



Red Point Arts

🏠 100 Wentworth St, Port Kembla NSW 2505

✉ redpointartsecretary@gmail.com

🌐 redpointart.org.au

📞 0491 115 705

Red Point Artists Association Incorporated. ABN: 73 715 862 185 Incorporation No: 9889210

CONTRACT – GALLERY HIRE

Fill this form on your computer and email direct to the address above or print & post.

EXHIBITION DETAILS		
<input type="checkbox"/> Red Point Gallery		
Exhibition Name		
Start	Finish	
Opening event – Time & Date	Promotional flyer emailed to president@redpointart.org.au <input type="checkbox"/> Yes Date:	
HIRER'S DETAILS		
First Name	Last Name	
Address	Suburb	Postcode
Phone	Email	
Social media / website		
Are you a Red Point Arts member? <input type="checkbox"/> Yes <input type="checkbox"/> No (please provide member's details)		

Fees

Non-refundable deposit	
Gallery hire balance	
Bond	
TOTAL	
Bank details: BSB:	
Account Number:	
Account Name:	

Agreement

On behalf of the hirer(s) I agree to the Red Point Gallery Hire terms and conditions as per attached sheet.

Hirer's signature	Date
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For further information please text the President on 0491 115 705 or president@redpointart.org.au

OFFICE USE

Received:	Approved:	Deposit Paid:	Balance Paid:
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RED POINT ARTS - GALLERY HIRE TERMS & CONDITIONS

Gallery Hours

The gallery hours are Monday to Friday 11 am to 2pm. Saturday 10am to 3pm. Sunday is optional.

Who Can Hire

The hirer (at least one if a group or organisation) must be a member of Red Point Artists Association. This is a requirement of Red Point Arts' Public Liability Insurance.

Gallery Hiring Fees

- The hirer will pay to Red Point Arts a non-refundable deposit (50% of the total hire fee), a gallery hire fee and a bond at the time of booking. The booking will only be confirmed after the non-refundable deposit and bond are paid.
- If the hirer cancels a booking after confirmation, the deposit will be retained as a cancellation fee.
- The gallery hire fee is to be paid in full 21 days before commencement of hire period.
- Fees will be invoiced on request.
- The bond will be refunded if the exhibition is cancelled up to 21 days before commencement of hire period.
- The bond will be refunded within 14 days after the hire period ends subject to satisfactory post exhibition inspection. If extra cleaning or repair/repainting of plinths is required the cost will be determined by Red Point Arts and deducted from the bond.
- Note: No commission on sales is payable by exhibitors to Red Point Arts.

Insurance

Exhibitions held at Red Point Gallery are covered by Red Point Arts' 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

- Red Point Arts Committee must approve samples of the works that will be exhibited before the signing of contract.
- The hirer or their representative must meet with a Red Point Arts Committee Member for essential gallery information and to review the Red Point Arts Hire Checklist at least 7 days before the hire period.
- Unless special arrangements have been made with Red Point Arts Committee, 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. Usually, installation is on the first Thursday and pack down is the last Wednesday of the hire period.

Curation and hanging

- The hirer is responsible for their own exhibition from beginning to end.
- It is the responsibility of the exhibitor(s) to curate, install and dismantle the exhibition.
- Curation and hanging must be to exhibition standard. If the hirer is inexperienced, they must seek instructions from Red Point Arts.
- Decorations may only be put up with the prior permission of Red Point Arts Committee. The hirer must not affix nails, screws, 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.
- Hangers and hooks will be provided by Red Point Arts. These items will be counted before and after the exhibition by Red Point Arts. Exhibitors will need to supply their own commanders.
- **Keys:** Gallery & gate keys will be provided and can be retained by the hirer for the duration of the hire period.
- **Optional Square terminal** is available for hire for \$20 per hire week (Thursday to following Wednesday) plus 5% administration fee. Exhibitors must keep a record of all sales and payments, to be provided to Red Point at the end of the exhibition. Reimbursement will be made within 14 days after sales record is provided to redpointarttreasurer@gmail.com

Care of the Premises

- The hirer is liable for loss or damage to the gallery premises, furniture, equipment or facilities, regardless of who is responsible be it the hirer, caterers, musicians, or other persons contracted by the hirer.
- Any damage must be reported immediately to the President on 0491 115 705.
- The gallery, kitchen area and toilet must be cleaned thoroughly and left in the condition it was found (this includes removal of rubbish, food from fridge and bottles from the gallery on a daily basis). Blue tack to be removed from walls as well as all tape on hangers.
- 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
- No BYO alcohol by visitors or guest at opening.

The hirer is responsible for the good conduct of those attending the function. Red Point Arts is not liable for any anti-social behaviour at openings.

Smoking

No smoking is permitted inside the gallery premises.

Special Conditions

Red Point Arts reserves the right to impose further special conditions to the granting of the Gallery Hire Agreement.

RED POINT ARTS - GALLERY HIRE TERMS & CONDITIONS

GALLERY HIRE OPTIONS AND PRICES - from 1 MARCH 2024

Non-refundable deposit	50% of hire fee	Payable at time of booking
Bond	\$50	Payable at time of booking
Gallery hire fee	\$420/ week (Thursday to Wednesday)	Total payable 21 days in advance
Commission on sales	nil	

Note: Full-time students may be eligible for subsidised hire fees. Please enquire for details.

WORKSHOP6

Non-refundable deposit	50% of hire fee	Payable at time of booking
Bond	n/a	n/a
Workshop hire fee	CASUAL HIRE Hourly - \$25/hour Half day - \$75 (9am – 12pm <u>or</u> 1-4pm) Full day - \$150 (9am – 5pm)	Total payable 21 days in advance

Please note all hire periods include set up and pack down.

MEMBERSHIP FEES - from July 2022

Membership of Red Point Arts is \$35 a year (from 1 July 2022). All hirers must be members of Red Point Arts.

Join our vibrant community of artists and artisans. Red Point Arts members have access to a whole range of great benefits like:

- Regular newsletters with details of exhibitions, classes and events
- Member exhibitions – group member exhibitions are held regularly with a small entry fee
- Classes & workshops
- Expressive Mondays – subsidised by Red Point Arts
- Art & Craft on the Grass – free stalls for Red Point Arts members
- Gallery hire – competitive rates for members

RED POINT ARTS - GALLERY HIRE TERMS & CONDITIONS

HIRER CHECKLIST

Remember, you're hiring the gallery and all aspects of your exhibition are your responsibility, not Red Point Arts.

Red Point Arts will be happy to include your exhibition in our newsletters and social media, only if you provide a JPG flyer and promotional blurb beforehand.

Action	By when	Completed
Book gallery & complete Gallery Hire Agreement		<input type="checkbox"/>
Pay deposit & bond	On booking	<input type="checkbox"/>
Pay balance of hiring fee	2 weeks before exhibition	<input type="checkbox"/>
Determine opening event time/date	Up to 8 weeks before exhibition	<input type="checkbox"/>
Send promotional flyer to president@redpointart.org.au (JPG only)	Up to 8 weeks before exhibition	<input type="checkbox"/>
Send 2 sentence blurb about your exhibition to president@redpointart.org.au	Up to 8 weeks before exhibition	<input type="checkbox"/>
Promote your exhibition & opening	Up to 8 weeks before exhibition	<input type="checkbox"/>
Meet with Red Point Art Committee Member to go through important information and Hirer Checklist	1 week before exhibition	<input type="checkbox"/>
Record keeping – arrange for receipt book and record of sales including artist name, amount, artist bank details, buyer name, buyer contact details. (Note: Red Point has Square terminal available for hire if required)	1 week before exhibition	<input type="checkbox"/>
Installation of exhibition	First Thursday of the hire period	<input type="checkbox"/>
Bump out: pack down exhibition and clean gallery, kitchen and toilet. Please remove all rubbish from premises and empty fridge.	Last Wednesday of the hire period	<input type="checkbox"/>
Return gallery and gate keys to lockbox or Committee member	Last day of exhibition	<input type="checkbox"/>
If hiring Square terminal, provide listing of sales to redpointarttreasurer@gmail.com and ensure bank details are provided	Within 14 days of exhibition closing	<input type="checkbox"/>
Bond received	Within 14 days after exhibition closing	<input type="checkbox"/>

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FLOOR PLANS

