

Old Fire Station Community Arts Centre

Exhibitors Guide

June 2020



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Acknowledgement to Country

Kiama Municipal Council acknowledges the traditional owners of this land on which the Old Fire Station Community Arts Centre stands, the Dharawal and Wodi Wodi people, and pay our respects to the Elders past, present and emerging.

As we move into the future we acknowledge the bearers of our collective cultural past and honour their presence in our current and future endeavours together.



COVID-19 Requirements

To ensure that both exhibitors and patrons are able to abide by COVID-19 health and hygiene regulations while at the Old Fire Station, the following is in place:

- **One way traffic only** through the Old Fire Station, arrows are provided on the floor to ensure this is clear.

The large wooden table, cupboard and plinth in the middle of the space **are to remain in place at all times** to provide a barrier and reinforce the one-way circuit.

The circuit is to remain clear and uncluttered at all times.

- **A maximum of 10 people** (inclusive of exhibitors) present in the space at any one time, signage is in place on site.
- A **visitors registration book** is provided at the entrance and must be completed by visitors on arrival
- **Hand sanitiser** is provided on site.
- A **sneeze screen, distancing lines and decals** are in place for the sales desk area. For the sneeze screen to be effective exhibitors will need to sit at the desk rather than stand.
- **Cashless transactions** are preferred and encouraged.
- **Physical distancing** of at least 1.5m to be maintained at all times.
- Regular, appropriate **handwashing** using the instructional signs provided on site.
- **Daisy the cow is not to be moved or touched** and will remain in her current location until advised otherwise.
- **Disinfectant spray** is provided for wiping down surfaces.

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.

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 Kiama based 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's Fees and Charges for current fees;

<https://www.kiama.nsw.gov.au/Council/Community-Plans/Fees-and-Charges>

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.

Public Liability Insurance Requirements

If the facility is hired on behalf of any incorporated bodies, sporting clubs, educational or religious institutions or organisations and/or commercial enterprises (including professional artists), the Hirer must provide Council with Public liability insurance with a minimum cover of \$20,000,000. Public liability will be required at all times when the Hirer acquires a profit from the hire of Council's facilities.

In cases of unincorporated volunteer groups (including non professional artists) who are not part of or acting on behalf of an organisation, their 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.

Cancellations and Refunds

Refunds on bond and key deposit will generally be provided within two (2) weeks of the end of your 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 bond and key deposit, and 50% refund of the hire fee.

Access

The Exhibition Space



Access to the exhibition space is from; 12 noon on Thursday to the following Wednesday only. Exhibitors may not set up before 12noon unless there are exceptional special circumstances and with prior permission.

Note:

Asking on the day of set up is not considered prior permission and lack of prior planning is not considered special circumstances.

You will be required to vacate the exhibition space by Wednesday evening. Your key deposit will be refunded upon the return of the key via the key return box inside the kitchenette of the Old Fire Station, along with a completed visitor record.

Parking

Parking is provided for exhibitors use behind the Old Fire Station.

Other Areas

While exhibiting you must ensure exit doors and kitchen area are kept clean, clear and safe at all times.

Care and Maintenance

General Maintenance

Kiama Council is committed to providing ongoing maintenance of the Old Fire Station as a public access facility. A cleaner provides regular general cleaning and care of the building and its facilities such as the toilets.

However, the Old Fire Station also relies on daily care by its users to ensure its ongoing usefulness. Please ensure the exhibition space is swept clean when you have finished your exhibition and the kitchen is left in a tidy and clean state.

Please remove any food or drinks from the fridge.

Bond

Your bond will be utilised to cover any additional cleaning or repair costs required following your exhibition.

An inspection of the gallery and kitchen area will be undertaken each Thursday morning prior to the next exhibitor using the gallery.

Heritage Preservation

The Old Fire Station is a heritage protected site and as a result no marks or holes are to be made in the interior or exterior structure.

No Smoking

There is no smoking in or near the front and back entrances of the Old Fire Station. This includes the car parking area behind the building.

Physical Space

Back Door

Please ensure the back door is either closed and latched or securely opened with the door stop provided when you are using the venue, and securely latched when leaving.

Windows

Windows may be opened during the exhibition period, however please ensure they are shut securely before leaving the premises.

Fans

The remote control for the fans is located in the desk draw. Please ensure both fans have been turned off before you leave each day.

Exhibition Space

Hanging Wires

There are 50 wires available on the hanging track and 150 hooks, these are checked by Council staff at the end of each exhibition.

Please ensure that all wires and hooks are in the track and available for the next exhibitor before vacating the premises.

Wires are to remain hanging straight at all times, do not roll, bend or curl the wires.

If you do not require the wires and want them out of sight please slide them into the corners. **Do not remove wires from the tracks or hooks from the wires**

Table and Chairs

There are ten light weight plastic tables available for use in the storage cupboard. Older plastic chairs are stored in the far right side of the cupboard.

20 stacked folding chairs are available in the kitchen area for your use.

Three fabric covered chairs are kept permanently in the exhibition space for use during exhibitions.

Display Boxes/Plinths

Please do not remove the wooden display boxes from the exhibition space.

Daisy the Decorated Dairy Cow



While COVID-19 regulations are in place Daisy the Cow is not to be moved.

Outside of times of COVID-19 regulations being in place, if you have the physical ability you may put Daisy the Cow out at street level.

In undertaking this you must consider:

- Daisy is at least 300kgs in weight
- Ensuring an adequate number of physically capable people to move her safely
- Safety to yourself and others in the process of moving her
- Safety to yourself and others if she were to get away from her handlers.
- Be aware that the area around the Old Fire Station is steeply sloped and surrounded by cars and pedestrians
- Secure Daisy to the pole using chain and padlock provided

Regardless of location, once in place Daisy must have all four of her wheels securely locked.

Within the Old Fire Station Daisy can be placed facing head first out of the front doors.

Daisy must be brought completely inside if there is rain or other adverse weather.

Daisy Fact Sheets are included in this folder for interested members of the public.

Trading and Opening Nights

Trading Hours

Exhibitions:

All exhibitions must be open for the minimum hours of 10am to 3pm each day of operation. Longer opening hours are encouraged, particularly on Friday and Saturday afternoon/evenings

Workshops or other projects:

Opening hours in accordance with the nature and duration of the project. These hours must be provided to Council for promotion purposes at least two weeks prior to commencement.

Opening Nights

While COVID-19 regulations are in place the maximum venue numbers remains at 10 people.

Alcohol may be served during opening nights and launch events. If your launch is open includes a public invitation you must have someone with a Responsible Services of Liquor certification

Security

You are responsible for the security of the OFS while you are exhibiting. Before leaving ensure:

- All doors are locked – including the cross bar on the front door
- All internal lights are switched off
- The heaters are switched off

You are responsible for:

- Security and insurance of your own works
- Delivery and removal of artwork
- Sales of artwork

Exhibition Promotion

All Old Fire Station Exhibitions are promoted through Council's website and the Kiama Cultural Arts Network Newsletter and Facebook Page. In addition there are an number of other options you may wish to take up.

Onsite Signage

A banner can be placed across the top of the Old Fire Station doors and on the external east facing wall, using the hooks provided



No signage or any other items to be exhibited are permitted on the walkways surrounding the building.

Tourism

You can have your exhibition details placed in the [Kiama Tourism](#) Events Calendar for free by contacting kiama.com.au/about-us/contact .

Road Signage

Forthcoming attractions board on the freeway at Bombo – contact Simpson Signs on 4232 1130 at least 8 weeks prior to your exhibition, cost is approximately \$300.

Questions or Concerns

Feel free to discuss any questions or concerns you have with Council's Community and Cultural Development Officer, Louise Croker. The CACDO's is located in the Joyce Wheatley Community Centre (entry via the western – Collins St – doors)

Ph 4232 0549 or 0409 829 521

Email louise@kiama.nsw.gov.au