



# Sidespace Gallery Application Kit

## Salamanca Arts Centre



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Venues Coordinator

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Cover: Photography by Fiona Fraser

# Some SAC info

Salamanca Arts Centre's mission is to be the arts engine-room for Tasmania, developing and promoting the contemporary expression of the arts through leadership, creativity, innovation and excellence.

## What SAC is and does

Salamanca Arts Centre (SAC) is Tasmania's flagship multi-arts centre; the state's foremost centre for artists-in-studios; home to many of Tasmania's leading arts organisations across live performance, film and writing; and cultural and commercial galleries for visual arts, crafts and design.

Galleries at SAC include the **Long Gallery**, **Sidespace Gallery**, **Kelly's Garden Installation Space**, **Top Gallery**, **Studio Gallery** and **Lightbox** offering high visibility exhibition space. SAC also has the newly renovated multi-purpose space, **The Founders Room**. SAC's theatre and major exhibition spaces provide an annual program embracing SAC-curated and programmed events and community access. SAC houses the unique **Peacock Theatre** that is built into the 'live' rock wall and is used for performance, music and film events. **The Courtyard** is home to Rektango, a weekly live music event that is now a Hobart institution.

SAC delivers significant visual and performing arts programs and projects in Tasmania and beyond for the broader public and arts audiences. SAC also provides professional development, training, facilities and services to artists, arts technicians, arts organisations, arts businesses and arts events.

## Background

SAC was established in 1975-1978 in the seven iconic heritage Georgian sandstone dockside warehouses at 65 – 79 Salamanca Place in Hobart. Since then SAC has provided a focus for diverse cultural activity, which has significantly shaped both the arts in Hobart and Tasmania, and the Salamanca precinct as an arts destination.

## SAC Now

In any year more than 6,400 artists, technicians and artisans are represented through the activity of SAC and resident's retail galleries, art organisations, events, exhibitions and performances. The economic contribution to the State's creative economy and brand is considerable.

SAC contributes arts projects of excellence to the Tasmanian International Arts Festival (formerly Ten Days on the Island), presents an annual arts program, supports and facilitates local artists, and runs workshops and master classes.

# Sidespace Gallery

The Sidespace Gallery is a professional exhibition space that is accessible and affordable for solo artists and small group exhibitions. This gallery is part of SAC's Access Galleries program and is only available to SAC Associate Members on the acceptance of an exhibition proposal.

A quirky gallery with perfect proportions, the Sidespace Gallery is the gallery of favour for artists wishing to exhibit contemporary work in the public domain. Selected applicants are offered reasonable rates for this outstanding exhibition space.

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## The Basics

- The Place of Assembly License is for 50 people
- You must be a SAC Associate Member to exhibit in the Sidespace Gallery
- Wheelchair access is available (via lift in Courtyard)
- There is limited vehicle access for bump in / bump out
- There is a live music event (Rektango) in the adjacent Courtyard every Friday evening between 5:30pm – 7:30pm

## Equipment List

- Gallery Track Lighting
- Plinths (assorted shapes and sizes)
- Hanging Screens
- Hanging System (plus string & lugs)
- 1 x antique wooden table
- 10 x red plastic chairs
- 2 x white plastic trestle tables (180cm x 75cm)
- Ladders
- Multiple 240 Volt power outlets
- 1 x 15 AMP – 3 Phase power outlet

# Venue Hire Rates

Current as of 1 September 2015

## Exhibitions

	P/day	P/week
<b>SAC Associate Members</b> (group or solo exhibition)	\$55	\$250

Venue Hire Rates include:

- Equipment outlined as per Equipment List
- Cleaning prior to hire and weekly maintenance throughout hire.
- Setting of lighting by SAC Technician prior to exhibition opening to the public (Monday – Friday ONLY)

Venue Hire Rates DO NOT include:

- Additional Cleaning. Charged at \$35.00 per hour
- SAC Technician. Charged at Award Rates (approx. \$28.00 per hour)
- SAC Bar Supervisor. Charged at \$26.00 per hour (plus penalty Rates on weekends)
- Hire of Additional equipment

# Conditions of Hire

## **SAC Associate Membership**

Only SAC Associate Members are eligible to exhibit in the Sidespace Gallery.

Associate Membership is annual (by calendar year – January to December) and must be valid at the time you exhibit.

SAC Associate Memberships fees are:

Full \$43.00 (annually)

Concession \$16.50 (annually)

## **Payment of Deposit**

Upon approval of submitted application, the Hirer will be issued with an Agreement for Hire and invoiced for the deposit (generally half of the total Venue Hire). The hire is secured upon the return of the signed Agreement for Hire and payment of the deposit has been received.

## **Payment of Remainder of Venue Hire**

The Hirer will be invoiced for the remainder of the Venue Hire in the weeks preceding the commencement of the hire period. Payment of the remaining Venue Hire must be received prior to the commencement of the hire period. Access to the venue will not be granted until payment has been granted.

## **Other Charges**

The Hirer will be invoiced for any charges incurred during the course of their hire period (such as additional cleaning, equipment hire, SAC Technician charges, SAC Venues Supervisor charges) at the end of the hire period.

## **Cancellation Fee**

Should the hire be cancelled less than six months prior to the commencement of the hire period, the deposit shall be retained by Salamanca Arts Centre. Should the hire be cancelled 30 days or less prior to the commencement of the hire period, an additional cancellation fee of \$300 will be charged to the Hirer.

## **Equipment**

All equipment (plinths, chairs, tables, hanging panels etc.) is to be returned to the Plinth Room off the Long Gallery by the Hirer at the completion of hire period (unless negotiated with SAC) and is to be left as it was found at the beginning of the hire period.

All technical and electrical equipment brought onsite by the Hirer must have current tag and test certification and pass a visual inspection by the Venues Technician.

## **Hanging and Installation of Artworks**

It is the responsibility of the Hirer to hang / install and dismount the exhibition.

The Sidespace Gallery is equipped with a hanging system for hanging art works. SAC will supply the Hirer with lugs to fit the hanging system and also string. Note: the string provided by SAC is not suitable for really heavy works; Hirers will need to provide hanging wire for really heavy works. Please consult the Venues Coordinator for more information.

Works must be hung via the existing hanging system.

No screws / nails / hooks or other fastenings are to be attached to the

Sidespace Gallery walls, floor or other heritage features.

No glue / tape / double sided tape / other adhesives are to be used on Sidespace Gallery walls, floor or other heritage features.

Any damage caused by the Hirer by failing to abide by these conditions will be charged to the Hirer.

Please contact the Venues Coordinator if you have any queries in regards to the hanging or installation of artworks.

### **Sidespace Gallery Foyer**

Hirers are advised not to hang works in the Sidespace Gallery Foyer, as security of artworks cannot be guaranteed in this space.

The Sidespace Gallery foyer can be utilised by the Hirer during their Official Opening for the location of tables for food and beverages.

### **Painting**

No painting of the Sidespace Gallery walls, floor or other heritage features is permitted.

### **Light and Power**

Lighting will be positioned by SAC Staff once all artworks are hung / prior to the exhibition opening to the public. Please do not attempt to adjust the lighting yourself. Any damage to the lighting system will be charged to the Hirer.

The light switches to the Sidespace Gallery are located on the left hand side upon entering the gallery.

The Sidespace Gallery also included fluoro lighting for use whilst installing etc.

### **Security and Safety**

It is the responsibility of the Hirer to attend / sit the Sidespace Gallery at all times that the exhibition is open to the public.

At the commencement of hire period, Hirers will be issued with a set of keys and instructed in security and safety procedures. The Hirer must maintain possession and control of the keys and cannot pass them onto any other person. If the keys are lost, SAC must be notified immediately, as locks may need to be changed. This cost will be passed on to the Hirer.

All doors and windows are to be secured at the end of each day and all lights are to be turned off. Fire Exits and common passageways are to be kept clear at all times.

### **Insurance**

As a SAC Associate Member, the Hirer is covered under SAC's Insurance Policy.

### **Entry**

The entrance to the Sidespace Gallery is via the Sidespace Gallery Foyer.

A secondary entrance via the Long Gallery also exists – however depending on the activities / function of the Long Gallery this entrance may not be available.

The secondary entrance via the Long Gallery can be opened to provide access between the galleries. This entrance can be opened by agreement between the Sidespace Gallery Hirer and the Long Gallery Hirer. Please liaise with SAC Staff and the Long Gallery Hirers in regards to this access

## **Entry Fee**

Hirers of the Sidespace Gallery must not charge an entry fee.

## **Noise**

Salamanca Arts Centre reserves the right to cancel any exhibition / event causing excessive noise or showing lack of consideration for the general public or residents of Salamanca Arts Centre. Particular attention should be paid to residents below the Sidespace Gallery (for instance, running and jumping result in significant noise and dust for those residents).

## **Official Opening**

Hirers of the Sidespace Gallery must hold an Official Opening for their exhibition (maximum length 2 hours). The Official Opening must be open to the public and the Hirer must invite all SAC Associate Members. Please provide a digital invite to the Official Opening to the Venues Coordinator for distribution to SAC Associate Members.

A Guest Speaker must open the exhibition at the Official Opening.

## **Public Engagement Activity**

Hirers of the Sidespace Gallery must hold a Public Engagement Activity during their hire (this is in addition to the Official Opening).

Examples of a Public Engagement Activity include:

- an Artists Talk
- a Curators Talk
- a demonstration
- a performance element

## **Friday Evening Events**

There is a live music event (Rektango) in the SAC Courtyard adjacent to the Peacock Theatre every Friday evening between 5:30pm – 7:30pm. Due to the sound bleed between the two venues we advise Sidespace Gallery Hirers to be keep this in mind if organising an opening or event on a Friday evening and how it may affect speeches etc.

## **Smoking**

Salamanca Arts Centre is a non-smoking complex and so smoking is prohibited. The Hirer shall ensure that all those associated with the production and all members of the public comply with this condition.

Smokers should be directed to the SAC Courtyard.

## **Bar Operation**

Salamanca Arts Centre holds a license for the sale and serving of alcohol.

If you wish to serve alcohol at your event (e.g. Official Opening), please contact the Venues Coordinator prior to the event.

Anyone serving alcohol must have their Responsible Service of Alcohol (RSA) and a copy of their certification provided to the SAC Venues Coordinator prior to the event so that it can be included in SAC's file.

A SAC Venues Supervisor must be present at all times that alcohol is being served at a cost of approx.. \$26.00 per hour (plus penalty rates on weekends). This will be charged to the Hirer.

The removal of all empty bottles, glasses and other rubbish associated with bar operations is the responsibility of the Hirer. Hirers are encouraged to use the glass recycling bins located in the rubbish collection area at the back of the Courtyard.



## **Spillage**

No installations involving liquid of any sort will be allowed in the Sidespace Gallery.

Any function featuring food and beverages is required to nominate a cleaner to mop up spillages before they leak through the Sidespace Gallery floor and cause damage in the shops below.

## **Cleaning**

The Sidespace Gallery is cleaned by SAC Staff on a weekly basis. Any further cleaning is the responsibility of the Hirer. Cleaning equipment is provided and cleaning must be completed to the satisfaction of SAC. If additional cleaning is required by SAC the Hirer will be charged \$25.00 per hour for the additional cleaning.

The Hirer shall remove all refuse at the end of the hire period.

## **Heating**

There is no heating in the Sidespace Gallery.

## **Performing Rights**

The Hirer shall take total responsibility for the securing and payment of all rights, including but not limited to, Writers Royalties and Musicians Royalties to the Australasian Performing Rights Association.

## **Fire & Candles**

Fire and / or candles are not permitted in the Sidespace Gallery, stairwells or associated areas.

## **Theatrical Effects**

If you are intending to use any smoke effects, strobe etc. then separate and explicit authorisation from the Venues Coordinator AND Venues Technician is required prior to the commencement of the hire period. Please contact the Venues Coordinator for more information.

## **Use of Spaces**

SAC reserves the right to use the Sidespace Gallery and associated areas for other purposes at such times as the Hirer shall not be using the spaces and by mutual agreement, in such a manner that secondary use shall not interfere with the Hirers use.

## **Posters**

Promotional material may be placed in the notice boards throughout Salamanca Arts Centre prior to the hire period and throughout the hire period. No material may be fastened to any stonework or the facade of the buildings.

An A-Frame sandwich board is also available for Sidespace Gallery Hirers to position at the entrance on Salamanca Place. Note: the sandwich board is shared between the Long Gallery and the Sidespace Gallery, with each gallery using one side.

## **Promotional Material**

The Hirer will be contacted by the SAC Venues Coordinator prior to the commencement of the hire period in regards to providing publicity information for the SAC website, enews and Social Media.

The Hirer must include the SAC Logo and the correct address of the Sidespace Gallery on all printed and digital promotional material. The SAC Logo can be supplied by the SAC Venues Coordinator upon request.

The correct address of the Sidespace Gallery is:

**Sidespace Gallery  
Salamanca Arts Centre  
Level 1 / 77 Salamanca Place  
Hobart Tasmania**

Hirers must lodge 4 copies of posters, programs, fliers and other relevant promotional material with the SAC Venues Coordinator prior to the commencement of the hire period. These materials are for the State Library and the SAC Archive.

## **Statistics Reporting**

Hirers are required to provide SAC with statistics at the end of their hire, including the number of paid and free attendees to their events, and the number of artists involved.

Hirers will be issued with a Statistics Request form to complete at the end of their hire period.

All statistics are collated annually in the SAC Annual Report and used for various purposes by SAC.

# Application & Assessment

For all initial venue enquiries please contact the Venues Coordinator via email: [venues@salarts.org.au](mailto:venues@salarts.org.au)

**After consultation with the Venues Coordinator, preferred dates may be recorded. Please note: Dates are not confirmed at this time.**

## Application

Applicants are required to submit the following:

- **A completed Application Form**
- **A current CV** for either the Artist or the Organisation.
- **A Proposal for the event / performance** (minimum 500 words) outlining the premise, description of the work, any specific requirements and include installation diagrams if necessary.
- **Examples of Practice:** (please indicate if these examples are of the actual proposed exhibition or if they are indicative of past work) this could include either 12 digital images (on CD in JPEG format) / a DVD or links to video clips of performance based work / copies of published written material.

*Images should be supplied on disc or via email in a standard format such as jpeg or tiff*

*Please DO NOT send originals, as support material will not be returned following the assessment process.*

## Assessment

**All applications will be assessed by the SAC Assessment Panel.**

**The application process is very competitive. SAC receives more applications than dates available; approximately 60% of applicants were successful in the previous round.**

**All applicants will be notified of the outcome of their application in due course. All decisions are final and no correspondence will be entered into.**

**Dates are not confirmed until an application is approved by SAC, the Agreement for Hire has been signed and returned and the deposit paid.**

## Submission Dates

**Applications are assessed twice annually.**

**Submission dates are:**

- **midnight 30 April**
- **midnight 30 September**

# Sidespace Gallery Application Form

1 Applicant's Details		
Name of Applicant:		
Phone:	Mobile:	
Email:		
Website:		
Street Address:		
City:	State:	Postcode:
Postal Address:		
City:	State:	Postcode:

2 Please specify your preferred Hire Period:		
NOTE: Bump In / Bump Out days are INCLUDED within your Hire Period. Please account for this time when you request the amount of days for your hire period.		
<b>Length of Hire</b>	days	
<b>&amp; Preferred Month</b>	Preference #1:	Preference #2:

<b>OR Specific Dates</b>	Preference #1:	Preference #2:
	__ / __ / ____	__ / __ / ____
	UNTIL: __ / __ / ____	UNTIL: __ / __ / ____

3 Type of event (please tick)			
<input type="checkbox"/>	<b>Solo Exhibition</b>	<input type="checkbox"/>	<b>Group Exhibition</b>
			<b>Other:</b>

#### 4 Check List

Please ensure that you have submitted the following:

	A completed Application Form ( <u>this form</u> – pg. 10 & 11)
	A current CV
	An Proposal for the event / performance
	Examples of practice AND completed the Examples of Practice cover page (pg. 13)

#### 5 Confirmation

I confirm that all details supplied in this application are correct.

I agreed that by submitting this application I agreed to the Conditions of Hire as outlined in this document. Electronic submission of this form has the same effect as a signature.

Signed:

Dated:

**Applications due annually at midnight 30 April AND midnight 30 September**

*If you are not applying for the annual call  
please check the submission date with SAC Staff*

#### **SUBMITTING YOUR APPLICATION**

Please attention your application to:  
**The SAC Assessment Panel**

<b>BY EMAIL:</b>	<b>info@salarts.org.au</b>
<b>BY POST:</b>	<b>Salamanca Arts Centre 77 Salamanca Place Hobart TAS 7000</b>
<b>IN PERSON:</b>	<b>Salamanca Arts Centre Level 2 / 77 Salamanca Place Hobart TAS 7000</b>

# Examples of Practice Cover Page

	Type	Description
	e.g. email attachment, file on CD / DVD, link to online source	Include: Title. Year. Medium or Publication, or other information as required
Example #1		
Example #2		
Example #3		
Example #4		
Example #5		
Example #6		
Example #7		
Example #8		
Example #9		
Example #10		
Example #11		
Example #12		