

COROWA ART SPACE - USE OF HIRE FORM

Federation Council accepts exhibition proposals to hire the Corowa Art Space located at the Corowa Civic Centre.

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

For hire of all other Council owned or managed facilities and spaces, relevant hire forms are available from the Federation Council website.

www.federationcouncil.nsw.gov.au

Hirer details					
Name of Exhibition					
Name of individual exhibitor OR organisation/group					
Name of primary contact person					
Address					
Phone		Mobile		Email	
Does the organisation / group have an ABN?		Yes	No	ABN No:	
Organisation/Group Exhibitor Details only.....					
Is the organisation / group not for profit?				Yes	No
Is the organisation / group incorporated?		Yes	No	INC No:	

Exhibition Proposal Details

Brief Details of the Exhibition (add additional pages if required)

Details of Exhibition proposed dates and times

Date of Exhibition:	___ / ___ / 20__	From: __ am / pm	To: __ am / pm
Date of Installation:	___ / ___ / 20__	From: __ am / pm	To: __ am / pm
Date of Bump Out:	___ / ___ / 20__	From: __ am / pm	To: __ am / pm

Do you plan to have a launch or opening for the exhibition?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date & Times of Launch/Opening	___ / ___ / 20__	From: __ am / pm	To: __ am / pm	
Would you be interested in having your exhibition / display at other venues within the Federation Council area, and/or a possible travelling exhibition?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Refer to the Corowa Art Space Conditions of Hire which outlines the council's business hours and costs associated with operating the exhibition outside of these hours.	Noted			

Insurance & Liability

The Exhibitor is required to provide a current Certificate of Currency of Public Liability with a minimum indemnity of \$20 million that will cover the event during the hire of the Art Space. Federation Council listed as an interested party.

Please attach a copy.	
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The Exhibitor is required to have Transit and Exhibition Insurance.

Please attach a copy.	
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All contractors must have Public Liability Insurance with a minimum indemnity of \$20 million.	Noted	<input type="checkbox"/>
If using electrical appliances, including electrical leads, it is understood these must be tested and tagged prior to the event.	Noted	<input type="checkbox"/>

Stakeholders, Contractors & Staff

Staff and Volunteers

Do you plan to use the services of your own staff and/or volunteers to coordinate your Exhibition?

Yes

No

Do you require additional volunteers to assist in your event?

Yes

No

Council has a pool of volunteers who may be happy to assist. Please note, availability is not guaranteed and volunteers must be insured under the exhibitors own public liability and personal accident insurance.

Please list all staff and volunteers (Add additional pages if required).

Noted

If not yet confirmed, a list must be provided to Council prior to the event and notification of any changes made during the event.

Other Stakeholders

Please list others who have a vested interest in your exhibition and their involvement e.g. other artists, musicians, NSW Government agencies, contractors etc. (Add additional pages if required)

Stakeholder

Involvement

If you have staff, volunteers or others assisting and supporting the event.....

Council recommends that adequate Workers Compensation and Personal Accidents Cover for volunteers is in place to protect your staff, volunteers and also any other stakeholders.

Noted

Your staff, volunteers and stakeholders will be expected to follow the same protocols as are Council staff and volunteers when working in the Corowa Art Space. An induction and relevant policies will be provided to you.

Noted

Food & Alcohol

Refer to the [Corowa Art Space Hire Conditions](#), which outlines conditions associated with the serving of food and alcohol.

Noted

Food Safety

Do you plan to serve food at your opening / launch or during the event?

Yes

No

If yes, please state name of Caterer or Group Serving pre prepared Food (ie. a food preparation area is not available on site).

Name/s:

If you ticked yes to serving food you should be aware of your food safety requirements under the *Food Act 2003*, Food Regulation 2015, and the Aust/NZ Food Standards Code.

Alcohol

Do you plan to serve alcohol at your opening / launch?

Yes

No

If you ticked yes to serving alcohol, you should aware of your legal responsibilities with Liquor & Gaming NSW and [Liquor Licence](#) requirements.

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.

Attach:

Fees and Charges

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.

Advertising

Tourism Event Listing

Do you have an event listing on the Australian Tourism Destination Website?

Yes

No

Please note: To be included on Federation Council's Tourism page, North of the Murray, you must have your event listed on the Australian Tourism Destination Website (ATDW). It is free for event listings. To create an account and listing go to the [ATDW](#) website.

Listing your event on the [ATDW](#) is the easiest way to maximise your event's exposure on a range of tourism websites including [Visit Victoria](#) and [Visit NSW](#) along with regional websites, [Visit the Murray](#) that includes the [North of the Murray](#).

Council Advertising Support

Please circle

Council can promote events that are partnered or supported by Council on the What's On page on its corporate website. Would you like to advertise your exhibition on the Federation Council website?

Yes

No

The Community Digital Noticeboards is free to list for not-for-profit organisations, sporting clubs and community groups to advertise local events, projects and programs that are available to the general public. Community groups and organisations are responsible for creating their own notices and submitting in the correct format to Council for review via the [Community Digital Noticeboard](#).

The Corowa Visitor Information Centre (VIC) coordinates a window display at the Corowa Civic Centre that is free not-for-profit organisations, sporting clubs and community groups. Phone the VIC on 02 6033 3221 to discuss booking the Corowa Civic Centre Window display.

Disclaimer & Authorisation

The Hirer indemnifies Federation Council against any liability or loss arising from and any costs, charges and expenses incurred in connection with:

- Any damage to the Venue, or any loss or damage to anything within it; and
- Any injury to any user of the Venue

Federation Council will not be liable for loss, damage or injury to any person or property in or about the Venue however occurring due to negligence of the Hirer, or the Hirer's invitees.

I have read, understand and agree to abide by the conditions for hiring as outlined in the:

- Corowa Art Space Conditions of Hire
- This document i.e. Corowa Art Space Hire Form
- Other associated documentation as outlined in the Corowa Art Conditions of Hire and Corowa Art Space Hire Form.

Please note: A booking is not confirmed until the Corowa Art Space Hire Form has been signed, returned and the required Fees and Bonds have been paid. A written booking confirmation will be provided.

Please provide the following information for return of Bond

Account Name:		Name of Bank:	
BSB:		Account no:	

I certify that all details supplied in this application form and in the attached documents are true and correct to the best of my knowledge.

Name:		Position	
Signature:		Date:	

OFFICE USE ONLY*Initial**Date*

Details entered into Corowa Art Space Calendar		
Copy of staff, volunteer and contractor lists received		
Copy of event holder public liability & transit insurance certificates received		
Copies of contractor insurances received (if relevant)		
Copy of liquor license received (if relevant)		
Confirmation of confirmed booking provided to exhibitor		
Relevant Federation Council Departments and staff advised		
Tourism and Council Advertising completed		
Art Space Hire Fee \$		
Bond \$	Trust ID:	
Total Amount to Pay \$	Receipt No:	
Bond returned \$		