



Location:  
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BATHURST NSW  
2795

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Correspondence to:  
Private Mail Bag 17  
BATHURST NSW 2795

**HIRE OF GALLERY FORM**

**BATHURST REGIONAL ART GALLERY**

**Conditions for use of the Art Gallery by  
non-council organisations and individuals**

**FEES:**

The Users of Bathurst Regional Art Gallery will be subject to:

- (a) A non-refundable **booking fee** of \$269.50 (Community/Not for profit) / \$671.00 (Commercial) to be paid at time of booking.
- (b) **Security Opening/Closing Fee:** An opening/closing fee is payable to cover security required to attend outside normal Art Gallery opening hours \$108.50 (Community/Not for profit) / \$108.50 (Commercial). Any additional fee charged by the security company, for example, if an alarm is activated by a guest at the function, will be charged to the Hirer.
- (c) **Staff costs:** A fee of \$64.50 per hour (Community/Not for profit) / \$64.50 (Commercial) per hour to cover supervising staff is required. If the event runs beyond the specified time, additional charges for staff and security may be incurred.
- (d) **Ticketing:** A fee of \$135.50 (Community/Not for profit) / \$135.50 (Commercial)
- (e) **Public Liability Insurance:** Proof of cover for Public Liability Insurance is to be provided, or a charge for public liability insurance will be included on the invoice.

**An invoice will be supplied and is to be paid in full within 14 days of the function.**

**CONDITIONS OF HIRE:**

- Food and drink may be served in the Gallery, providing this does not void any of the conditions of a visiting exhibition. Red wine is not permitted, and any additional charge for cleaning will be charged to the Hirer.
- All food and drink is to be removed from the Gallery at the conclusion of the event. The kitchen is to be left in a clean condition, with all bottles (including empty bottles) and rubbish removed.
- The hirer will be responsible for setting up - eg. chairs, tables and cleaning up the Gallery after the function.
- It is recommended that all persons serving alcohol are to hold a Responsible Service of Alcohol Certificate. A trained senior first aider should be in attendance for the duration of the function.
- Damage to any equipment or fixtures must be paid for by hirer. Please note that the Hirer will be responsible for the safety of artworks on display.

**I HEREBY AGREE TO THE CONDITIONS OF HIRE:**

**HIRER'S SIGNATURE:** \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY \_\_\_\_\_ Bathurst Regional Art Gallery

# BATHURST REGIONAL ART GALLERY

## HIRE OF GALLERY

DATE OF FUNCTION Day \_\_\_\_\_ Date \_\_\_\_\_

TIMES : \_\_\_\_\_ TO \_\_\_\_\_

NAME & ADDRESS OF PERSONS/ORGANISATION HIRING GALLERY:

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CONTACT DETAILS: Name: \_\_\_\_\_ Ph/ Mobile \_\_\_\_\_

FEES TO BE CHARGED:

Public Liability (attach proof of cover) \_\_\_\_\_  
Hire fee \$269.50 (Community/Not for profit) / \$671.00 (Commercial) \_\_\_\_\_  
Ticketing fee \$135.50 (Community/Not for profit) / \$135.50 (Commercial) \_\_\_\_\_  
Staff fee (\$64.50 x \_\_\_\_\_ hours) \_\_\_\_\_  
Security fee (\$108.50 x \_\_\_\_\_ ) \_\_\_\_\_  
Other \_\_\_\_\_

TOTAL: \$=====

STAFF MEMBER IN ATTENDANCE: \_\_\_\_\_

SECURITY ARRANGEMENTS:

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OTHER DETAILS:

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SETUP/EQUIPMENT NEEDED: TV   
Microphone  Chairs (number \_\_\_\_\_)   
Slide projector  CD player   
Lecturn  Other \_\_\_\_\_

Security arranged  Staff booked

Hire form signed  Booking fee/invoice paid

***The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.***