



Lightbox

Conditions of Hire

Salamanca Arts Centre

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Cover: Joseph Gracia. *Night Light* (2016) (detail from installation).
Featured in *Night Light*, Lightbox, 1-30 April 2016.

SAC's Vision & Purpose

Our Vision

Contemporary Arts Practice Enriching the Community

SAC's Strategic Priorities

Salamanca Arts Centre's vision, purpose and strategic priorities arise from and are inextricably connected with three essential elements: The Buildings and how we use them; Our support of Contemporary Art and Artists; Our capacity to connect with Communities.

Mission

Salamanca Arts Centre's Purpose and Mission is to enable artists to create new works, to enable artistic entrepreneurship, and, through respect, guidance and inspiration, to foster connections between artists and audiences.

What SAC is and does

Salamanca Arts Centre (SAC) will continuously strive to be locally valued and universally recognised for our support of artists and the development and presentation of new works of national significance.

SAC is the custodian of seven heritage buildings that are home to studio artists in residence, numerous arts organisations working across the visual and performing arts, festivals & events, literature, writing & film, and to designers, makers, retailers of, and commercial galleries for contemporary art and craft.

SAC also manages a suite of arts venues including the Peacock Theatre, Long Gallery, Founders' Room, Sidespace Gallery, Kelly's Garden, Courtyard, Top Gallery and Lightbox. Our venues showcase SAC's curated and programmed events as well as our Access Program's community and independent

performances, exhibitions and other arts events and projects.

Operating parallel to the management of the buildings and venues, SAC works with local, interstate and international artists, working across all art forms, to conceive and develop new works, and to present those works to local and visiting audiences.

The staff at SAC are a team of dedicated, passionate and committed arts administrators, whose collective skills, qualifications and experience are invested into supporting artists to realise their creative endeavours, and to generate a livelihood from their art practice.

SAC's arts program is supported by Arts Tasmania, City of Hobart, the Australia Council for the Arts, the Government of Australia and philanthropic trusts, donors and sponsors. An estimated 250,000+ people pass through SAC's doors every year, visiting galleries, exhibitions, performances and community events. SAC is a not-for-profit Arts Centre formed in 1975 as an incorporated association and established in 1976 in buildings owned by the Government of Tasmania and leased to SAC at 'peppercorn' rental. Approximately 200 people are now directly employed by the 60 arts organisations based at SAC. These organisations, resident artists, retail galleries and their activities collectively contribute an estimated \$50M annually to the Tasmanian economy. An estimated 6000+ artists are represented across a year through the combined activities of all SAC's resident organisations, venues, events, exhibitions, projects, residencies and memberships.

Lightbox

The Lightbox is Salamanca Art Centre's most intimate venue, and is encountered even before passing through the front doors. Commanding the best public location in Salamanca Place, the Lightbox is a square metre of window space available to approved artists to install works that utilise the attributes of this special exhibition space.

The Lightbox gallery is part of SAC's subsidised Access Galleries program and is offered to SAC Associate Members at no charge on the acceptance of an exhibition proposal.

The Lightbox is a window space beside the main entrance to the Salamanca Arts Centre on Salamanca Place and can be viewed by the public 24 hours a day.

SAC has an on-going curatorial program for artists to interpret the space with specific installations that reflect its dimensions and the passage of light through it. Each month showcases the work of a different artist's contemporary artworks, including sculpture, ceramics, jewellery and installation.

Please note: The Lightbox is not a commercial display case for the sale of goods. However, artworks within the Lightbox installation may be for sale.

The Basics

- You must be a SAC Associate Member to exhibit in the Lightbox;
- Lightbox exhibitions are limited to 1 or 2 artists per exhibition; it is available for group exhibitions only under special circumstances;
- The Hire Period is ONE MONTH (one calendar month, e.g. 1 – 31 March);
- The Lightbox is FREE to hire;
- There is limited vehicle access for bump in / bump out;

Equipment List

- Lockable glass installation space;
- 3 x LED lights installed in the ceiling;
- Hanging System (grate installed in the ceiling so items can be hung / suspended)
- 240 Volt power outlet;
- Limited plinths.

Venue Hire Rates

Current as of 1 January 2018

Exhibitions

Per Month

SAC Associate Members **FREE**

Venue Hire Rates include:

- Equipment as outlined as per Equipment List (pg. 5);
- Exclusive use of the Lightbox for one month;
- Promotion via the SAC website / enews / social media and inclusion in print / online event listings (e.g. ArtsHub, Tasmanian Arts Guide)

Venue Hire Rates DO NOT include:

- SAC Associate Membership Fees;
- SAC Technician. Charged at Award Rates (approx. \$40.00 per hour);
- Hire of Additional SAC Equipment and SAC Technical Equipment.

Conditions of Hire

SAC Associate Membership

Only SAC Associate Members are eligible to exhibit in the Lightbox.

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)

Hire Period

The Hire Period for the Lightbox is ONE MONTH.

The Hire Period is by calendar month e.g. 1-31 March or 1-30 June.

Venue Hire Rates

The Lightbox is FREE to hire for a ONE MONTH Hire Period.

Other Charges

The Hirer will be invoiced for any charges incurred during the course of their Hire Period (such as hire of SAC equipment and SAC Technical Equipment, SAC Technician charges) at the end of the Hire Period.

Equipment

Hire of the Lightbox includes the following equipment:

- Lockable glass installation space;
- 3 x LED lights installed in the ceiling;
- Hanging System (grate installed in the ceiling so items can be hung / suspended);
- 240 Volt power outlet,
- Limited plinths*

The Lightbox and all equipment is to be left as it was found at the end of the Hire Period.

*SAC has a limited range of plinths of various shapes and sizes available for use by Lightbox Hirers, however these plinths are from a single pool that are shared between all of SAC's gallery spaces. For this reason, SAC cannot guarantee that a specific plinth is available for a specific exhibition. Plinths cannot be booked or reserved in advance; plinths are available on a first-in-first-served basis and each gallery has access to the plinths to whatever plinths are in the storeroom as of the first day of their Hire Period. The Hirer is responsible for retrieving and returning the plinths to the storeroom, and the painting of plinths during their install. SAC will provide drop sheets, rollers and paint for the painting of plinths if required.

If your exhibition is reliant on plinths, SAC advises that Hirers should supply their own specialised plinths.

Technical Equipment

No technical equipment is included in the hire of the Lightbox.

SAC has a limited range of technical equipment available for hire by Lightbox hirers, however this equipment is from a single pool that is shared between all of SAC's venues. As such is it subject to availability and must be booked at least 8 weeks prior to the commencement of your Hire Period.

SAC Technical Equipment includes**:

- Microphones;
- PA;
- Data Projectors;
- DVD Players;
- WD Media Players;
- TVs.

**For a full list and specifications of the SAC Technical Equipment, a quote for Hire Charges and to book equipment for your Hire, please contact the Venues Manager.

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.

Light & Power

There are 3 LED Lights installed in the ceiling of the Lightbox. These lights remain on 24/7, ensuring that artworks can be viewed at all times. These lights can be turned off by SAC Staff if not required by the artist. Please do not attempt to adjust the lighting yourself. Any damage to the lighting system will be charged to the Hirer.

There is 240 volt power outlet in the Lightbox, located in the lockable cupboard directly below the gallery space. Power cables can then be fed into the gallery space via two holes on either side of the gallery.

Hanging / Installation / Dismount

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

Works must be hung via the existing hanging system:

No screws / nails / hooks or other fastenings are to attached to the Lightbox walls, floor or other heritage features.

No glue / tape / double sided tape / other adhesives are to be used on Lightbox 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 Manager if you have any queries in regards to the hanging or installation.

Painting

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

Security & Safety

The Lightbox is viewable from within the arts centre, from 9:00am – 5:00pm daily.

Outside of this time, the Lightbox can still be viewed from Salamanca Place, giving it 24 hour exposure.

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.

The Lightbox and all external doors 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.

Noise

If your exhibition / installations includes a sound component, please be mindful of volume and repetition and how it may affect residents working within a close proximity to the Lightbox.

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.

Smoking

SAC is a non-smoking complex and so smoking is prohibited. The Hirer shall ensure that all those associated with the exhibition / event and all members of the public comply with this condition.

Smokers should be directed to the SAC Courtyard, where smoking is allowed outside the hours of 9:00am – 5:00pm.

Cleaning

The Hirer shall remove all refuse at the end of the Hire Period.

Fire & Candles

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

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.

Theatrical Effects

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

Promotional Material

The Hirer will be contacted by the Venues Manager 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 correct name and address of the Lightbox on all printed and digital promotional material.

The correct name and address of the Lightbox is:

**Lightbox
Salamanca Arts Centre
77 Salamanca Place
Hobart Tasmania**

All costs associated with the design, printing and distribution of promotional material are the responsibility of the Hirer.

Hirers must lodge 4 copies of posters, programs, fliers and other relevant promotional material with the Venues Manager prior to the commencement of the Hire Period for archiving purposes.

Use of SAC Logo

As all Hirers of the Lightbox are SAC Associate Members, the exhibitions in the Lightbox are regarded as SAC supported events (unless under special circumstances). As such the SAC Logo is required for use on all promotions materials (printed and digital).

The use of the SAC Logo is only for SAC Events / Exhibitions or SAC Supported Events / Exhibitions. All use of the SAC Logo must be approved by SAC prior to print and distribution.

Posters throughout SAC

Promotional material / posters may be placed on the two notice boards at SAC prior to the Hire Period and throughout the Hire Period. No material may be fastened to any stonework or the facade of the buildings. The notice boards are located in the SAC Courtyard: opposite the lift and at the Wooby's Lane entrance.

Application & Assessment

For all initial enquiries please contact the Venues Manager via email:

venues@salarts.org.au

Or consult the SAC website for more information:

<http://www.salarts.org.au/venue/lightbox/>

Application

All applications for the Lightbox must be submitted online via the SAC website. Applications by any other means will not be accepted.

Please refer to the SAC website for the full application requirements.

Assessment

All applications will be assessed by the SAC Visual Arts 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 by email in due course. All decisions are final and no further correspondence will be entered into.

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

Submission Dates

Applications for the Lightbox are assessed twice annually.

The annual submission dates are:

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

Please note: SPECIAL Submission Rounds may be called as and if required. In this case, please refer to the SAC website for Submission Dates for SPECIAL ROUNDS.