



# LIGHTBOX

## Conditions of Hire

### SALAMANCA ARTS CENTRE

03 6234 8414 | [VENUES@SAC.ORG.AU](mailto:VENUES@SAC.ORG.AU) | [WWW.SAC.ORG.AU](http://WWW.SAC.ORG.AU)  
SALAMANCA ARTS CENTRE, 77 Salamanca Place, Hobart, Tasmania

# INDEX

<b>Covid-19</b>	<b>3</b>
<b>ABOUT Salamanca Arts Centre</b>	<b>4</b>
Our Vision	4
Our Strategic Priorities	4
Our Purpose and Aims	4
Our Aims	4
Our Core Values	4
What SAC is and does	4 - 5
<b>Lightbox</b>	<b>6</b>
<b>Venue Hire Rates</b>	<b>7</b>
<b>Conditions of Hire</b>	<b>8</b>
SAC Associate Membership	8
Hire Period	8
Venue Hire Rates	8
Cancellation OR Postponement	8
Other Charges	8
Equipment	8
Technical Equipment	9
Light & Power	9
Hanging / Installation / Dismount	9
Painting	9
Security & Safety	10
Insurance	10
Noise	10
Smoking	10
Cleaning	10
Fire & Candles	10
Performing Rights	10
Theatrical Effects	10
Promotional Material & Poster Design	11
Use of the SAC Logo	11
Posters throughout SAC	11
<hr/>	
<b>Application &amp; Assessment</b>	<b>12</b>
<b>Plan</b>	<b>13</b>

For further information please contact:

**Allana Blizzard | Venues Manager**

Salamanca Arts Centre | 77 Salamanca Place | Hobart | Tasmania 7000  
03 6234 8414 | [venues@sac.org.au](mailto:venues@sac.org.au) | [www.sac.org.au](http://www.sac.org.au)

# 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.**

**Official Openings and Public Engagement Activities must also abide by all Laws, Legislations and Restrictions.**

**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](mailto: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.

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 and SAC Resident Artists for FREE on the acceptance of an exhibition proposal.

The Lightbox is a window space beside the main entrance to the Salamanca Arts Centre (Young Building Entrance) 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.

In May 2019 the Lightbox underwent some renovations:

The old multi-pane window facing Salamanca Place was replaced with a single-pane of glass and the interior is now white. We hope that these improvements will assist in the visibility of the Lightbox and better showcase artworks.

**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 March 2022

## Exhibitions

	Per Month
<b>SAC Associate Members &amp; SAC Resident Artists</b>	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. \$45.00 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 approximately one month.

## Venue Hire Rates

The Lightbox is FREE to hire for SAC Associate Members and SAC Resident Artists.

## Cancellation OR Postponement

Should the Hire be cancelled Hirers shall provide as much notice as possible.

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

## 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.

**Artworks that incorporate tactile interaction – touch – need to be reconsidered.**

**Artworks should be installed so that visitors can move freely throughout the venue and no bottle-necks are created.**

Works must be hung via the existing hanging system:

No screws / nails / hooks or other fastenings are to be 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.

## Public Space

The Lightbox is a PUBLIC SPACE.

**The content of artwork in the Lightbox must be accessible to all audiences and visitors.**

**Content that includes mature themes must be discussed with SAC prior to installation.**

## Security & Safety

The Lightbox is viewable from within the 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.

**Artworks that incorporate sound – especially the use of shared headphones or other devices – must abide by Covid-Safe practices.**

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 in all SAC Venues / spaces – including the Courtyard.

**NO SMOKING ANYWHERE ANYTIME.**

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

## 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 & Poster Design**

The Hirer will be contacted by the Venues Manager prior to the commencement of the Hire Period in regards to providing publicity information and images for the SAC website, enews and Social Media, and the poster design for the exhibition.

Based on the information provided by the Hirer, SAC will design a poster for the exhibition (as per Salamanca Arts Centre branding).

The Hirer will be supplied with digital print-ready poster files.

All costs associated with the printing (and laminating, as required) and distribution of posters and promotional material are the responsibility of the Hirer.

The Hirer is responsible for the creation of any facebook events.

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**

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**

No posters or promotional material may be fastened to any stonework, walls or the facade of the buildings.

There are a number of suspended perspex poster frames throughout the centre, creating a series of floating poster display locations that have replaced the previous bulletin-style poster pin-boards / walls. These poster frames are dedicated to SAC Venues and events, with frames allocated to each venue / gallery.

The poster locations, allocated to the Lightbox include:

- 1 x A2 on Level 1 landing

# APPLICATION & ASSESSMENT

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

[venues@sac.org.au](mailto:venues@sac.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.

## Submission Dates

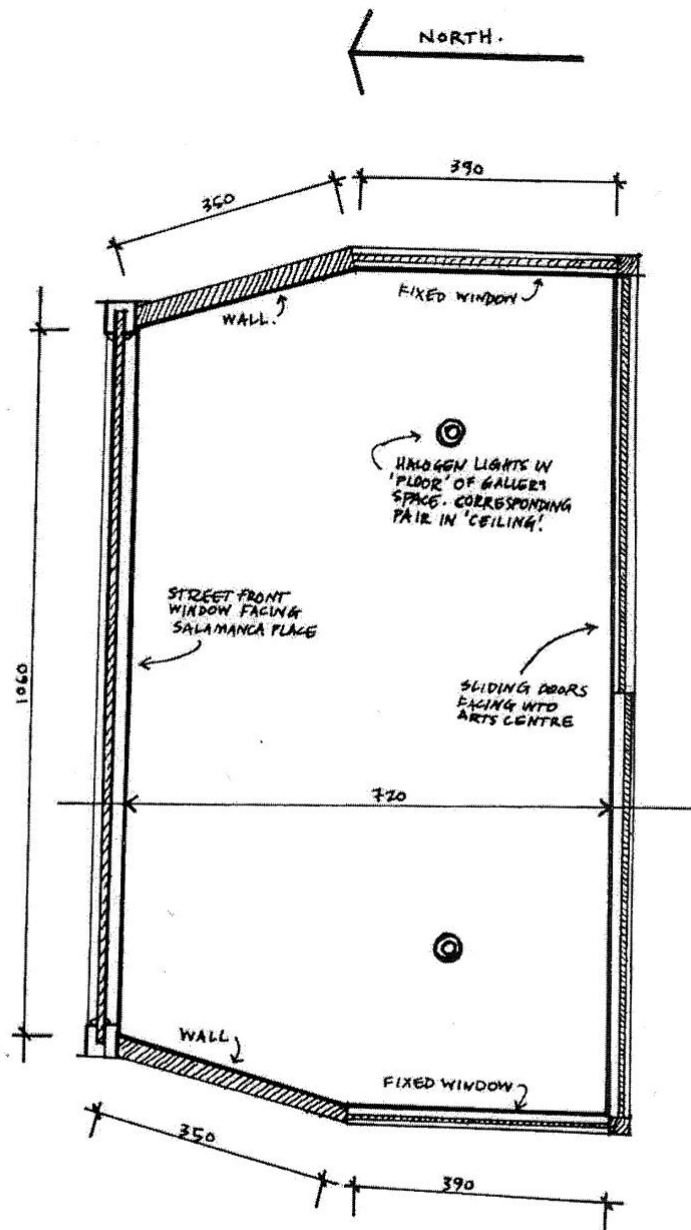
**Applications for the Lightbox are assessed twice annually.**

**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.

# PLAN



\* MEASUREMENTS TAKEN FROM INTERIOR FACE OF WALLS - INDICATED BY BOLD LINES.  
MEASUREMENTS APPROX. IN MM.

\* HEIGHT OF GALLERY = 1870 MM.

SCALE 1:10