



## RED POINT GALLERY HIRE AGREEMENT

*You can type in the fields below and print before signing*

**Exhibition Name:** \_\_\_\_\_

### Gallery Hire Dates

Start: \_\_\_\_\_

End: \_\_\_\_\_

### Hirer Full Name

Tick if RPAA Member

### Contact Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

### Fees

	Totals
Non-refundable deposit	\$
Gallery hire balance	\$
Bond	\$
<b>TOTAL</b>	<b>\$</b>

### Agreement

On behalf of the hirer(s) I agree to the above terms and conditions for the hire of the Red Point Gallery.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

### Office Use:

Received:

Approved:

Deposit Paid:

Balance Paid:



## RED POINT GALLERY HIRE - TERMS & CONDITIONS

### Gallery Hours

The gallery hours are usually Wednesday to Sunday 10am to 4pm. This is a guide only and the gallery may be open Monday & Tuesdays if desired.

### Who Can Hire

The hirer (at least one if a group or organisation) must be a member of Red Point Artists Association. This is necessary to be covered by RPAA's Public Liability Insurance Policy.

### Gallery Hiring Fees

The hirer will pay to RPAA a non-refundable deposit, a gallery hire fee and a bond. These fees are available from RPAA on application. The booking will only be confirmed when the deposit is paid. If the hirer cancels a booking after confirmation the deposit will be retained as a cancellation fee. The bond and gallery fee is payable 24 hours before commencement of the hire period. Fees will be invoiced on request.

The bond will be refunded within 7 days after the hire period subject to satisfactory post exhibition inspection. If extra cleaning is required the cost will be determined by RPAA and deducted from the bond.

Note: No commission on sales is payable by exhibitors to RPAA.

### Insurance

Exhibitions held at Red Point Gallery are covered by RPAA's Public Liability Insurance where an incident is a direct result of the venue fixtures and fittings. Insurance of the work displayed is the responsibility of the hirer and/or artists.

### Exhibition Guidelines

Unless special arrangements have been made with RPAA, access to the gallery will be provided on the day the hire period starts and the exhibition must be dismantled on the final day of the hire period.

It is the responsibility of the exhibitor(s) to curate, install and dismantle the exhibition.

Decorations may only be put up with the prior permission of RPAA. The hirer shall not affix nails, crews, bills, decorations, bunting or draping which in any way defaces the premises. Alterations to fixtures, walls, ceiling or floors not permitted.

Access to plinths and hanging equipment is available for loan and must be returned in full after the exhibition.

### Care of the Premises

The hirer is liable for loss or damage to the gallery premises, furniture, equipment or facilities. This is irrespective of who is responsible be it the hirer, caterers, musicians, or other persons contracted by the hirer.

Any damage must be reported immediately to Dulcie Dal Molin 0418 644 342.

The gallery must be cleaned thoroughly and left in the condition it was found (this includes removal of rubbish and bottles from the gallery on a daily basis)

The hirer(s) are to ensure parents are responsible for their children at all times whilst within the premises and grounds

### Openings

Alcohol can be consumed on the premises at an exhibition opening BUT must not be sold.

The hirer must ensure the responsible service of alcohol to guests including:

- No person under the age of 18 years being served with or allowed to consume alcoholic liquor
- No alcohol is to be taken outside Red Point premises

The hirer shall be responsible for the good conduct of those attending the function. RPAA are not liable for any anti-social behaviour at openings.

### Smoking

No smoking is permitted inside the gallery premises

### Special Conditions

RPAA reserves the right to impose further special conditions to the granting of the Gallery Hire Agreement.