

Logan Art Gallery booking form

Please complete the information below and return at your earliest convenience.

Company/organisation name: _____
(Please note that invoices will be issued in this name only)

Please tick which group your organisation belongs to:

- Community & non-commercial
(Please include certificate of incorporation)
- Commercial & private
 Internal

Contact name: _____ Position: _____

Telephone no: _____ Mobile: _____

Postal address: _____

Email address: _____ Fax no: _____

Event name: _____

Please tick relevant space/s you would like to book at Logan Art Gallery:

- Gallery space
 Workshop
 Courtyard

Date	Expected numbers	Set up time	Event start	Event finish	Pack up finish	Event type

Will you also require:

- Kitchen for self catering (preparation only, no hot food permitted)

Additional information: _____

Please note completion of this form is not a confirmation of your booking. Fees and any security bonds are payable prior to an event and must be cleared by due date. All cheques should be made out to Logan City Council. Please contact this office should you require a tax invoice.

Bookings are not confirmed until fees and security bonds are received.

Once the booking form is completed please return either by email to artgallery@logan.qld.gov.au, fax 07 3412 5350, or post to Logan Art Gallery PO Box 3226 Logan City DC QLD 4114.

Hirer's Signature: _____ Date: _____

Logan City Council is collecting your name, address, phone number and email address in order to hire out our facilities. This information will only be accessed by employees of Logan City Council. Some of this information may be given to our Community Engagement and Marketing Branch for the purpose of future marketing activities. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

OFFICE USE ONLY: DATE RECEIVED: _____

Schedule of fees at 1 July 2018

Opening hours:

The Gallery is open to the public Tuesday to Saturday 10.00 am to 5.00 pm.
All other times are deemed after hours.

Fees and charges for Gallery hire (until 30 June 2019):

Hire fees:

- \$196 full day
- \$99 for half day
- \$32 per hour (or part thereof)

During the day hire fee only for Art Gallery or Workshop is required.

After hours two staff will be required.

Staffing rates:

- \$40 per hour per staff member
- Evening (after 5.30 pm) is time and a half (\$60 per hour per staff member)
- Saturday evening (after 5.30 pm) is double time (\$80 per hour per staff member)

The Gallery does not organise catering, and does not provide drinks. Use of the kitchen is included in hire fee but please note hot food is not permitted to be cooked on the premises.

Note:

- Please leave the room as you found it, a plan of the workshop space is available.
- Clean up any spills and notify staff of any breakages. Breakages must be paid for.
- Do not rest anything against fire exits or extinguishers, and keep all exits clear.
- Should alcohol be served, a 'Responsible Service of Alcohol' certificate is required.
- External clients are required to have public liability insurance; internal clients are covered by Council's insurance.
- Should the building require evacuation, please follow gallery staff instructions.

Please refer to the following documents:

Document	DM document #
Logan Art Gallery policy: Workshop space hire and use	6690022 (attached)
Management Directive: Event management	6454531
LCC Event checklist	6445371
Risk matrix	7245994

LCC_DOCS-#10388216-Logan_Art_Gallery_schedule_of_hire_fees.DOC

LOGAN CITY COUNCIL - COMMUNITY AND CUSTOMER SERVICES STREAM

LIBRARIES AND CULTURAL SERVICES BRANCH

POLICY - LOGAN ART GALLERY

<u>APPLICATION:</u>	LOGAN ART GALLERY
<u>DATE REVISED:</u>	17 February 2012
<u>TITLE OF PROCEDURE:</u>	Workshop Space Hire & Use
<u>OBJECTIVE:</u>	To, ensure a clear set of guidelines regarding the use of the Logan Art Gallery workshop space; determine which hirers are required to pay a hire fee; and outline an application and booking process for the space.
<u>DOCUMENT ID:</u>	#6690022

Policy Scope

This policy will apply to the use by council and the community and any outside bodies of the Logan Art Gallery Workshop Space

Definitions

The Logan Art Gallery Workshop encompasses the defined and confined space set up as a workshop space and its adjoining courtyard. For the purposes of this policy the courtyard is defined as part of the workshop hire contract.

The Logan Art Gallery Workshop is an active art workspace, with the bulk of its space occupied by furniture and equipment used in the process of art making. It is a practical space where a range of hands on creative and sometimes messy activities occur. It also contains a small carpeted area that can be used as a quiet reading corner or presentation space etc.

The Courtyard is a concreted area with a small Sister City Japanese garden and other minimal plantings with a small covered area. It is accessible via the workshop space. The delivery access and access to kitchen and toilets can be made directly from the courtyard only by hirers and not the general public.

Logan Art Gallery provides access to a small kitchen for hirers but itself does not provide any catering services

Art Gallery public opening hours are 10am to 5pm Tuesday to Saturday

Policy Statement

Vision for Logan Art Gallery Workshop Space

The Logan Art Gallery Workshop space is to be primarily used for free educational 'visual arts' practical and theoretical workshops aimed at a broad range of age groups.

Preference of usage for the Workshop Space

1. Highest priority will be given to Logan Art Gallery initiated free workshops that form part of the Gallery's education strategy to enhance the interpretation and enjoyment of its exhibition program as well as Logan Art Gallery initiated free workshops that are part of Cultural Services action plan for the Arts, Culture and Heritage Strategy 2010-2013.
2. Cultural Services free partnership programs with community based organizations and major arts organizations which provide benefit to the Logan community.
3. Independent visual arts programs conducted by community groups and others which are offered free of charge to the Logan community.
4. Other art form programs conducted by community groups and others, as long as they are free to the Logan community, adaptable to the Workshops space and which contribute to Council's Arts, Culture and Heritage Strategy.
5. Other non workshop programs but arts related activities such as Logan Council Libraries and Cultural Services meetings, community meetings, symposiums, talks etc.
6. Non arts activities such as other council staff meetings, functions by non arts community groups etc will be given lowest priority, except when the room is required for statutory reasons such as elections, etc.

Determination of Hire Fees

As per the Preference of Usage above Hire Fees will not be charged to

- Organizations which have successfully negotiated a partnership agreement (see below) with Logan City Council Libraries and Cultural Services Branch to provide arts workshops.
- Community based Arts Groups who are offering arts workshops free of charge to the Logan community, in partnership with Logan Art Gallery, except when Logan Art Gallery staff are required to be present in the building after standard gallery hours. Other costs for Community based Arts Groups may be incurred if Art Gallery staff are required for set up and where Art Groups use Art Gallery resources.

Partnership Programs

From time to time Libraries and Cultural Services staff will develop partnerships with non council organizations and individuals to offer free workshop programs which are determined to be of benefit to the Logan Community and which will be offered free to Logan residents.

Determination of benefit will be directed by the aims and objectives of the Arts, Culture and Heritage Strategy 2010-2013 and will cover such areas as:

- Assisting local artists to develop viable creative industry businesses, which could include testing of workshop models for sale more broadly.
- Developing artist networks/ hubs.
- Increased professional development opportunities for artists.
- Inclusion programs, ie reaching those who are disadvantaged or lifelong learning programs.

Hire Fees will be charged for:

- Independent visual arts programs conducted by community groups and others which charge a workshop fee.
- Non Arts functions/ meetings, etc conducted by either Logan City Council or non-Council organizations/individuals.
- Additional fees will be charged for Art Gallery staffing and any security staffing if required when the activity occurs outside gallery hours.

Booking Policy

- Bookings will be accepted for time slots not already regularly taken by the Art Gallery exhibition and partner workshop programs (these generally are held on Tuesdays, Thursdays and Fridays). Bookings will not be taken for days when Logan Art Gallery is installing and deinstalling exhibitions.
- Bookings must take into consideration and include any set up and clean up time required.
- If bookings are for an out of hours time slot and hirers require access to the exhibitions then this must be requested on the booking form.
- One off bookings will only be able to be made a maximum of six weeks in advance and will be required to be confirmed two weeks prior to the booking.
- Bookings for a regular series of activities/meetings etc will only be able to be made a maximum of 8 weeks in advance and each individual booking in the series will need to be confirmed two weeks prior.
- A one off booking for an activity cancelled twice will not be accepted again for a period of at least 6 months. If within a series of bookings two individual bookings are cancelled in a row, all following bookings in that series will be cancelled.
- Bookings for Logan Art Gallery Workshop will only be taken by Logan Art Gallery administration staff.

Administration of Logan Art Gallery Workshop Space

- Administration of Logan Art Gallery workshop space is the responsibility of Logan Art Gallery administration staff.
- Bookings must be made on a Logan Art Gallery Workshop booking form and all hirers must be aware of the conditions of use prior to booking.
- Once a booking is made and confirmed the Hirer must complete a Logan Art Gallery Workshop Agreement and sign it agreeing to all conditions of hire.
- Hirers paying a fee to use the Logan Art Gallery Workshop will be invoiced on the signing of the Agreement and must pay the hire fee prior to the commencement of the workshop.

General Conditions of Hire

Relationship to exhibition and other spaces

- The activity in the workshop should not intrude on the security of the gallery's exhibition and collection or contravene the appropriate state and local government statutes or legislation regarding public places.
- The activity is not contrary to the gallery's agreements with other organizations regarding the loan of artworks or exhibitions.
- The activity does not impede public access during the gallery's normal opening hours.

Management of hire

- The time allocated for the hire must be adhered to strictly and must include set up and clean up. Failure to do so will jeopardise any future bookings
- The activity must not interfere with the basic set up of the workshop space
- Seating and set up arrangements need to be discussed with staff prior to set up. Any special arrangements of furniture and display are to be set up by the hirer.
- Excessive noise is unacceptable. If Amplified entertainment is planned then discussion must first take place with Logan Art Gallery administration to ensure it will not affect other building users or users of other facilities nearby. The hirer will take all responsibility for any contravention of copyright issues. The hirer must abide by any instructions issues by council/gallery staff in regard to sound levels during an event etc.
- The workshop must be left as it was prior to use.
- The hirer is responsible for the removal of any personal equipment/furniture etc and the disposal of all rubbish and cleaning of any food or materials spillage by the end of the allotted hire period.

General health and safety and insurance

- All Hirers must adhere to all Workplace, Health and Safety requirements (an outline of these requirements and fire safety procedure will be provided to the hirer).
- All accidents/injuries must be reported and an incident report form completed and handed to council staff on duty.
- All non council hirers of the Workshop Space and those engaged to run workshops must have their own public liability insurance. All people running workshops with young children must have a valid blue card from the Commission for children and young people and child guardians.
- All electrical cables must be in safe and sound condition to meet Australian safety standards
- The hirer is responsible for the behaviour of all persons taking part in the hirer's activities. The hirer must ensure that behaviour is not disorderly or unlawful and must abide by all directives given by council/gallery staff.
- Minors in the gallery space and workshop space must be supervised appropriately by adults and respect appropriate etiquette and rules.
- Smoking is strictly prohibited in any part of the Logan Art Gallery building as is smoking outside the building within a 4 metre radius.
- No animals are allowed within the whole Logan Art Gallery building
- The hirer will not be permitted to bring open flames (including candles and lamps), explosives, ammunition, flammable liquid or substances or any dangerous weapons into the building. Emulsions, turpentine and similar liquids are prohibited.
- No heaters are to be used in the workshop space unless agreed to by staff

Damage to Workshop space and property loss

- The hirer is responsible for any damages suffered to the workshop space by their associated agents, employees, contractors, invitees, and/or their equipment and will be required to report and pay for the repair all damage.
- Logan Art Gallery will not be responsible for the loss or damage to property and clothing belonging to the hirer or any person in the workshop space and other areas of the Art Gallery at the invitation of the hirer.

Food/alcohol

- No hot food is allowed and that includes external electric devices for heating food.
- Logan Art Gallery is unable to store multiple items requiring refrigeration and has limited capacity to store other items on the day of the hire.
- All preparation of catered items and food must be undertaken prior to delivery to Logan Art Gallery and delivery must occur on the day of the hire via the back gate located at the rear of the gallery.
- Use of Logan Art Gallery kitchen items such as cups and saucers and plates needs to be discussed with staff and any items used must be cleaned and returned to storage.
- All food leftovers or spills etc must be disposed of and cleaned.
- The Hirer is to ensure that all laws of the State re sale or consumption of alcohol are strictly complied with.

Promotion/Evaluation

- When promoting workshops specific guidelines regarding the 'brand' of Logan Art Gallery will need to be adhered to.
- All banners or signs etc to promote the workshop outside Logan Art Gallery need to be approved by Logan City Council.
- All documentation of the workshop and particularly the approval of participants to be photographed will be the responsibility of the hirer.
- When conducting workshops an evaluation sheet supplied by Logan Art Gallery must be completed.

Assignment of rights and breaches of agreement

- The hirer shall not transfer, assign, sublet or sub hire their rights under the Hire of Workshop Space Agreement.
- Logan Art Gallery reserves the right to cancel the agreement at any time for a breach of policy and conditions of use.

Facilities/Equipment and Services

Air-conditioning, power points and lighting available.

8 folding trestle tables, 90 chairs, 3 small coffee tables and 9 adult stools, 3 pre-school tables and 14 small stools, white board, pull down projection screen, bean bags, bins, 9 easels, drying rack, 3 large pin boards, 2 large sinks (1 indoor and 1 outdoor), a self serve coin operated coffee machine, plinth, and 2 children's blackboards are available. However the printing press is unavailable.

- There is no access to the internet, overhead projector, data projector, TV, audio equipment, slide projectors, lap tops, except for Council staff. The hirer must provide their own.
- Logan Art Gallery art materials are not for public use.