. Council staff may remove artworks from display if deemed unsafe
11. Public access is NOT permitted to the loading dock for any circumstance – this is NOT negotiable.
12. An Emergency Action Plan is displayed in all Council owned premises. It is the responsibility of the hirer to ensure that all patrons are familiar with this plan in the event of an emergency.

DAY TO DAY OPERATION OF YOUR EXHIBITION

Council does not staff the Corowa Art Space for external exhibition or events. Organising, rostering and costs of staff or volunteers to operate the exhibition is the responsibility of the Exhibitor.

External staff and volunteers will be expected to follow the same volunteer protocols as Council staff and volunteers when working in the Corowa Art Space.

COUNCIL VOLUNTEERS

If you require volunteers at your Exhibition, Council has access to a pool of volunteers who may be happy to assist at your event. Please note, volunteers are not guaranteed.

Please either email communityevents@federationcouncil.nsw.gov.au or call 02 6033 8999 and ask to speak with a staff member from the Community Development Team and we can put you in touch with the volunteer coordinator.

SALE OF ART WORK

It is at the discretion of the Exhibitor whether artwork is for sale.

If the exhibition is not staffed by the exhibitor, and the exhibitor wishes to sell artworks, they will need to leave contact details at the Corowa Art Space, and/or at the Visitor Information Centre, to be contacted by potential purchasers. The Federation Council staff are not responsible for the selling of artworks and will not take payment (including deposits).

LIABILITY AND INSURANCE

Federation Council will not be held responsible for any loss or damage to artworks (during transportation, display or storage), or personal injury to exhibitors.

1. Exhibitors must provide a current copy of their personal accident cover and public liability insurance covering the exhibitor (minimum \$20 million) to secure the hire of the space.
2. Council recommends Exhibitors consider a type of transit and exhibition insurance to cover loss or damage to artworks during transportation, storage and exhibition.
3. The Exhibitor is to ensure that all external contractors have current public liability insurance (minimum \$20 million) that covers the work they are providing during the exhibition.
4. As the Exhibitor, you must ensure that adequate personal accident and public liability insurance is in place to protect your volunteers, and staff.

Copies of insurances are required to be provided with bookings.

Federation Council must be notified of any equipment or articles brought into the premises by the hirer. Council has the right to deny the use of any piece of equipment or article it may deem unsuitable for the venue, (i.e. for Fire Safety reasons or items that may contribute to the damage of the facility or its fixtures). It is the responsibility of the hire to have all electrical equipment being brought on site tagged prior to use.

Council will not be held liable for the loss or damage of any equipment or article brought into the premises by the hirer and any subsequent damage this equipment may cause.

CANCELLATION

Please notify the Federation Council as soon as possible in the event that you need to cancel or re-schedule your exhibition or event. Fees may be incurred if there are cancellation incurred costs to Council as a result.

Council reserves the right to cancel bookings, for exceptional circumstances, with return of fees paid in advance.

CLEANING / DAMAGES

The hirer shall ensure that staff, volunteers and contractors take every precaution to protect the facility from damage, should damage occur, notification to a Council staff member must be made.

Loss or damage of any fixtures, fittings, equipment or furniture will be invoiced in full at replacement value to the Hirer responsible for hire at the time that damage occurred.

At the completion of the exhibition/event, the Corowa Art Space must be left in a clean and tidy condition, and as it was found. A cleaning fee will be deducted from Venue Bond if the Art Space is not left in a neat and tidy state.

EXHIBITOR RESPONSIBILITIES

Exhibitors are responsible for the organising and any costs and licenses associated with the following:

1. The hirer shall comply with all relevant Local, State and Federal Laws, Acts, Legislation and Regulations, including liquor licensing.
2. Delivery of artworks to and from the Art Space.
3. Security and insurance of the artworks, including transport to and from and also during the exhibition/event.
4. The installation, running, and the de-installation of the exhibition ensuring that health and safety standards are met.
5. The opening of the exhibition including food and beverages, contractors, speakers, staff and volunteers.
6. To consume liquor in the Art Space.
7. To prepare and consume food within the Art Space.
8. All advertising or publicity costs associated with the exhibition.
9. Any infringement of copyright in connection with the performance of any musical, literary or dramatic works in the Art Space.

OTHER CONDITIONS

General:

1. Animals (with the exception of assistance animals) are not permitted to enter the facility.
2. Smoking is not permitted anywhere inside Council facilities, including the Art Space.
3. All children must be under adult supervision at all times.

At the completion of the exhibition/event:

1. All surfaces are to be disinfected after use and any foodstuffs are to be removed.
2. The Art Space to be left in good working order and any breakages to be reported to Council staff immediately.
3. All rubbish is to be removed. Please note, large bins are not provided.
4. The Art Space to be left clean and in the state in which it was found.