

# OLD FIRE STATION COMMUNITY ARTS CENTRE

# BOOKING FORM



## Exhibitions

Cultural art activities of all types, both groups and individuals, are welcome at the Old Fire Station Community Arts Centre. The Old Fire Station is available for a range of arts based activities including; visual arts exhibitions, workshops, lectures, talks, recitals and performances.

## Bookings

Booking periods are on a weekly basis, running from Thursday (noon) to Wednesday (pm). Bookings of two (2) weekly duration may be considered pending availability and content.

Exhibition bookings are scheduled in advance every six (6) months.

**1st Half Year** – January to June (inclusive)

**2nd Half Year** – July to December (inclusive)

To ensure equity of access artists are limited to one exhibition every six (6) months.

Where a date has been requested by more than one (1) exhibitor applications are prioritised giving local artists highest priority.

The Arts Centre is to be used for locally based, original work only. No commercial operations or non-original mass produced items are permitted.

## Fees

See Council website (<https://www.kiama.nsw.gov.au/Council/Community-Plans/Fees-and-Charges>) for current fees.

All fees, including hire and bond, must be paid to secure your booking within one month of being advised in writing that your application has been successful and a booking date has been allocated.

## Cancellations and Refunds

Refunds on bond and key deposit will generally be provided within two (2) weeks of the end of you exhibition.

Booking cancellations where a replacement exhibitor can be found will receive a full refund of all fees.

Booking cancellations where a replacement exhibitor cannot be found, will receive a full refund of the bond and 50% refund of the hire fee.

## Completing this form

Ensure all sections of this form are **fully completed** or your application will not be processed.

## Your Details

### **Name for Refunds:**

(Any necessary refunds will be made out to this name)

### **Contact Person:**

#### **Email:**

#### **Phone:**

#### **Address:**

### **I/We wish to use the Old Fire Station for:**

Visual Arts exhibition

Performance space

Workshop

Talks/Lecture

Meeting

Other

### **Are you an:**

Independent artisan – Kiama LGA resident

Artisan group – all Kiama LGA residents

Artisan group – some Kiama LGA residents

Independent artisan – live outside the Kiama LGA

Other

### **If group, Name of the Group:**

## Your Exhibition

### Exhibition Name

(this should not be just the name of your group, think about something catchy for promotional purposes; it may be themed or a description of the type of work you are doing or something fun and engaging)

**Describe your Exhibition** (what would you like the public to know to encourage them to attend your exhibition)

**All work produced for the booking is locally based (Illawarra region) and original:**

Yes

No, what percentage is original work

### Photo for Promotion

(please attach with your email a colour photo to be associated with promotion of your exhibition)

### Preferred Exhibition Dates

While all care will be taken to get you your preferred dates these cannot be guaranteed. Please note the **booking period (full week) is 12noon Thursday to 5.00pm Wednesday**

1<sup>st</sup> preference:

2<sup>nd</sup> preference:

3<sup>rd</sup> preference:

**Enter the name and residential suburb of all individual who will be using the Old Fire Station during your hire week.**

Name & Suburb

Name & Suburb

Name & Suburb

Name & Suburb

Name & Suburb

## **Public Liability and Banking**

Note: All relevant attachments must be submitted with this form for your booking to be processed.

### **Do you have Public Liability Insurance (minimum \$20,000,000)?**

**If No**, in cases of or amateur and semi-professional artists who are not part of or acting on behalf of an organisation, these low-risk bookings will be incorporated by Council's community support liability policy. This policy is in place to protect hirers (other than those listed above) against public liability claims arising from the hire of community facility. An important factor to bear in mind in respect of this policy is that a \$2,500 excess applies to each and every claim, which is payable by the hirer.

**If Yes**, all professional artists (ie professional - your primary source of income is derived from your artwork), and incorporated arts organisations and groups, must attach your Certificate of Currency with this booking form.

Date of expiry for your certificate of currency:

### **Banking Details**

Please complete the Banking Details Form and return with this form.

## Terms and Conditions

These are a list of the most pertinent and immediate expected behaviours and guidelines, a full list of information and guidelines can be found in the Exhibitors Information Guide.

**Hanging Wires:** Are to remain hanging straight at all times.

If you do not require the wires and want them out of sight please slide them into the corners.

Do not under any circumstances roll, bend or curl the wires up or remove wires from track.

Do not remove hooks from wires, unused hooks can be move to hide behind the painting that is hanging.

There are fifty (50) wires all with 3 hooks on each wire, 150 hooks in total.

**Walls/Doors/Windows:** only white tack may be used on the walls.

Blue tack, sticky tape, glue or any other items may not be placed directly on the walls or doors.

**Brochure Holder:** Ensure that nothing is placed in front of or hung over the brochure holder and that it is in a place accessible to the public.

**Daisy Location:** Daisy will be under your care and protection while you are exhibiting. She is an icon of Kiama; please read her care instructions carefully these can be found in the Exhibitors Information Guide.

**Internal Door:** the internal door between the exhibition space and kitchen is to be closed at all times (other than during set up and pack up)

**Back Door:** The back door must be securely closed and locked when you leave the building unless Council staff are in the office opposite the kitchen area.

**Display Boxes:** Do not remove the display boxes from the exhibition space

**Concerns:** Feel free to discuss any concerns you have with Council's Community and Cultural Development Officer (back office of gallery) 02 4232 0549

**Breaches:** Any breaches to these rules may result in a deduction from your bond. A \$30 admin fee will be charged plus cost to repair or replace.

### **COVID-10 Health and Hygiene regulations:**

1. One way traffic only through the Old Fire Station, arrows in place on the floor. The large wooden table, cupboard and plinth in the middle of the space are to remain in place at all times.

2. A maximum of 10 people (inclusive of exhibitors) on site.
3. All visitors must register via the slips or electronic registration provided.
4. Cashless transactions are preferred and encouraged.
5. Physical distancing of at least 1.5m to be maintained at all times.
6. Regular, appropriate handwashing.
7. Daisy the cow is not to be moved or touched and will remain in her current location until advised otherwise.

None of these regulations or regulating items are to be ignored, removed or reposition, please ensure that ALL members of your exhibiting group are aware of these requirements and that they are strictly adhered to.

I have read the terms and conditions as listed above and agree to abide by the expected behaviours and guidelines of the Old Fire Station Community Arts Centre.

I understand a hardcopy of the Exhibitors Information Guide will also be made available to me at the Old Fire Station during my exhibition period.

## Closing Dates

**January–June** inclusive close on 30 October Applicants will be notified of their exhibition by end of November.

**June-December** inclusive close on 30 April. Applicants will be notified of their exhibition by end May.

## Submission

Please return applications to:

Old Fire Station Bookings  
Kiama Municipal Council  
PO Box 75  
Kiama 2533

Or Email [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)

Late Applications will not be considered in the first round of programming, but will be considered for any dates available after all first round applicants have been accommodated.

For further information and inquiries please contact me on 4232 0549 or email: [louisec@kiama.nsw.gov.au](mailto:louisec@kiama.nsw.gov.au)