

Gallery Plans & Exhibition Information



Artwork supplied by Jasmine Jan

TRACKING -

X 2 around the perimeter of the Gallery (top rail 2 cm from ceiling, bottom rail 76 cm below top rail and 170 cm above floor level).

The Centre will provide hanging hooks, however it is the hirer's responsibility to provide all other materials required to hang the exhibition i.e. fishing line, scissors, spirit level etc.

No nails, glue, blu-tack, tape or any other methods of hanging are permitted. Damage resulting from same will be charged to the hirer.

PARTITION HANGING BOARDS -

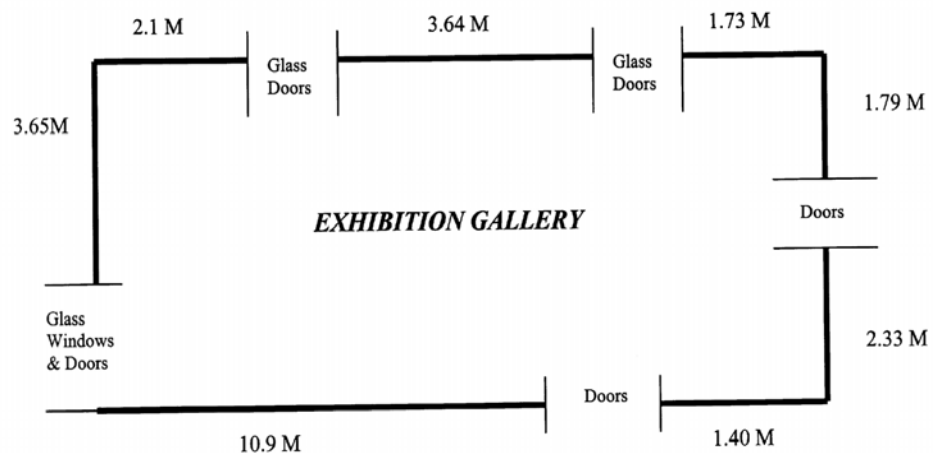
3 x white, 2.3m long x 1.05m high, double sided, are available at no extra charge. The boards provide additional hanging space and generally occupy a central position within the Gallery.

PLINTHS -

4 x white multipurpose plinths. Often used to displaying sculpture works, visitors book, catalogues etc.

TRACK LIGHTING -

Around perimeter of Gallery. All lights are maneuverable within the tracking system, which enables artists to direct bright light onto specific subjects.



POSTER BOARDS -

4 x lockable poster boards located on the exterior of the venue for the display of promotional material. Items can be displayed up to 2 weeks prior to, and for the duration of an exhibition.

GALLERY SANDWICH BOARD -

Available for display on the adjacent Raft area to inform passing pedestrians that the Gallery is open. The boards must be stored in the Gallery after each session. Hirer is responsible for loss or damage. (Value \$500)

STAFF CHARGES -

Business hours of the Centre are 9.00 a.m. - 5.30 p.m. Monday – Friday (excluding public holidays).

Staff required for bump-in, bump-out or exhibition security during business hours, incur an hourly rate of \$45 per hour.

The costs of a Front of House Supervisor are \$45 per hour (minimum of 3 hours).

Staff required out of business hours, incur a minimum call-out period of 3 hours plus penalties (time and a half will be charged for Public holidays and between the hours of 12.00 midnight and 7.00am).

CLEANING -

Excess cleaning incurs \$33 per labour hour required to restore the area to Centre management's satisfaction.

EXHIBITION OPENING NIGHT -

It is preferable that drinks and refreshments are served to guests in the level 1 foyer area adjacent to the Gallery as this provides for a clear, uninterrupted viewing area for guests within the Gallery.

No hire costs are applied for the use of the level 1 foyer area for opening nights associated to an exhibition on display in the Centre's Gallery, however costs for one Front of House Supervisor are applicable. This staff member is necessary for the security of the Centre.

This supervisor must also be present should it be the intention of the hirer to serve alcoholic beverages at the function.

DEC will manage the service of alcohol at standard bar prices.

The Centre can also provide administrative support for the design and distribution of invitations to the opening night. Costs are negotiated upon application.

OWN ACCESS KEY -

Access to the Gallery is available 7.30 am – 11.30 pm each day of the week, including public holidays. You will be provided with your own access key to the venue.

ACCESS TO ADJACENT FOYER AREAS -

Access to Level 1 Foyers and amenities is restricted to 9.00 am - 5.30 pm Monday - Friday. Access out of these hours must be approved by Centre management and 1 Front of House staff member must be present during the approved hours - \$45 per hour, minimum 3 hrs. In particular, this condition applies to exhibition opening nights.

An access key is provided to hirers for the duration of a hire period. A charge of \$10 per key is incurred should a key be lost or stolen whilst in a hirer's possession.

OPENING NIGHT LIQUOR ORDERS -

In the instance where an Exhibition will include an "opening night", all alcoholic and non-alcoholic beverages must be ordered through the Centre and 1 weeks notice of requirements must be provided. The Centre is a licensed venue.

EQUIPMENT CHARGES -

As per request - charged at cost plus a 15% administration levy.

Telephone - all outgoing calls will be charged at the Centre's prevailing rate and will be payable at the conclusion of the hire period.

CANCELLATION -

Failure to provide the Centre with more than 1 months notice of cancellation of bookings will incur a charge for the affected booking equal to 20% of the total booked rental.

DEPOSIT -

A \$500 non-refundable security deposit is required which will be deducted from the final reconciliation

CONTRACT –

A contract for the hire period will be issued to the hirer. The booking will be confirmed upon receipt of a signed contract

INSURANCE -

It is the responsibility of the hirer to take out appropriate insurance to cover damage, theft or unexplained inventory shortage of the items displayed or any other item that may be brought into the Gallery during the period of hire. The Darwin Entertainment Centre will take all reasonable steps to ensure that security of the Gallery is maintained during the period of hire, but accepts no responsibility for claims against it for any of the above.

COMMISSION -

15% of total sales. A detailed catalogue of items for sale must be provided to the Centre at the beginning of the exhibition and a sales report provided at the conclusion of the hire period.

PAYMENT OF HIRE CHARGES -

Hire charges of the gallery are invoiced at the end of the month in which the subject hire concludes. Accounts are strictly 30 days.

CREDIT CARD FACILITIES -

The Centre, if requested, can provide facilities for the hirer to accept Bankcard, Mastercard, and Visa cards through the Centre's accounts at a cost of 3.5% on all transactions.

ADDITIONAL SPACE -

Levels 1 and 2 foyers are available for hire and rates are negotiable. Level 1 foyer hired in conjunction with the Gallery is \$60.00 per day.

MONTHLY NEWSLETTER -

The Centre distributes a monthly newsletter to all members of the Centre and media, which is issued at the beginning of each month. Items for inclusion must be presented to Centre staff by the 15th day of the month prior.

BUMP-IN, BUMP-OUT -

Exhibitions held in the Centre's Gallery for a period exceeding 1 week will receive two days free of charge for the purpose of bump-in and bump-out (one day for bump-in and one for bump-out).

COSTS AND CHARGES **(Exhibitions)**

\$80 per day & 15% Commission on all sales

All hire rates include airconditioning, electricity, water cooler/fridge and GST

*For further information please contact the Venue Coordinator (08) 8980 3369 or
venue@darwinentertainment.com.au*

PLEASE NOTE: The Darwin Entertainment Centre's Gallery does not operate as a professional Art Gallery and is strictly a hiring venue, hence the Curator of any proposed exhibition is fully responsible for the bump-in and bump-out of the exhibition. Centre staff can assist when required, however charges for time incurred will apply.