

# Application Form for Hire of the Matthew Flinders Gallery



**Instructions** Please return this form to [artists@bribieartscentre.com.au](mailto:artists@bribieartscentre.com.au) to confirm your booking. An invoice will be issued based on this Booking Form in Exhibition year requested. **Please pay deposit against invoice raised for Exhibition Year** noting that **Booking will not be confirmed until a 25% deposit has been received.** Please read and agree to **ALL** the Terms and Conditions of the hire. All prices are inclusive of GST. **Exhibition Date is one day after the Booking Date. Closed Mondays.**

<b>Name of Exhibition AND/OR Listed WTG</b>		<b>Exhibition Start Date</b>	
<b>Gallery Booking Dates</b>		<b>End Date</b>	
<b>Account Details for Sales</b>	<b>BSB:</b>	<b>ACC:</b>	<b>ABN NUMBER</b>

<b>Hire Rates</b>	<b>Duration 1 Day/Night Hire</b>	<b>Duration 1 Week Hire</b>	<b>No of Weeks</b>	<b>Additional Days</b>	<b>No. of Days</b>
<b>TIER 1 Independent Hirer/s</b> A 28% commission on sales is payable on all sales	\$264	\$550/pw		\$99/day	
<b>TIER 2 Working Together Group/Combined (WTG) as per BICAS Website. 28% commission</b>	\$242	\$440/pw		\$77/day	
<b>TIER 3 Independent Hirer/s</b> **Hirer is responsible for ALL aspects of running the exhibition. Refer to Hire Categories for full details. 0% commission	\$1500	\$2500/pw		\$500/day	
<b>TOTAL OF HIRE</b>	\$	<b>DEPOSIT 25% =</b> <i>on receipt of invoice.</i>		<b>BALANCE OWING \$</b>	
<b>Name &amp; contacts of Person to be invoiced for this Booking:</b>	<b>NAME</b>		<b>EMAIL:</b>		
<b>Other Contact:</b>	<b>NAME</b>		<b>PHONE:</b>		
<b>Opening Function Date &amp; Time</b>			<b>EMAIL:</b>		
			<b>PHONE:</b>		

Please tick this box that you understand the Hire Tier Options above

Please tick this box that you have read and agree to our Terms and Conditions of hire document

<b>Name of Person Submitting form</b>		<b>OFFICE USE ONLY</b>	<i>Deposit Paid</i>
<b>Signature:</b>	<i>Signature of the Person Submitting this Form</i>		<i>Invoice Raised and emailed</i>
			<i>Further Payments</i>

**Thank you for booking your Event with us!**

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## HIRE OPTIONS DETAILED

- TIER 1** A 28% commission on sales is payable on all sales.
- TIER 2** Working Together Groups (WTG) - 28% commission on sales is payable on all sales.
- TIER 3\*\*** **No commission on sales.** For the 3rd tier hire, the hirer is responsible for **ALL ASPECTS** of running the exhibition – i.e., labeling and display, promotions, gallery staff, receiving and receipting of purchases, banking/EFTPOS.

## TERMS AND CONDITIONS

**BOOKINGS:** The only accepted method of booking is by completion of the Application Form for Hire of the Matthew Flinders Gallery. Payment of the 25% deposit will confirm the booking. The deposit is **NOT REFUNDABLE** if the booking is cancelled. The final amount is payable **14 days** prior to the exhibition opening. All sales attract a 28% commission including GST, apart from Tier 3. Payment for sales will be made at the end of each month

**CANCELLATION OR DATE CHANGES:** As our Gallery attracts many exhibitors any change of date can only be accepted by **WRITTEN REQUEST**, and if other dates are available. The Bribie Island Community Arts Society Inc. (BICAS) reserves the right to cancel or change bookings in certain circumstances. The hirer agrees to accept cancellation or change of dates and be held to have consented to such cancellations or changes and to have no claim at law or in equity for loss or damage consequence thereof. This would entitle the hirer to a full refund of the amount paid or the option for you to roll-over funds to the following year booking.

**FACILITIES:** The Gallery is open from 9am to 4pm Tuesday to Saturday and 9 to 1 Sunday (**closed Monday**). Special arrangements can be made for opening outside these times but there may be a charge incurred. The Gallery is covered by an electronic security system. The dimensions of the

**Gallery:** Floor space is 16-metres x 19-metres Roof slopes from 7-metres to 3.5-metres with ceiling beams 3.1-metres  
External main door is 2.3-metres x 1.66-metres - Eight movable walls 1.4-metres X 380 X 2.18-metre  
Hanging space for paintings is approximately 70-metres running space

A day is factored into your hiring agreement for you to setup your exhibition. The gallery set-up and hanging are the responsibility of the Hirer. There are a number of plinths, black and white, in various sizes that can be used. Tables and chairs are available. **It is the Exhibitors responsibility to make sure all equipment used in the set-up including plinths are put away at the end of the pack down of the exhibition.** Ladders are available from the Gallery store. **Gallery lighting is adjusted by BICAS.** If you need the use of the Microphone this can also be provided. There is an area available for demonstrations adjacent to the Gallery. We would encourage you to take up this area, as it would be of interest to visitors

**ALL SALES Except Tier 3:** Must go through the front desk and are subject to the commission payable to BICAS. The Piano is not to be moved without consultation with BICAS Management, because of its weight and size, and insurance liabilities.

**LABELS** can be provided at 50c each for items on stock sheet. *NB:* Self-made labels must be **PRINTED ON CARD**. If bar-codes supplied, please place on back of label.

**CAFÉ HOURS:** 9am to 2pm Tuesday to Saturday and 9am to 1pm Sunday and Monday.

**CATERING:** The Centre has facilities available for opening functions.

Please enquire with our Venue Manager, (email: [venuemanager@bribieartscentre.com.au](mailto:venuemanager@bribieartscentre.com.au)).

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**OPENING FUNCTION** (if applicable): Liquor may be served during the opening function. Liquor **CANNOT BE SOLD** on the premises. Ensure that the carpet and floor areas in the Gallery are left clean with no spillage marks or stains from your function. Please ensure that the toilets are clean and left in a tidy condition. Please empty all rubbish into the wheelie bins provided.

**DISPUTE:** In the event of any dispute arising as to the interpretation of the Application Form for Hire, Conditions of Hire, Indemnity Agreement and Procedure for Hire or as to any matter or thing contained therein or as to the meaning of any terms and conditions the decision of the Bribie Island Community Arts Society Inc. shall be final and conclusive. Please read BICAS Policies & Procedures on our website. Any engagements of any kind shall be subject to the terms and conditions herein, of which it will be taken the hirer is aware.

**CLEANING AND BREAKAGES:** Failure to carry out the above requirements satisfactorily or if additional cleaning is required, costs may be incurred by the hirer. Please report all breakages or damage immediately or as soon as possible to the Arts Centre

**CLOSING TIME:** Closing time for exhibition openings that are conducted after hours is strictly 9.00 pm. The conveners are required to stay until the conclusion to ensure that all responsibilities of the hire conditions are completed and that the Arts Centre is secured

**LOCK UP PROCEDURE:** If there is a need to be at the Centre early or later for functions, arrangements can be made at the time of booking

**INSURANCE, PUBLIC LIABILITY, INDEMNITY & DUTY OF CARE:** The hirer is responsible for any damage caused to the Arts Centre and Matthew Flinders Gallery, its furnishing or equipment. Insurance of exhibits is the responsibility of the hirer/artist. The hirer will indemnify the Community Arts Centre and the Bribie Island Community Arts Society Inc. (BICAS). Any hirers who are **NOT** BICAS members need to take out insurance to cover their works for the duration of their exhibition and attach it to the booking application. The Hirer is responsible for providing adequate Duty of Care and supervision for all person(s) under the age of 18 brought onto the premises as a result of their activities undertaken at the Arts Centre.

**DAMAGE TO OR LOSS OF PROPERTY:** The Moreton Bay City Council, Bribie Island Community Arts Society Inc. (BICAS) will not be held responsible in any way for damage to or loss of any property whatsoever placed in the Arts Centre by the hirer, nor for any loss occasioned by the hirer through accident or failure of electricity or any other unavoidable cause

**TEMPORARY FIXTURES:** The walls or any other parts of the Community Arts Centre and the Matthew Flinders Gallery must not be broken or pierced by nail, screw, or other contrivances, nor by wiring, printing, painting, or other decorations made on the walls.



1. Exhibits must be ready to display/hang. Use D hooks and framing wire strung tightly, or cord with D hooks placed 1/3 of the way from the top. (Do not use single strand brass wire, staples, wool or fishing line). Resin works need wire and D hooks 10cm from top because of their weight. Artworks of **ANY SIZE, ANY MEDIUM** are acceptable.
2. Each work must be **CLEARLY LABELLED** at the **BACK BOTTOM LEFT** of painting with Artist's name (**must be same as Membership Name originally provided**), Title of Work, Medium, Selling Price, and Phone Number, which also matches the stock list you have provided.
3. Any artworks which require the use of 240V electricity, e.g., lamps, must be tested and tagged before delivery.

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**PUBLICITY AND PROMOTIONS:** Promotion and marketing/advertising material to be emailed to the Venue Manager **10 WEEKS** before the event. Images are to be in **JPEG NO LARGER THAN 1MG, PREFERABLY LANDSCAPE**. Any photos of artwork need to have the name of the artist attached and provide the names of all those in any group photos.

Please send material to: [venuemanager@bribieartscentre.com.au](mailto:venuemanager@bribieartscentre.com.au)

For further enquiries, contact the **Gallery Bookings Coordinator - phone (07) 3408 9288**

**SMOKING AND VAPING ON BICAS PREMISES:** BICAS is a **SMOKE AND VAPING FREE SITE**. BICAS is governed by the Moreton Bay Regional Council Smoke Free Policy and Queensland's Government Smoking and Vaping Laws at all times.

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