



THE COURTYARD

SALAMANCA ARTS CENTRE

Conditions of Hire

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SALAMANCA ARTS CENTRE, 77 Salamanca Place, Hobart, Tasmania

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For further information please contact:

Allana Blizzard | Venues Manager

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COVID-19

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

The Capacity and Operations of this Venue is currently 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 COURTYARD

The Courtyard is located in the heart of Salamanca Arts Centre on Hobart's historic waterfront. It is the perfect place to sit and relax during the day.

The back wall of the Courtyard is a natural rock face, creating a unique backdrop for arts activity. The same rock face continues into the adjacent Peacock Theatre.

The Courtyard has been used successfully for theatrical and dance performances, music recitals, SAC Resident Markets, film screenings, and cabaret. And for the past 20 Years has been the primary venue for the weekly live music event Rektango.

The Basics

- The Capacity of the Courtyard is maximum **200 people****
**This includes patrons / guests, children, babies, performers, technicians and other crew.

The Capacity of the Courtyard is currently reduced as a result of Covid-19 Restrictions.

The current capacity is maximum 112 people**

- There are two raised rounded Stage / Platform areas (see Floor Plan Page 20).
The Platform 1 measures 8800mm x 4100mm;
The Platform 2 measures 7200 x 3700mm and has a tree at the center.
- 4 x wall-mounted multicolour LED frontwash lights are focused on the stage.
- Basic furniture (benches and tables) is included in the Venue Hire (see Pages 12).
- The primary entrance is located on Wooby's Lane (via the Willis Arcade). The Courtyard can also be accessed from Salamanca Place via the Morrison Arcade.
- 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 Courtyard every Friday evening between 5:30pm – 7:30pm. The Courtyard is not available to Hire during Rektango.

VENUE HIRE RATES

Current as of 1 March 2022.

All Venue Hire Rates are inclusive of GST

All Venue Hire Rates are charged per Hire with a maximum Hire Period as state below.

Pop-Up Performance / Event **\$75 per Hire**

Daytime | Non-Exclusive Hire

Hire Period: between 10:00am - 4:00pm | maximum 4 hours
Event Duration: between 11:00am - 2:00pm | maximum 2 hours

Evening Public Performance / Event **\$200 per Hire**

Evening | Exclusive Hire

Hire Period: between 5:00pm - 12:00midnight | maximum 7 hours
Not available Friday evenings due to Rektango

Evening Private Event **\$300 per Hire**

Evening | Exclusive Hire

Includes all non-Arts Events, Private Functions, Corporate Events

Hire Period: between 5:00pm - 12:00midnight | maximum 7 hours
Not available Friday evenings due to Rektango

For complete details of each Venue Hire Rate refer to the Conditions of Hire.

Venue Hire Rates include:

- Hire of the Founders Room for the duration of 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, (to be operated by approved / Qualified Technicians ONLY*)
**Only approved / qualified personnel may operate the technical equipment in the Courtyard.*
- Access to Courtyard basic furniture (benches and tables).
- Electricity Usage.

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 \$45.00 per hour for a minimum 4 Hour call (plus penalty rates when applicable).
- SAC Venues Supervisor. Charged at \$45.00 approx. per hour (plus penalty rates when applicable).
- Hire of Additional SAC Technical Equipment (consult Technical Manager prior to your hire).
- Hire of the Kitchen. Charged at \$100 per day.
- Public Liability Insurance.

CONDITIONS OF HIRE

Date Availability

Due to the location of the Courtyard and the significant sound bleed between the adjacent Venues, the availability of the Courtyard is pending the bookings and scheduled activity in the adjacent Venues (Peacock Theatre, Founders Room, Sidespace Gallery, Long Gallery).

An event cannot occur in the Courtyard if there is already an event scheduled in an adjacent venue.

There is a live music event (Rektango) in the Courtyard every Friday evening between 5:30pm – 7:30pm.

The Courtyard is not available to Hire during Rektango.

Hire Period

The Hire Period for the Founders Room include:

- Pop-Up Performance / Event
between 10:00am - 4:00pm
Maximum 4 hours.

Performance Duration:
between 11:00am - 2:00pm
Maximum 2 hours.

- Evening Public Performance / Event
between 5:00pm - 12:00midnight
Maximum 7 hours.

- Evening Private Event
between 5:00pm - 12:00midnight
Maximum 7 hours.

All Hire Periods conclude at 12:00midnight at the latest, 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 received.

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 one week 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, any Venue Hire payments made to SAC will be credited to the Hirer.

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

Relocation to an alternate SAC Venue in the case of wet weather shall be at the discretion of SAC and pending the availability of dates / Venues, and the requirements of your event.

Pop-Up Performance / Event

Pop-Up Performances / Events include: live performance (theatre / dance / music), launches, workshops and markets.

The total cost for the Venue Hire is **\$75 (GST inclusive)** per Hire.

Venue Hire includes:

- Non-Exclusive Hire of the Courtyard;
- Access to Courtyard basic furniture;
- Electricity usage.

This Venue Hire Rate is applicable to daytime performances and events that occur whilst the Courtyard and the Centre are open to the public (9:00am – 5:00pm daily).

Hirers will have **NON-EXCLUSIVE ACCESS**, as the Courtyard remains a public area from 9:00am - 5:00pm daily. Performances / Events must be open to the public and must not impede access to SAC Retailers, Toilets, Lift or any other amenities, and must allow for the

public to move freely throughout the Courtyard.

Pop-Up Performances / Events must be FREE, though online registrations are encouraged for Contact Tracing purposes and monitoring capacity.

Pop-Up Performances / Events may utilise the Courtyard basic furniture (benches and tables) only. No additional furniture may be added to the Courtyard to ensure that public access is not impeded.

Pop-Up Performances / Events cannot serve or sell food or alcohol / beverages.

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

Evening Public Performance / Event

Evening Public Performances / Events include: arts-based activities that are open to the public, such as live performance (theatre / dance / music), launches, workshops and markets.

The total cost for the Venue Hire is **\$200 (GST inclusive)** per Hire.

Venue Hire includes:

- Exclusive Hire of the Courtyard;
- Access to Courtyard basic furniture;
- Electricity usage.

This Venue Hire Rate is applicable to evening performances and events that occur after the Courtyard and the Centre have closed (after 5:00pm daily). The Courtyard remains a public area until 5:00pm daily. Bump In cannot commence prior to 5:00pm.

Hirers will have **EXCLUSIVE ACCESS** to the Courtyard from 5:30pm - 12:00midnight.

Evening Performances / Events must be open to the public, and can either be FREE or ticketed.

Online registrations / ticket sales are encouraged for Contact Tracing purposes and monitoring capacity.

Evening Performances / Events may utilise the Courtyard basic furniture (benches and tables) and incorporate additional furniture if required.

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

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 **Bar Operations** and **SAC Pop-Up Bar** for more details.

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

Evening Private Event

Eventing Private Events include: all non-arts-based activities, and / or events that are Private / Invite Only. Including Private Functions, Corporate and Networking Events, launches, workshops.

The total cost for the Venue Hire is **\$300 (GST inclusive)** per Hire.

Venue Hire includes:

- Exclusive Hire of the Courtyard;
- Access to Courtyard basic furniture;
- Electricity usage.

This Venue Hire Rate is applicable to evening performances and events that occur after the Courtyard and the Centre have closed (after 5:00pm daily). The

Courtyard remains a public area until 5:00pm daily. Bump In cannot commence prior to 5:00pm.

Hirers will have **EXCLUSIVE ACCESS** to the Courtyard from 5:30pm - 12:00midnight.

Evening Performances / Events may utilise the Courtyard basic furniture (benches and tables) and incorporate additional furniture if required.

Evening Private 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 Conditions of Hire, unless exemptions are otherwise stated, also apply to this Venue Hire Rate.

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 attached to the Courtyard walls, rock face, floor or other heritage features, or to the Lift.

No glue / tape / double sided tape / other adhesives are to be used on the Courtyard walls, rock face, floor or other heritage features, or to the Lift.

The Hirer will ensure there is no damage to or climbing of the rock face, tree, gardens and sculpture, and is responsible to ensuring all guests abide by this clause.

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 Courtyard walls, rock face, floor or other heritage features is permitted.

Insurance

The Hirer shall provide insurance cover for Public Liability and for all goods and effects brought on to the premises by the Hirer and the Hirer's representatives. Evidence of Public Liability Cover of a minimum of \$10 million is to be provided to SAC prior to the commencement of the hire period.

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 Courtyard includes the following basic furniture:

- 7 x wooden tables
- 8 x wooden benches
- 3 x wooden back-to-back benches

The relocation of basic furniture must be negotiated with SAC prior to your Hire Period.

Any damage caused by the Hirer will be charged to the Hirer.

Technical Equipment : Lighting & Audio

The Courtyard has fixed lighting installed, which consists of:

- 4 x wall-mounted multicolour LED frontwash lights focused on the stage;
- Various architectural uplights on the walls and rock face;
- Coloured architectural lighting in the glass Lift shaft.

The LED frontwash lights can be operated via pushbutton controller of lighting console.

No fixed lighting is to be moved or relocated without consultation with the Technical Manager. 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 Technical Manager. Additional audio equipment should be returned to the Technical 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.

To request a current Courtyard Technical Specifications & Equipment List, please email the Technical Manager (technician@sac.org.au)

Electricity

There are multiple power outlets around the exterior of the Courtyard (10 amp) and power (10 amp) to both Stage / Platforms.

Platform 1 includes:

- 8 x 10 amp outlets
- 1 x 32 amp 3 phase outlet
- 4 x data ties to switchboard

Platform 2 includes:

- 2 x 10 amp outlets
- 2 x data ties to switchboard

Electricity usage 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 COURTYARD MAY ONLY BE OPERATED BY APPROVED / QUALIFIED PERSONNEL.

A Technician approved by Salamanca Arts Centre is to be in attendance at all times SAC Technical 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 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 3 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:

- **\$45.00 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 / eftpos 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 public 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 Courtyard, and Salamanca Arts Centre generally, will enable Contact Tracing for all Visitors, Artists and Staff as required.

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 Courtyard is maximum **200 people****

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

The Capacity of the Courtyard is currently reduced as a result of Covid-19 Restrictions. The current capacity is maximum 112 people**

The seated capacity is maximum **60** on the Courtyard benches and tables.

All Hirers must abide by the maximum capacity of the venue as per Covid-19 Restrictions.

The Hirer is responsible for monitoring guest numbers at all times to ensure that Capacity is not breached.

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.

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.

Access & Level Access

For loading / Bump In / Bump Out, the Courtyard can be accessed via the primary entrance is located on Wooby's Lane (via the Willis Arcade). The Courtyard can also be accessed from Salamanca Place via the Morrison Arcade.

There is limited small vehicle access to the Courtyard (via the Willis Arcade) and temporary loading permits can be obtained from SAC for Wooby's Lane.

There is limited vehicle access for bump in / bump out on Saturdays (no loading access on Saturdays prior to 5:00pm due to the Salamanca Market).

The primary access for guests is via the entrance is located on Wooby's Lane (via the Willis Arcade). We encourage Hirers to emphasise this entrance on Wooby's Lane on all ticketing and promotional materials etc. to assist with guest way-finding.

Entry to the Courtyard is Level Access. However, there is no Level Access to the stages.

The Balcony can be accessed via the Lift.

Bar Operations

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.

- Daytime Pop-Up Performances / Events **cannot** serve or sell food or alcohol / beverages.
- Evening Performances / Events may serve **complimentary** food or alcohol / drinks ONLY. Alcohol cannot be for sale.

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** for more details.

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

If you wish to serve or sell (if applicable) 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*.

*If SAC is operating a Pop-Up Bar at the request of the Hirer, the charges for the SAC Venues Supervisor are waived.

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 general waste and recycling bins located in the rubbish collection area at the back of the Courtyard.

SAC Pop-Up Bar (applicable to Evening Public Performances / Events)

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.

Kitchen

The Kitchen (located on Level 1) is available for Hirers of the Courtyard. There is an additional Hire Charge of \$100 per day for the hire of the Kitchen.

Cleaning

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

The Courtyard is cleaned by SAC on a daily basis.

The Courtyard Toilets are cleaned by Hobart City Council at several times between 8:00am – 5:00pm daily.

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 Courtyard 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

For Pop-Up Performances and Public Performance / Events 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 of the Courtyard on all printed and digital promotional material.

The correct name the Courtyard is:

The Courtyard Salamanca Arts Centre

The Hirer must emphasise that the main entrance is via Wooby's 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 1 x A2 Poster Box located on the Level 1 Landing.

A-Frame

1 x A-Frame sandwich board is available for Courtyard to position at the entrance on Wooby's Lane.

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

The A-Frame sandwich board is A1 size. It is recommended that posters for the A-Frame sandwich board are A1 size.

The Hirer must not write on the A-Frame sandwich board.

The Hirer is responsible for supplying the 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.

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 Courtyard 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 Courtyard 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.

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 Courtyard may be submitted as per the dates stated in the Call for Applications.

Please refer to the SAC website for Submission Dates.