

PLEASE CIRCLE WHICH SPACE

- Exhibition space
- Workshop multipurpose gallery
- Dedicated office space
- Meeting in any available room

Applications must include:

1. Booking form, please see google calendar for availability
2. A signed responsibility form by all exhibitors (outlined below) Form
3. Event to be listed on the google calendar.  
<https://newsteadrailwayartshub.wordpress.com/>
4. For exhibitions a deposit 8 week before booking and balance paid 4 weeks in advance needs to be paid.

Fees for hiring the Arts Hub:

1. Exhibition (4 calendar weeks): \$500
  - Gallery 1
  - Gallery 2
  - Gallery 3
  - Workshop multipurpose gallery. Use of this space for an exhibition is on the understanding that workshops may be using the space with the exhibition on the walls.

Plus \$100 bond

2. Exhibition (4 calendar weeks): \$350
  - Gallery 1
  - Gallery 2
  - Gallery 3
  - Excluding workshop multipurpose gallery

**plus \$100 bond**

Dates for your exhibition will include setting up/taking down of exhibition.



- Bump-in exhibition from first Wednesday of the month with the opening on the following weekend.
- Bump-out exhibition will be on the last Monday of the month.

**3.. Workshop multipurpose gallery per day**

\$100 per day casual use

\$60.00 per half day casual use

\$150.00 for series of classes or workshops on a term

**4.. Meetings**

- Short Meetings up to 3 hours \$20
- Long Meetings up to 3 hours \$40

**5.Dedicated Office Space**

\$50.00 per day

**Exclusive Use: Note to hirers**

There are regular meetings and classes held during the day or after hours in the Arts Hub. If you require exclusive use of the building please discuss this with the committee as the fee for use will be charged at a different rate.



### **Duty of Care**

All persons involved in Newstead Arts Hub are required to be mindful that community members and volunteers help out in good faith.

No one must use the space outside of the purpose for which it is agreed or use it inappropriately (i.e.; undertake any illegal activity). Please check licencing requirements for use of alcohol.

Key A key will be kept in a key safe on site and must be returned at the end of each day. You will be given the code for the key safe, but it will be changed on a regular basis. We will notify you of the code at the time of use. The code must not be shared with others.

The key must not be copied or given to any other person.

If, for any reason the key is not returned, lost or an unauthorised person is found to be in possession of a key to the premises, you will be charged with any costs associated with replacing locks and keys.

Exhibitions: There may be meetings/classes held after hours in the Arts Hub. If you require exclusive use of the building, please advise as the fee for use will be charged at a different rate.

### **Installation of exhibition**

It is the responsibility of the artist to bring all equipment needed to install their work, including any extra help required. Dates of hire of the facility are inclusive of installation and taking down of exhibition.

We have an installed hanging system in the galleries, using wires from tracking installed with zippers to adjust the level of the artwork. There are hangers for forty artworks.

You will be responsible for providing all glass cleaners, receipt books, stationary etc for your exhibition additional ladders and any extra hanging wires.

### **Using the workshop room**

The Arts Hub does not have equipment such as data projector, speakers etc. It is the responsibility of the hirer to bring all equipment needed to run their workshop/class.

Return of space to original condition (Bond \$100)

The space must be returned to its original condition, including any painting and patching required. It is also your responsibility to supply the materials to do these repairs. In the event that major damage to the property occurs, it must be restored to its former condition, including hiring appropriate persons to fix the damage or the bond will be used to cover all costs associated with the repairs.

Cancellations Refunds (incl. bond) may be issued subject to minimum notification time of:

Gallery: two months

Workshop room: two weeks

### **Photography and video recording**

Please respect copyright laws and protocols



**FORM A HIRING AGREEMENT TO BE SIGNED AND RETURNED**<sup>By</sup>

signing and submitting this application, I agree to the terms and conditions set out above.

Artist's/applicant's signature: If more than one ALL artists to sign

Date: / / 2018/2019

**Artist/s Exhibition booking form**

Name(s): Of ALL exhibiting artists

1. 2. 3. 4.

Organiser postal address:

Suburb: Post code:

Email:

Telephone:

Exhibition name:

Exhibition description:

1. A brief artist(s) biography
2. A description of the exhibition (for promotional/press release use)
3. And if possible, a selection of .jpeg images of the works which we load on to webpage and use in the Echo

Preferred dates/time for exhibition (incl. setting up/taking down):

Total fee for use of Arts Hub: \$ Total:

Deposit paid to secure booking: \$

**Account name: Newstead Railway Arts Hub BSB: 633-000 Acc No: 155603707 Plus refundable bond: \$100**

Please submit your booking form to:  
by email: [newsteadartshub@gmail.com](mailto:newsteadartshub@gmail.com)  
P.O. Box 151, Newstead 3462  
Enquiries: Julie Patey 0408 528 536

Office use only - Total fee: \$ Paid: \$

Balance paid: \$ Name:

Balance remaining: \$

Refunded bond: Y/N

Signature:

