



New England Regional Art Museum Limited

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VENUE HIRE POLICY AND PROCEDURES

Introduction



The many exhibition spaces at the New England Regional Art Museum (NERAM) provide opportunities for the hiring of spaces by groups, individuals or business enterprises, making it the perfect venue for a wedding reception, corporate function, product launch or meeting. NERAM can accommodate small or large functions of up to 220 people.

A highlight of the Art Museum is the display of high quality works of art as part of the exhibition program, allowing venue hire functions take place in the environment of an active museum and gallery.

It is essential for venue hire events to adapt to different configurations of gallery spaces from time to time due to various exhibition requirements. Some exhibitions may restrict the amount of standing space available. Please ask the Operations Manager how exhibits will be arranged at the time of your function, as the configuration may not be the same as at the time of your viewing.

There is ample street parking as well as a 20 car space parking area next to the Museum as well as disabled access.



East and West Galleries

Size 327m²

Room capacity

standing	220
at tables	150
seated	180



Lalor Harris Gallery

Size 180m²

Room capacity

standing	180
at tables	100
seated	120



Mazda Foundation Theatre

Size 83m²

Room capacity

standing	150
at tables	50
seated	120



Packsaddle Artist Studio

Size 106m²

Room capacity

standing	150
at tables	80
seated	100
art classes	30

Equipment Available on Request – Hire charges may apply

Lectern/Podium	Audio (CD) equipment (Mazda Theatre only)
Microphone and Amp	Data Video Projector
Trestle Tables (20)	Screen
Chairs (100)	TV/VCR/DVD
Easels	Slide Projector
Overhead Projector	Extra lighting
Whiteboard	Plinths

FEES and CHARGES

Fees charged for venue hire reflect the fact that NERAM is a functional art gallery, that safety and security of the artworks is paramount, and that staff will need to be available to oversee functions held at the Art Museum.

These fees are in respect of, and are inclusive of:

- * Use of one or more galleries (costs vary - see schedule below)
- * Public liability (up to \$10,000,000)
- * Lighting
- * Heat/Air-conditioning
- * Access to bathrooms
- * Use of trestle tables, chairs, crockery, glassware (limit of 150pp)
- * Security
- * Cleaning

Please note: Room hire is on a minimum 2 hour basis

A set up fee of \$60 applies to each function

Surcharges

NERAM's opening hours are 10am to 5pm Tuesday to Friday and 10am to 4pm weekends. Out-of-hours functions attract surcharges to cover additional staff and security costs.

A custodial fee of \$30 per hour (with a minimum of 3 hours) shall apply in each case where the function is held outside regular opening hours **OR** where food and beverages is available.

An extra cleaning fee of \$30 per hour (with a minimum of 3 hours) shall apply in each case where over 100 people use a space **AND** where food and beverages is available.

VENUE HIRE CONDITIONS POLICY

1. Access to NERAM

- NERAM will not permit the gallery or part of the gallery to be used exclusively by any group or individual, in order to facilitate accessibility of the museum to all users
- Use of any part of NERAM will only be approved for up to 12 months. Bookings will be reviewed every 12 months to ensure that the distribution of bookings is equitable.
- The hirer may not assign or sub-let the premises or any part thereof.
- NERAM reserves the right to cancel any booking if maintenance or building works are required, or if a breach of conditions has occurred.

2. Application for Hire

- Application for hire of spaces at NERAM must be lodged in writing using the appropriate application form by a person over the age of 18.
- The minimum booking period is usually 2 hours. Bookings may be accepted for other periods by prior arrangement only.

3. Booking Deposit and Key Deposit

- All applications are subject to an approval process. Successful applications will be confirmed in writing. On receipt of confirmation of the booking, the applicant may be required to forward a booking deposit of 30% of the full hiring charge.
- Balance of fees must be paid on receipt of invoice.
- A key deposit of \$200 is required for Packsaddle Artist Studio. You must notify NERAM immediately if this key is lost.

4. Cancellation

- In the event of a cancellation by the hirer, a percentage of the full booking charges may be forfeited by the hirer as follows:
 - i. 24 hours prior to the function – 100% of the fee
 - ii. Between 1-7 days prior to the function – 75% of the fee
 - iii. Between 7-14 days prior to the function – 50% of the fee
- Cancellation will not incur any penalty if written notice is received at least 14 days prior to the function date.

5. Function Coordination

- Hire of the NERAM rooms and facilities does not include the management and co-ordination of functions and events. Hirers are responsible for the organisation and co-ordination of all details regarding their functions and hire of NERAM.
- In the exception that NERAM staff are required to provide venue management, and function co-ordination services, an hourly administration fee will be charged to the hirer.

6. Use of the Facility

- Consideration will be given to the potential impact that any function, held in exhibition or non-exhibition spaces, may have on the safety and security of works of art and exhibitions, current education and public program activities, and public access to NERAM.
- NERAM programs and activities must take priority over all other uses.
- All functions must comply with contract conditions placed on works on loan, and temporary exhibitions.
- Rarely, and by negotiation only, some works of art may be removed to permit the conduct of special events. Related costs will be incurred.
- The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of NERAM.
- The hirer shall, while on the premises, abide by the directives of NERAM staff.
- The hirer is responsible for the behaviour of those in attendance during the hire period.
- NERAM reserve the right to ban and/or have any person/group removed from the premises where that person/group has, or is likely to cause injury/damage to other persons or property.
- Consideration must be shown to the other users of the facility when dual usage is arranged.
- All functions are to cease by 10pm. Hirers then have one hour to pack up and clean NERAM. All people must have vacated the premises by 11pm
- Please note that functions held outside normal gallery hours will require NERAM staff to be employed at the hirer's expense. A fee of \$30 per hour (with a minimum of 3 hours) shall apply in each case where the function is held outside regular opening hours. Gallery spaces will be available on a restricted basis during NERAM opening hours, and unrestricted between the hours of 6pm & 10pm weekdays, and 5pm & 10pm weekends – exhibitions permitting.

7. Use of the Packsaddle Artist Studio

- The Packsaddle Studio is a space regularly used by a number of different groups and artists. Please be considerate of other users and leave the area as you would like to find it.
- Art supplies and equipment in the cupboards are ONLY for the use of NERAM art classes
- Cover your work surface with newspaper before commencing to minimise clean up. Newspapers can be found on top of the fridge (put them back for re-use if they only have dried ink or paint on them).
- Please leave all tables, chairs, benches and sinks clean. If oily spots need removing, use the spray cleaner under the sink. Rinse out cleaning cloths and spread out to dry,
- Wipe up floor spills as they occur. Drop sheets are available next to the easels for messy but confined activities. Sweep up powdery spills, such as charcoal.
- Take recyclable rubbish (eg drink containers) home with you, as the green bin is only emptied once a week.
- Please ensure that you turn OFF the air-conditioning when you are not using the space.
- When leaving and at night, please ensure that the doors are locked, lights are turned off and that you do not leave any equipment/chairs/tables/etc outside.

8. Access/Set-up/Pick-up

- The hirer may have access to NERAM prior to the booked period for the decoration of rooms and spaces on consultation with NERAM. The hirer has 1 hour at the close of the booked period for the pack-up of the function.

9. Observation of the Hire Period

- Observation of the allocated booking times is important to avoid clashes between the various hirers who use NERAM's premises.
- NERAM's premises must be vacated on or before the agreed time.
- Should your event run overtime, all incurred costs with servicing the function beyond the expected finishing time will be passed on. Any extensions on finishing times for rooms within any of the function centres venues before midnight will be charged at an additional 10% of the room hire costs per hour plus any additional staff and security charges. Any extension that passes midnight will incur an after midnight charge of \$3.50 per person per hour or \$250.00 per hour whichever is greater plus any staff and security charges calculated on an hourly basis.

10. Care of Premises

- NERAM premises and facilities must be left in a tidy condition by the hirer prior to vacating the premises.
- The hirer is responsible for any loss or damage to Centre equipment and facility, which are used by themselves or musicians, decorators etc contracted by the hirer.
- All hired areas are to be left as they are found.
- Any equipment used is to be returned to its correct storage area, unless otherwise advised.
- All rubbish is to be collected and placed in the appropriate waste and recycling bins.

11. Equipment

- NERAM will arrange the set up of NERAM chairs and tables for bookings as requested. The hirer is responsible for any further set up requirements of facilities for unique functions such as weddings.
- Any additional equipment must be approved by NERAM 72 hours prior to your event. No heavy or bulky items are to be moved inside the gallery spaces without NERAM staff supervision.
- The hirer is required to ensure that all facility equipment and/or furniture is cleaned and undamaged. Any damaged furniture and equipment must be reported immediately. Hirers not reporting damage or faults will be held responsible for the repair of the goods.
- Cupboards in Mazda Theatre are not to be used as a bench space.

12. Smoking

- NERAM has a non-smoking policy. Smoking is not permitted on the premises.

13. Food and Beverages

- As the safety and security of the works of art is paramount, a risk assessment is undertaken by NERAM for each function. This assessment is based on number of people attending, the type of function, the current exhibitions on display, the space available, and the contractual conditions placed on any works on loan and/or temporary exhibitions.
- In certain instances, no food and drink will be permitted in temporary exhibitions.
- All urns must be at least 2 metres from artworks/sculptures.
- A custodial fee of \$30 per hour (with a minimum of 3 hours) shall apply in each case where food and beverage is available.
- An extra cleaning fee of \$30 per hour (with a minimum of 3 hours) shall apply in each case where over 100 people use a space and where food and beverage is available.
- NERAM does not allow outside catering. Please contact the Operations Manager for your special requirements.
- Food or beverages, not supplied by the NERAM are not to be brought onto or consumed on our licensed premises.
- Any person(s) not complying with our liquor licence regulations will not be permitted to remain in attendance of a function.
- The hirer must also ensure that:
 - i. No person under the age of 18 years shall be served with alcoholic liquor or allowed to consume alcoholic liquor
 - ii. No alcohol is to be consumed outside the premises
 - iii. The hirer or hirers of the premises shall be responsible for the good conduct of those attending the function.

14. Music and Noise

- Music and noise are to be restricted to a reasonable level. All music and noise must cease by 10pm or a charge will apply. NERAM retains the right to control the level of music / noise created if deemed necessary.
- The level of noise emission from any band, orchestra, musical instrument, DJ or activity within the facility shall not exceed normal background noise level when measured at the nearest boundary of any residential property.

15. Decorations

- All decorations must be approved by NERAM 72 hours prior to your event. Decorations may only be put up with permission of, and under the supervision of NERAM staff.
- Any flowers must be sprayed before entering the gallery space.
- All equipment (including chairs) and decorations must be at least 2 metres from any artworks/sculptures.
- Nothing is to be fixed/attached to any artworks/sculptures.
- The use of confetti and glitter is not permitted and will incur a cleaning charge.

16. Walls/Alterations and Painting

- The hirer shall not affix nails, screws, bills, decorations, bunting or draping which in any way defaces the building premises.
- NERAM must grant written permission for any alteration made to fixtures, walls, ceilings or floors.

17. Damages and Repairs

- The hirer will be responsible for any expense in connection with repairs, security, and improper use of safety equipment and/or extra cleaning which may become necessary as a consequence of the booking.

- NERAM reserves the right to determine the cost of any damages and/or extra cleaning necessary, above and outside that which is normally expected following usage of NERAM. NERAM reserves the right to bill the hirer for additional costs.
- The hirer will be responsible for any expenses relating to the replacement of, or damage to art works.

18. Insurance

- NERAM has public liability insurance. NERAM will take all necessary care but is not liable for any loss or damage to person or property suffered or incurred by the hirer.
- The hirer, if an incorporated body must have a public liability insurance policy noted, endorsing NERAM's interest in the function.
- The hirer should have their own insurance for any items of value brought into NERAM.

19. Property

- NERAM shall not be responsible for any form of loss or damage arising from the hiring of NERAM's facilities and from events being held in NERAM's facilities.
- NERAM takes all possible care but cannot accept any responsibility for damage to or loss of, articles left on the premises.
- NERAM recommends appropriate security and indemnity measures be taken by the hirer or any person in the facility at the invitation of the hirer, in respect to any loss particularly in instances where charity/fundraising events are being conducted from the facilities.
- The hirer is not permitted to remove or relocate any property or items in NERAM not belonging to the hirer, without written consent from NERAM.

20. Uncollected Goods

- All items of property owned by the hirer must be removed from NERAM on or before the agreed vacation time, unless special arrangements have been made otherwise.
- Any goods left on the premises after occupancy may be removed and disposed of at the discretion of NERAM, without compensation to the owner or person responsible.

21. Storage

- Storage facilities are not available to NERAM hirers.

22. Safety

- No items shall be placed to obstruct or interfere with aisles, entrances, exits, emergency lighting, fire extinguishing equipment and fire alarms in the venue.
- No function or activity may intrude on the safety and security of the artwork and temporary exhibitions
- Open flames and heat devices are not permitted within gallery spaces.

23. Children

- Children on the premises are to be supervised at all times by a responsible adult. NERAM will not accept any responsibility for the supervision of minors.

24. Animals

- No pets or animals are allowed on the premises.

25. Prohibited Substances/Articles

- The hirer is not permitted to take into or use the following substances within NERAM and its grounds:
 - i. Any type of firework or flammable substances
 - ii. Any chemical substance deemed toxic or dangerous.

26. Breach of Agreement

- NERAM reserves the right at its sole discretion not to approve any application or to cancel the agreement at any time for any breach of policy or procedure.
- Failure to comply with the requirements set out in this policy will be regarded as a breach of agreement, giving NERAM the right to sue for the recovery of any amount due and/or to cancel all or any such future booking.

VENUE HIRE PRICING POLICY – FEE CLASSICATIONS

COMMERCIAL/PRIVATE

Commercial Private Hirers are defined as those where the income from the hirer’s activities are dispersed to an individual, individuals or a commercial company. Individuals who wish to hire NERAM for a private function are classified as Commercial/Private clients. Examples include business meetings, receptions.

COMMUNITY

Community hirers are those where the income from the hirer’s activities are dispersed to an individual, individuals or as group. Customers pay fees directly to the hirer or entity for activities or education classes. The activity has a clear community benefit. It includes not-for-profit arts organisations. Education groups wishing to hire Packsaddle Artist Studio may be eligible for further discounts. Please discuss your requirements with the Operations Manager.

Corporate Members receive a 15% discount for business functions as part of their Membership.

Financial Members receive a 5% discount for private functions as part of their Membership.

RATES:

Please note: Room hire is on a minimum 2 hour basis

RATES	Commercial/Private	Community
Room set up:	\$60	\$60
Extra cleaning Fee:*	\$30/hr (min 3 hrs)	\$30/hr (min 3 hrs)
Custodial fee:**	\$30/hr (min 3 hrs)	\$30/hr (min 3 hrs)
Room hire:	RATES are PER HOUR (min of 2 hours)	
East/West Galleries	\$60/hr	\$50/hr
Lalor Harris Gallery	\$50/hr	\$40/hr
Mazda Theatre	\$50/hr	\$25/hr
The Packsaddle Artist Studio	\$25/hr	\$15/hr

*An extra cleaning fee applies in each case where over 100 people use a space and where food and beverage is available.

**Custodial fee applies in each case where food and beverage is available or if held outside NERAM’s regular opening hours.

VENUE HIRE APPLICATION FORM

DATE OF APPLICATION:		NAME OF HIRER:			
PRIMARY CONTACT DETAILS:					
Contact Name:					
Mailing Address:				Postcode:	
Contact Numbers:		Home:	Work:	Fax:	
		Mobile:	Email:		
DATE/TIME OF HIRE:	Date required:	Time: From..... to.....		No. Hours	
	Date required:	Time: From..... to.....		No. Hours	
	Date required:	Time: From..... to.....		No. Hours	
	Date required:	Time: From..... to.....		No. Hours	
	Date required:	Time: From..... to.....		No. Hours	
	Date required:	Time: From..... to.....		No. Hours	
SET-UP TIME:	Will time be required for decorating/set up? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Time: From..... to..... NB All decorations must be approved by NERAM				
NUMBER OF PEOPLE TO ATTEND FUNCTION			Approx:	But not exceeding:	
VENUE (please tick)	Mazda Theatre <input type="checkbox"/> <i>Capacity 150</i>	East/West Galleries <input type="checkbox"/> <i>Capacity 200</i>	Lalor Harris <input type="checkbox"/> <i>Capacity 180</i>	Packsaddle Studio <input type="checkbox"/> <i>Capacity 150</i>	
	<input type="checkbox"/> Community Group Meeting <input type="checkbox"/> Corporate Event <input type="checkbox"/> Private Function (eg Wedding) <input type="checkbox"/> Lecture/Seminar <input type="checkbox"/> Dinner/Business Activity <input type="checkbox"/> Art Class <input type="checkbox"/> Performance Other.....				
WILL THERE BE AN ADMISSION CHARGE FOR YOUR FUNCTION? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, how much \$.....					
ORGANISATION	Is your Organisation Incorporated? Yes <input type="checkbox"/> No <input type="checkbox"/>				
PUBLIC LIABILITY:	Do you have Public Liability Insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, relevant Certificate of Currency No:.....				
ROOM SET-UP:	<input type="checkbox"/> U-shape <input type="checkbox"/> Banquet <input type="checkbox"/> Lecture/Theatre Style <input type="checkbox"/> Small Group Clusters <input type="checkbox"/> Other (please describe).....				
ESTIMATED FEES AND CHARGES	Room Hire	Set-up + extra cleaning	Custodian Fees @\$30/hr	Key Deposit (if applic)	Total:
	\$.....	\$60	\$.....	\$.....	\$.....
PAYMENT METHOD	Cash:		Cheque:	Visa/Mastercard (Please attach payment form)	
I have read the Venue Hire and Condition of Use Policy for the New England Regional Art Museum and agree to abide by these conditions		APPLICANT'S SIGNATURE:			
PLEASE ATTACH FUNCTION CONFIGURATION PLAN EXTRA FACILITIES REQUIRED (See Attached Sheet)					

OFFICE USE ONLY	DATE OF PROCESSING:	APPLICATION APPROVED <input type="checkbox"/> Yes <input type="checkbox"/> No			
PAYMENT METHOD	Credit <input type="checkbox"/>	Chq <input type="checkbox"/>	Cash <input type="checkbox"/>	Direct Debit <input type="checkbox"/>	
NOTIFIED/RECORDED:	Café: <input type="checkbox"/>	Event Diary: <input type="checkbox"/>	DATE INFORMATION PACKAGE SENT:		
PROCESSING STAFF MEMBER	NAME:		SIGNATURE:		

EXTRA FACILITIES REQUEST FORM

Please list the equipment and number of items required:

- Lectern/Podium
- Microphone and Amp
- Trestle Tables (Number.....)
- Chairs (Number.....)
- Easels
- Overhead Projector (\$22 Facilities Fee)
- Whiteboard
- Audio/CD equipment (Mazda Theatre only)
- Data Video Projector (\$55 Facilities Fee)
- Screen
- TV/VCR/DVD (\$22 Facilities Fee)
- Slide Projector (\$22 Facilities Fee)
- Extra lighting
- Plinths (Number.....)

FUNCTION CONFIGURATION PLAN

