



THE FOUNDERS ROOM

Conditions of Hire

SALAMANCA ARTS CENTRE

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SALAMANCA ARTS CENTRE, 77 Salamanca Place, Hobart, Tasmania

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COVID-19

All Hirers must ensure that their Hire and all associated operations (event, exhibition, performance etc.) abides by all current Laws, Legislations and Restrictions, including those relating to Covid-19.

The Capacity and Operations of this Venue has been reduced as a result of Covid-19 Restrictions including those relating to Gatherings, Physical Distancing , Density Limits and alcohol consumption.

As these Restrictions are subject to change, please contact the Venues Manager via email at venues@sac.org.au closer to the commencement of your Hire Period for advice on how current Restrictions may impact your Hire.

ABOUT

Our Vision

Enriching Community through Contemporary Arts Practice

Our Strategic Priorities

Salamanca Arts Centre (SAC) has identified four Strategic Priorities:

Our Support of Art and Artists
Our Buildings and how we use them
Our Capacity to Connect with Communities
Our Governance, Sustainability and Viability

Our Purpose and Aims

To enrich creativity throughout Tasmania.

We support contemporary artists with resources and opportunities to make new work, to engage with other artists and to share their practice with the world.

We enliven our spaces with activities of creating, innovating, making, communicating and connecting, to ensure the continuing relevant and value of the nationally significant Salamanca warehouses.

We enable diverse communities of artists, producers, audiences and visitors to engage with the arts in ways that enrich their lives and expand their vision.

Our Aims

SAC's aims are to enable artists to create new works of national significance, to enable artistic entrepreneurship, to manage our buildings responsibly and ethically, and, through respect, guidance and inspiration, to foster connections between artists and audiences. Central to achieving our Purpose are the individual artist's studios, our art and design retailers and other arts organisations who choose to make their home within Salamanca Arts Centre's buildings and beyond, through our programs and support.

Our Core Values

In everything that SAC does, we adhere to the core organisational values of:

- Stewardship
- Diversity
- Integrity
- Excellence
- Dynamism

What SAC is and does

Salamanca Arts Centre (SAC) is a not-for-profit Arts Centre formed in 1975 as an incorporated association and established in 1977 in buildings owned by the Government of Tasmania and leased to SAC to manage as a Community Arts Centre. In 2009 Salamanca Arts Centre became a Company Incorporated by Guarantee.

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 and manages these buildings on behalf of the people of Tasmania. SAC is 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 design.

SAC also manages a suite of venues including the [Peacock Theatre](#), [Long Gallery](#), [the Founders Room](#), [Sidespace Gallery](#), [Kelly's Garden](#), [Courtyard](#), [Top Gallery](#) and the [Lightbox](#). Our venues showcase SAC's curated and programmed events as well as our Access Programs for community and independent performances, art exhibitions and other arts themed 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. We work to connect the local and the global.

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 and public programs are supported by Arts Tasmania, City of Hobart, Australia Council for the Arts, and philanthropic trusts, donors and sponsors. An estimated 280,000+ visitors and locals pass through SAC's doors every year, visiting galleries, exhibitions, performances and community events. 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.

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THE FOUNDERS ROOM

Nestled beneath the vaulted gables of an 1840's warehouse is SAC's latest offering to the people of Tasmania: The Founders Room. Newly renovated with polished oaken floorboards, limewashed sandstone walls and heritage windows that look out over the SAC Courtyard on one side and Woobys Lane and Salamanca Square on the other.

Dedicated to the Founders of SAC, this is the perfect location for music events and concerts, Private Functions (including Weddings), performances, cocktail parties, seminars, training sessions, film events, launches and promotional events.

The Basics

- The Capacity of the Founders Room is maximum **200 people****
**This includes patrons / guests, children, babies, performers, technicians and other crew.
The Capacity of the Founders Room has been reduced as a result of Covid-19 Restrictions.
The current capacity is maximum 70 people**
- There is a corner Stage Area which measure 9.3m across x 5m at the deepest point. Please see Floor Plan for more details.
- Basic House Lighting and Audio Equipment, and Projector and Screen are included in the Venue Hire (see Page 12).
- Basic furniture is included in the Venue Hire (see Page 11).
- Basic Green Room with space for 4 (approx.) is included in the Venue Hire.
- Baby Grand Piano available upon request (additional charge for tuning see Page 11).
- The primary entrance is located on Woobys Lane.
Level / Wheelchair access is available via the Lift in the Courtyard.
- There is limited vehicle access for bump in / bump out (no loading access on Saturdays prior to 5:00pm due to the Salamanca Market).
- There is a live music event (Rektango) in the adjacent Courtyard every Friday evening between 5:30pm – 7:30pm. Due to the sound bleed between the two venues we advise Founders Room Hirers to commence their performances no earlier than 8:00pm on Friday evenings.
- The Founders Room is a Self-Catering Venue, with the choice of Catering Supplier the responsibility of the Hirer.
- The SAC Pop-Up Bar is available to open for public performances and concerts as part of the **SAC Supported Local / Touring Performance Package** to provide drinks for sale (alcoholic and non-alcoholic). The SAC Pop-Up Bar is staffed by SAC Staff and all profits are retained by SAC.

VENUE HIRE RATES

Current as of 1 July 2020.

All Venue Hire Rates are inclusive of GST

	Per Half Day	Per Day	Per Week
Non Profit / Educational Institutions / Schools / Artists (groups or solo)	\$150	\$230	\$1,050
Commercial / Government Departments	\$200	\$310	\$1,400

Venue Hire Package for Private Functions / Events

**Includes Weddings /
Conferences / Balls /
Fundraisers etc.**

\$1,400*

*Venue Hire Package for Private Functions / Events includes: 3 Day Hire Period for the Founders Room / 3 Day Hire Period for the Kitchen / payment of SAC Venues Supervisor / Public Liability Insurance Cover. For complete details of this Package refer to the Conditions of Hire.

Venue Hire Package for SAC Supported Local / Touring Performances

**Includes music events /
concerts / performances \$200****

**Venue Hire Package for SAC Supported Local / Touring Performances: 1 Day Hire Period for the Founders Room / SAC to operate SAC Pop-Up Bar / payment of SAC Pop-Up Bar Staff / payment of SAC Venues Supervisor / Public Liability Insurance Cover. For complete details of this Package refer to the Conditions of Hire.

Venue Hire Rates include:

- Hire of the Founders Room for the duration of the Hire Period;
- Cleaning prior to the commencement of the Hire Period and weekly maintenance throughout the Hire Period.
- A 30 minute tech familiarisation and induction with a SAC Technician, which includes the setting of basic lighting and sound equipment (Monday – Friday, 9:00am – 5:00pm ONLY);
- Access to basic House Lighting and Audio Equipment, projector and screen (to be operated by approved / Qualified Technicians ONLY*)
*Only approved / qualified personnel may operate the technical equipment in the Peacock Theatre.
- Access to basic furniture.
- Access to basic Green Room.
- Public Liability Cover.
- Electricity Usage (general power and heating)

Venue Hire Rates DO NOT include (unless states in Package):

- Additional Cleaning. Charged at \$35.00 per hour.
- SAC Technician (outside of 30 minute tech familiarisation and induction). Charged at \$40.00 per hour for a minimum 4 Hour call (plus penalty rates when applicable).
- SAC Venues Supervisor. Charged at \$32.00 approx. per hour (plus penalty rates when applicable).
- Hire of Additional Equipment (consult Technical Manager prior to your hire).
- Tuning (and moving) of SAC Baby Grand Piano (approx. \$150).

CONDITIONS OF HIRE

Hire Period

The Hire Period for the Founders Room include:

- Half Day

Maximum of 6 hours

- Day

Maximum of 24 hours.

- Week

Maximum 7 Days.

- Private Function

Maximum 3 Days

All Hire Periods conclude at 12:00 midnight, unless prior approval is received from the Venues Manager.

The BUMP IN and BUMP OUT of your performance / event must occur within the Hire Period. Please account for this when requesting your desired length of Hire Period.

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 month 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, hire of SAC equipment and SAC Technical Equipment, SAC Technician or SAC Venues Supervisor charges) at the end of the Hire Period.

Cancellation OR Postponement

Should the Hire be cancelled less than three months prior to the commencement of the hire period, the Deposit (50% of the Venue Hire charges) shall be retained by SAC.

Should the Hire be cancelled prior to the commencement of the hire period AND as a result of Covid-19 or Covid-19 Restrictions, all Venue Hire paid will be refunded to the Hirer.

Arrangements for postponements shall be at the discretion of SAC and pending the availability of dates.

Venue Hire Package for Private Functions / Events

This Venue Hire Package is applicable to all Private Functions / Events in the Founders Room and applies to any function type which is not open to the public, includes Weddings (Ceremony and/or Reception), parties, private celebrations, conferences, Balls, etc.

The total cost for the Venue Hire Package for Private Functions / Events is **\$1,400** (gst inclusive)

The Venue Hire Package for Private Functions / Events includes:

- 3 Day Hire Period for the Founders Room
- 3 Day Hire Period for the Kitchen
- Payment of 1 x SAC Venues Supervisor for the duration of the event
- Public Liability Insurance Cover.

Private Functions / Events may serve **complimentary** food or alcohol / drinks ONLY. Alcohol cannot be for sale.

Please see **Bar Operations** for more details.

SAC does not have in-house Caterers. The Hirer is responsible for the choice of and all costs associated with the Caterers for their event for both complimentary food and beverages. Please contact the Venues Manager for recommendations.

All other Venue Hire inclusions (as outlined on Page 8) are also included in this Venue Hire Package.

All Conditions of Hire, unless exemptions are otherwise stated, also apply to this Venue Hire Package.

Venue Hire Package for SAC Supported Local / Touring Performances

This Venue Hire Package is designed to assist local and touring performers (music / theatre / dance etc.) to hold a performance, with the support of the SAC Pop-Up Bar to sell alcohol. performance.

The total cost for the Venue Hire Package for SAC Supported Local / Touring Performances is **\$200** (gst inclusive)

Venue Hire Package for SAC Supported Local / Touring Performances includes:

- 1 Day Hire Period for the Founders Room
- SAC to operate the SAC Pop-Up Bar Bar for the sale of alcohol / non-alcoholic drinks (SAC retains bar sales revenue)
- Payment of 1 x SAC Venues Supervisor for the duration of the event
- Payment of Bar Staff
- Public Liability Insurance Cover
- SAC Staff to Set Up & Pack Down all tables / chairs etc.
- Access to Green Room

All other Venue Hire inclusions (as outlined on Page 8) are also included in this Venue Hire Package.

All Conditions of Hire, unless exemptions are otherwise stated, also apply to this Venue Hire Package.

Set Up / Pack Up | Bump In / Bump Out

It is the responsibility of the Hirer to Set Up and Pack Up / Bump In and Bump Out their event.

This includes the setting / removal of any equipment, furniture, decorations etc.

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

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

Any scratches left on the Founders Room floor as a result of equipment or furniture will be charged to the Hirer.

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 Set Up and Dismount / Bump In and Bump Out.

Painting

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

Security, Safety and WHS

The Venues Manager or Venues Technician will conduct a Venue and WHS induction with the Hirer during office hours, Monday to Friday. Inductions outside of these times will be charged to the Hirer at Award Penalty Rates.

At the commencement of the Hire Period, the Hirer will be issued with a set of keys and instructed in security and safety procedures. Keys remain the responsibility of the Hirer and should not be passed onto any other person. If keys are lost, the Hirer will be charged for all costs associated with the replacement of keys and locks. All 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.

Basic Furniture

The Founders Room includes the following basic furniture:

- 120 x red plastic chairs
- 20 x round black bistro tables
- 20 x white plastic trestle tables

All furniture (chairs, tables etc.) is to be returned to the Founders Room store room by the Hirer at the completion of Hire Period (unless negotiated with SAC) and is to be stacked and stored in a safe manner.

No items are to be stacked or stored on top of the piano.

Piano

Hirers of the Founders Room have access to a baby grand piano. Hirers must make a request in writing to the Venues Manager if they wish to utilise the baby grand piano at least two weeks prior to the commencement of the hire period.

Only SAC Staff are permitted to move the baby grand piano. The baby grand piano can only be tuned by the SAC nominated tuner.

There is no hire charge for the baby grand piano. However, charges relating to the tuning of the piano will be passed onto the Hirer at the end of the Hire Period (approx. \$150 for tuning).

Technical Equipment

The Founders Room has fixed lighting installed, which consists of a combination of LED performance lighting, LED atmospheric lighting, wall based down-lights and pendant lights. No fixed lighting is to be moved or relocated without consultation with the Venues Technician. Failure to do so will result in the Hirer incurring all charges associated with returning lighting to their original state and repairs.

Additional audio equipment, such as microphones, will be signed over by the Venues Technician. Additional audio equipment should be returned to the Venues Technician.

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.

To request a current Founders Room Technical Specifications & Equipment List, please email the Venues Manager (venues@sac.org.au) or the Technical Manager (technician@sac.org.au)

Projector & Screen

The Founders Room has a Projector and projection screen installed in the ceiling of the theatre.

The Projector and screen cannot be removed. Failure to abide by this condition will result in the Hirer being charged for any costs associated with the damage of the projector and/or screen and the re-installation of the projector and/or screen.

Lights & Electricity

Lighting will be positioned and programmed (colour) by a SAC Technician in consultation with the Hirer during the 30 minute technical set up and familiarisation. Please do not attempt to adjust the lighting yourself. Any damage to the lighting system will be charged to the Hirer.

The light switches and switchboard is located to the right of the Founders Room entrance.

Electricity usage is included in your Venue Hire.

Heating & Cooling

Heaters are installed in the ceiling of the Founders Room. They are turned on by a switch located to the right of the Founders Room entrance (marked 'Heaters'). The heaters are set to a timer and will turn off after 8 hours.

There is no air conditioning in the Founders Room.

Electricity usage (including heating) is included in your Venue Hire.

Hire of External Equipment & Furniture

The Hire of external equipment and furniture through an external hire company is the responsibility of the Hirer. The Hirer is responsible for all charges associated with the hire of external equipment and furniture, and for ensuring that deliveries / collections occur within the Hire Period.

Technical Staff

THE TECHNICAL EQUIPMENT WITHIN THE FOUNDERS ROOM MAY ONLY BE OPERATED BY APPROVED / QUALIFIED PERSONEL.

A Technician approved by Salamanca Arts Centre is to be in attendance at all times SAC Technicial Equipment is in use. If you do not have a SAC Approved Technician, SAC will provide one for you and the Hirer will be charged for their time.

SALAMANCA ARTS CENTRE RESERVES THE RIGHT TO INSIST ON A TECHNICIAN OF ITS CHOICE TO OPERATE SAC EQUIPMENT.

A 30 minute tech familiarisation and induction with a SAC Technician, which includes the setting of basic lighting and sound equipment is included in the Venue Hire Rates . The tech familiarisation and induction must occur from Monday – Friday, 9:00am – 5:00pm. If the tech familiarisation and induction exceeds 30 minutes OR occurs outside of the regular hour r hours listed above, the Hirer will be charged for the SAC Technician's time accordingly.

If you require a SAC Technician for your event (including operating for a performance or event / additional set up time etc.), please advise the Venues Manager and Technical Manager so that a SAC Technician can be booked. A minimum 2 weeks notice is required to book in SAC Technicians.

All SAC Technicians are paid as per the SAC Enterprise Agreement, which directly correlates with the Live Performance Award Rates:

- **\$40.00 per hour** (single time applies for the first 8 hours worked, after this penalty rates apply. Penalty Rates apply to Sundays, double time).

There is a minimum 4 hour call for SAC Technicians.

Breakdown of Rates & Penalty Rates:

- **Single Time:** is defined as the first 8 hours of a shift worked within Monday – Saturday from 7:00am – 12:00midnight..
- **Time + Half:** applies to the 9th and 10th hours of a shift worked within Monday – Saturday from 7:00am – 12:00midnight.
- **Double Time:** applies to any hours worked after 10 hours OR between 12:00midnight and 7:00am OR on a Sunday.

SAC Technicians must receive a 10 hour break between finishing work one day and commencing work the next day. SAC Technicians are entitled to a meal break of at least 30 minutes after 5 continuous hours of work.

Ushers

The Hirer is responsible for organising ushers for all performances / events if required.

FOH / Ticketing Staff

The Hirer is responsible for appointing a Front of House Coordinator for the Hire.

The Front of House Coordinator will be the key contact for all FOH matters prior and during the Hire Period for both SAC and Ticketing Enquiries, and is responsible for coordinating ushers, overseeing ticket and program sales, and providing duty of care to patrons at every performance.

The Hirer is responsible for employing FOH / Ticketing Staff for every public performance.

Ticket Sales

Ticket Sales are the responsibility of the Hirer, including pre-sale tickets and the sale of tickets at the door.

This also includes monitoring RSVPs etc. for events that are free.

The Hirer is responsible for supplying float / eftpas machine / card reader and any other equipment required to conduct ticket sales at the door.

Cashless / contactless sales are preferred and access to the SAC Wifi is available to Hirer to enable cashless payment.

Hirers must ensure that for ticketed performances / events:

- Tickets are available for purchase online and at the door (unless sold out prior) as a minimum.
- A Concession Ticket Price is available at all performances.
- A SAC Associate Members Ticket Price is available at all performances. This ticket price must be less expensive than the Concession Ticket Price.

- Companion Cards will be accepted at all performances. A Companion Card is issued to residents of Tasmania with a significant and permanent disability that are unable to participate in most community based activities with significant assistance. The Companion Card admits carers to performances as complimentary guests.

Contact Tracing

The Hirer is responsible for collecting Contact Tracing details (Full Name, Phone Number and Date / Time of Visit) from Guests attending performances / events. Both the Hirer and SAC are required to retain these Contact Tracing details for 28 Days.

As Restrictions are subject to change, please seek advice from SAC closer to the commencement of your Hire Period.

Seating & Capacity

The Capacity of the Founders Room is maximum **200 people****

**This includes patrons / guests, children, babies, performers, technicians and other crew.

The Capacity of the Founders Room has been reduced as a result of Covid-19 Restrictions. The current capacity is maximum 70 people**

All Hirers must abide by the maximum capacity of the venue as per Covid-19 Restrictions. As Restrictions are subject to change, please seek advice from SAC closer to the commencement of your Hire Period.

Reserved SAC House Seats

SAC reserves the right to 2 x House Seats at **every** Public Performance / Event during the Hirer's season. These seats are **not** included in the seats available for sale.

SAC must advise the Hirer at least 1 week prior to the commencement of the Hire Period if SAC wishes to utilise the Reserved SAC House Seats for any Public Performance / Event.

The capacity of the Founders Room has been reduced as a result of Covid-19 Restrictions.

All Hirers must abide by the maximum capacity of the venue as per Covid-19 Restrictions. As Restrictions are subject to change, please seek advice from SAC closer to the commencement of your Hire Period.

Access & Level Access

For loading / Bump In / Bump Out, the Founders Room can be accessed via the main entrance on Woobys Lane (involves stairs) or via the Lift in the Courtyard. A ramp can be installed at the door to the Founders Room to provide level access.

The primary access for guests is via the main entrance on Woobys Lane. We encourage Hirers to emphasise the main entrance on Woobys Lane on all ticketing and promotional materials etc. to assist with guest way-finding.

For Level Access, guests can be escorted via the Lift in the Courtyard to the Founders Room. A ramp can be installed at the door to the Founders Room to provide level access. The Level Access toilets for the Founders Room are located on Level 2 (adjacent the Lift Platform).

Friday Evening Events

There is a weekly live music event (Rektango) in the SAC Courtyard adjacent to the Founders Room **every** Friday evening between 5:30pm – 7:30pm.

Due to the sound bleed between the two venues we advise Founders Room Hirers to commence their performances / events no earlier than 8:00pm on Friday evenings.

Bar Operation

Bar Operation have been impacted by Covid-19 Restrictions. As Restrictions are subject to change, please seek advice from SAC closer to the commencement of your Hire Period.

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

Performances / Events may serve **complimentary** food or alcohol / drinks **ONLY**. Alcohol cannot be for sale.

For Venue Hire Package for SAC Supported Local / Touring Performances, if you wish to have alcohol for sale at your performance, the SAC can operate a Pop-Up Bar for the performance / event at no cost to the Hirer. All Bar Sales are retained by SAC to cover costs of Staff / Stock etc.

Please see **SAC Pop-Up Bar and Venue Hire Package for SAC Supported Local / Touring Performances** for more details.

If you wish to serve or sell alcohol at your event please contact the Venues Manager prior to the event.

Anyone serving alcohol (including Catering staff) must have their Responsible Service of Alcohol (RSA) and a copy of their certification provided to the SAC Venues Manager prior to the

commencement of the hire period 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. \$32.00 per hour (plus applicable penalty rates). Charges associated with the SAC Venues Supervisor will be charged to the Hirer at the end of the Hire Period*.

*SAC Venues Supervisor charges are included in the Venue Hire Packages for Private Functions / Events AND SAC Supported Local / Touring Performances.

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.

SAC Pop-Up Bar (applicable to Venue Hire Package for SAC Supported Local Touring Performances ONLY)

Bar Operation have been impacted by Covid-19 Restrictions. As Restrictions are subject to change, please seek advice from SAC closer to the commencement of your Hire Period.

The SAC Pop-Up Bar is available to open for Evening Public Performances / Events where the Hirer wishes alcohol to be for sale.

The SAC Pop-Up Bar sells beverages (alcoholic and nonalcoholic) and a limited range of snacks for sale to guests.

The SAC Pop-Up Bar is staffed by SAC Staff and all profits are retained by SAC. There is no additional charge to the Hirer for the Lady Bennett Bar to operate.

The Hirer must confirm in writing 2 weeks prior to the commencement of the Hire Period if they wish the SAC Pop-Up Bar to operate at their performance / event.

Hirers covered under the Venue Hire Package for SAC Supported Local Touring Performances cannot operate their own bar service.

Spillage

No events / performances involving liquid of sort will be allowed in the Founders Room.

Any events featuring principally food and/or drinks is required to nominate a cleaner to mop up spillages before they leak through the Founders Room floor and cause damage in the tenants below.

Kitchen

The Kitchen (located on Level 1) is available for Hirers of the Founders Room provided that a written request has been made to the Venues Manager. There is an additional hire charge of \$100 per day for the hire of the Kitchen*.

*3x Days Hire of the Kitchen is included in the Venue Hire Packages for Private Functions / Events.

Catering

Salamanca Arts Centre does not have in-house caterers. The Hirer is responsible for the choice of caterers for their event for both food and beverages. Please contact the Venues Manager for recommendations.

Cleaning

Focused daily cleaning regimes have been introduced at SAC in response to Covid-19.

The Founders Room and associated areas are cleaned by SAC prior to the commencement of the Hire Period.

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 \$35.00 per hour for the additional cleaning.

The Hirer shall remove all refuse / rubbish at the end of the hire period. Hirers are encouraged to use the waste disposal area located in the corner of the Courtyard which includes separate bins for general waste and recycling.

Smoking

SAC is a non-smoking complex and so smoking is prohibited in all SAC Venues / spaces – **including the Courtyard.**

NO SMOKING ANYWHERE ANYTIME.

The Hirer shall ensure that all those associated with the performance / event and all members of the public comply with this condition.

Fire & Candles

Fire and / or candles are not permitted in the Founders Room or associated areas.

Theatrical Effects

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

Performing Rights

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

Noise

Salamanca Arts Centre reserves the right to cancel any performance causing excessive noise or showing lack of consideration for the general public or tenants of the Centre.

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 Founders Room on all printed and digital promotional material.

The correct name and address of the Founders Room is:

**The Founders Room
Salamanca Arts Centre
Level 2 / 77 Salamanca Place
(entry via Woobys Lane)
Hobart Tasmania**

The Hirer must emphasise that the main entrance to the Founders Room is via Woobys Lane on all ticketing, printed and digital promotional material to assist with guest way-finding.

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

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

Posters throughout SAC

No promotional materials / posters may be fastened to any stonework or the facade of the buildings.

The Hirer will have access to the following poster boxes / poster frames at SAC:

- 1 x A2 Poster Frame on the Level 1 Landing
- 1 x A2 Poster Box at main entrance

The Hirer will have access to 1 x A1 A-Frame Sandwich Board, to be positioned at the main entrance to the Founders Room on Woobys Lane for the duration of their Hire Period (minimum).

A-Frame

1 x A-Frame sandwich board is available for Founders Room to position at the entrance on Woobys Lane.

The Hirer is responsible for putting the A-Frame sandwich board out for each performance, and bringing it back in.

The A-Frame sandwich board is A1 size. Posters attached to the A-Frame sandwich board **MUST** be A1 size and **laminated** if the Hire Period is greater than 1 Day in length; No signs, notes, posters smaller than A1 may be placed on the A-Frame sandwich board. The Hirer must not write on the A-Frame sandwich board.

The Hirer is responsible for supplying the A1 laminated poster/s to the Venues Manager prior to the commencement of the Hire Period. The poster will be affixed to the A-Frame sandwich board by SAC Staff.

Banners at SAC

There is one banner hanging location available to SAC Venue Hirers on the front façade of SAC, overlooking Salamanca Place. This banner hanging location is highly sought after and therefore must be booked via the Communications & Marketing Manager.

All banners must relate to events / exhibitions occurring at SAC. All costs associated with the design, printing and delivery of the banner are the responsibility of the Hirer. Banners must be designed and printed as per SAC specifications, and must be approved by the Communications & Marketing Manager prior to printing. Any unapproved banners or banners not meeting SAC specifications will not be hung.

Due to the position of the banner hanging location, SAC Staff are responsible for the hanging of all banners. The Hirer will be invoiced for an installation charge for the banner.

For more information, please contact the Communications & Marketing Manager via email: communications@sac.org.au

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 performances / 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.

Use of Spaces

SAC reserves the right to use the Peacock Theatre 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.

APPLICATION & ASSESSMENT

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

venues@sac.org.au

Or consult the SAC website for more information:

<https://www.salarts.org.au/venue/the-founders-room/>

Application

All applications for the Founders Room 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 Assessment Panel.

The application process is very competitive. SAC receives more applications than dates available.

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 Founders Room are assessed twice annually as a minimum, with SPECIAL Submission Rounds as required.

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.

BASIC FLOOR PLAN

