

Bowral ART Gallery

BDAS - Bowral & District Art Society Inc.

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ABN 86 792 964 696

1 Short Street (PO Box 144) Bowral NSW 2576 Phone (02) 4861 4093

Email: office@bdasgallery.com Website: www.bdasgallery.com

Gallery Hire Contract 2021

This is an agreement between:

BDAS - Bowral & District Art Society, Inc.

and

Name of principal hirer:

Address:

.....

Phone: (h)..... (Mob).....(email).....

for an exhibition at the Bowral Art Gallery, 1 Short Street, Bowral.

The gallery is booked for Week(s). **NB: Week begins 9.00am Wednesday, ends following Tuesday 6.00pm.**

From Wednesday: To Tuesday:

Terms of hire may be extended with written consent from the BDAS

The opening is to be held on (date)at(am/pm)

The exhibition will be open to the public from Date:.....until

Opening hours: 10am – 4pm

The exhibition will be titled:

Names of group or other artists contributing to the exhibition:.....

.....

.....

TERMS OF CONTRACT:

1. Gallery charges are \$700.00 per week for BDAS members or \$750 per week for non-members, plus \$200 refundable Bond. The Bond is required to cover lost keys, cleaning, breakages and security call-outs. Amounts paid are exclusive of GST.
2. Exhibitor/s to pay \$200 deposit on submission of this contract. The deposit shall be forfeited if the Exhibition is cancelled less than four (4) months prior to the hire date.
THE BALANCE AND \$200 REFUNDABLE BOND IS DUE SIX WEEKS PRIOR TO EXHIBITION.
3. Exhibitor/s have use of the Gallery excluding the Office, and the BDAS Committee retain the right to have access to the office, kitchen & bathroom during the term of this contract.
4. Gallery hire rate of \$700/\$750 per week includes: hire of gallery, lighting & heating, hanging system and use of the BDAS credit card facilities.
5. There is a 1.5% surcharge on all art sales using the BDAS credit card & EFTPOS facilities. At the completion of the hire contract term, the balance of sales utilising these facilities will be remitted to the Principal Hirer within 14 days by Bank Transfer.
Please provide bank details below:

Name of account BSB A/C No
6. The Security System is the responsibility of the hirer. Any call out fees charged by the Security firm will be subtracted from the Bond if the alarm is incorrectly set.
7. The exhibitor/s must remove all unsold works from the gallery by the scheduled closing date.
8. If alcohol is to be served at the opening then a current holder of Responsible Service of Alcohol Certificate must be present. The hirer must not serve alcoholic beverages for a fee as the Bowral Art Gallery does not hold a liquor licence.
9. The hirer must not attach in any way to the walls, doors, glass, floors, furniture & fittings around the venue: nails, screws, adhesive tape, without the written consent of the gallery. The hirer must not interfere with the electrical installations, lighting or other technical equipment. **The hirer must not cut the hanging cords or use adhesive tape on the cords.**
10. The hirer must advise the gallery immediately upon discovery of damage or malfunction of equipment.
11. Insurance:
The BDAS maintains Public Liability insurance in respect of the venue. The hirer should assess and take out as deemed necessary, any relevant insurance to cover their event for loss, damage or injury.
12. On the first day of occupancy, the hirer will be given keys and a site induction. Any pre-existing damage to the gallery will be noted.
13. At the conclusion of occupancy, the hirer will ensure that the premises are left clean & tidy, locked, the security system armed and keys returned.
14. Any enquiries or concerns relating to this contract can be emailed to the office and addressed to the BDAS Committee for their attention.

These terms and conditions of use must be read and adhered to by all users of the gallery including each member of a group.

Signature of Principal Hirer : Date:

For BDAS: Date:

<u>OFFICE USE ONLY</u>		
DEPOSIT \$200	DATE PAID:.....	PAYMENT DETAILS:
INVOICE NO:	BALANCE of \$.....	DATE DUE:
BALANCE PAID:.....	PAYMENT DETAILS:	
REFUND AMOUNT \$	DATE SENT:.....	