



# LONG GALLERY

## 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>Long Gallery</b>	<b>6</b>
<b>Venue Hire Rates</b>	<b>7</b>
<b>Conditions of Hire</b>	<b>8</b>
Hire Period	8
Payment of Deposit	8
Payment of Remainder of Venue Hire	8
Other Charges	8
Cancellation OR Postponement	8
Equipment & Furniture	9
Technical Equipment	9
Hire of External Equipment & Furniture	9
Light & Power	10
Gallery Sitting / Invigilation	10
Contact Tracing	10
Hanging / Installation / Dismount	10
Painting	10
Sidespace Gallery Foyer	11
Entry	11
Insurance	11
Security & Safety	11
Noise	11
Caterers	11
Official Opening	12
Bar Operation	12
Friday Evening Events	12
Spillage	12
Cleaning	12
Kitchen	13
Smoking	13
Heating & Cooling	13
Fire & Candles	13
Use of Spaces	13
Public Engagement Activity	13
Performing Rights	13
Theatrical Effects	14

Promotional Material & Poster Design	14
Use of the SAC Logo	14
Poster Locations throughout SAC	14
A-Frame	15
Banners at SAC	15
Statistics Reporting	15
<hr/>	
<b>Application &amp; Assessment</b>	<b>16</b>
<b>Floor Plan</b>	<b>17</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.

# LONG GALLERY

Principally a visual arts exhibition space, the Long Gallery is the largest space within Salamanca Arts Centre, yet has an intimacy and warmth that is hard to beat.

Originally a store for whaling products, then filled with can-labeling machinery during the jam factory days, the Long Gallery has provided the backdrop to countless exhibitions, conventions, balls, auctions, recitals, workshops, product launches and live performances.

An enigmatic venue where 180 year-old polished floorboards stretch for 30 metres past rows of oaken columns to limewashed sandstone walls. With French doors opening above Salamanca Place, the Long Gallery is always in high demand for exhibitions, functions, conferences and acoustic music events. Facilities include contemporary track lighting, demountable hanging panels, and a gallery hanging system.

Located on Level 1 of SAC in the Morrison Building, the Long Gallery can be accessed via the main staircase from Salamanca Place or via the lift in the Courtyard.

---

## The Basics

- The Capacity is for 400 standing / 200 seated\*;  
\*\*This includes patrons / guests, children, babies, artists, technicians, staff.  
**The Capacity of the Long Gallery has been reduced as a result of Covid-19 Restrictions.**  
**Currently the capacity is maximum 160 people\***
- Wheelchair / trolley access is available (via lift in the Courtyard);
- There is limited vehicle access for bump in / bump out;
- There is a live music event (Rektango) in the adjacent Courtyard every Friday evening between 5:30pm – 7:30pm

## Equipment List

- 1 x large wooden antique table;
- 10 x plastic folding trestle tables (180cm x 75cm);
- 50 x red plastic chairs  
(additional 100 chairs available pending availability. Prior booking required);
- Gallery Hanging System;
- Lugs (and string) for Gallery Hanging System;
- 2 x Ladders;
- Removable Hanging Screens (which fit the existing hanging system in the ceiling of the gallery and provide additional wall / hanging space or the ability to divide the gallery);
- Assorted Plinths (see Equipment & Furniture, pg. 5 for more details);
- Multiple 240 Volt power outlets;
- 2 x 32 AMP – 3 Phase power outlets.

# VENUE HIRE RATES

Current as of 1 March 2022

## Venue Hire for Exhibitions

	<b>Per Day</b>	<b>Per Week</b>
<b>Non Profit / Educational Institutions / Schools / Artists (group or solo)</b>	<b>\$310</b>	<b>\$1,300</b>
<b>Commercial Galleries / Government Departments</b>	<b>\$400</b>	<b>\$1,700</b>
<b>Tertiary Students (does not include School Exhibitions)</b>	<b>\$200</b>	<b>\$850</b>

## Venue Hire for Private Functions / Events

Per Event (4 Day Hire Period)

<b>Includes Weddings / Conferences / Balls / Fundraisers etc.)</b>	<b>\$2,800*</b>
--	-----------------

\*Venue Hire Rates for Private Functions / Events are an all inclusive package, which includes: 4 day Hire Period for the Long Gallery / 4 day Hire Period for the Kitchen / 4 day Hire Period of the Meeting Room / payment of SAC Venues Supervisor / Public Liability Insurance Cover

Venue Hire Rates include:

- Equipment and Furniture outlined as per Equipment & Furniture List (pg. 9)
- Cleaning prior to hire and weekly maintenance throughout the Hire Period.
- Setting of lighting by SAC Technician prior to event / exhibition opening to the public (Monday – Friday ONLY)

Venue Hire Rates DO NOT include:

- Additional Cleaning. Charged at \$35.00 per hour
- SAC Technician. Charged at Award Rates (approx. \$45.00 per hour)
- SAC Venues Supervisor. Charged at approx. \$45.00 per hour (plus penalty Rates on weekends) (included in Venue Hire for Private Functions / Events)
- Hire of Additional SAC Equipment and SAC Technical Equipment.

# CONDITIONS OF HIRE

## Hire Period

The preferred Hire Period for exhibition in the Long Gallery is 2 weeks. However longer / shorter Hire Periods will be considered.

The Hire Period for Private Functions is 4 Days (usually, for a Saturday event, this Hire Period would span Friday – Monday).

The INSTALL and DE-INSTALL of your exhibition / Private Function 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 charges, SAC Venues Supervisor charges) at the end of the Hire Period.

## Cancellation OR Postponement

Should the Hire be cancelled less than six 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.



## Equipment & Furniture

Hire of the Long Gallery includes the following equipment and furniture:

- 1 x large wooden antique table;
- 10 x plastic folding trestle tables;
- 50 x red plastic chairs (additional 100 chairs available pending availability. Prior booking required);
- gallery hanging system;
- lugs (and string) for gallery hanging system;
- 2 x ladders;
- removable hanging screens, which fit the existing hanging system in the ceiling of the gallery and provide additional wall / hanging space or the ability to divide the gallery;
- assorted plinths\*

All equipment and furniture is to be returned to the storeroom by the Hirer at the completion of Hire Period (unless negotiated with SAC) and is to be left as it was found at the beginning of the Hire Period.

\*SAC has a limited range of plinths of various shapes and sizes available for use by Long Gallery 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 features a lot of 3D works and 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 Long Gallery.

SAC has a limited range of technical equipment available for hire by Long Gallery 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;
- LUPA 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.

## 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.

## Light & Power

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

The switchboard for the gallery lights is located in the Exit passageway at the far end of the Long Gallery and a reference plan is attached to the door of the switchboard. SAC Staff will direct you on the lighting procedure upon the commencement of the Hire Period.

Multiple 240 Volt power outlets are located throughout the gallery (approx. 1 x power outlet in each alcove) and 240 Volt power can also be drawn from the gallery lighting track for low voltage items. The Long Gallery also includes 2 x 32 AMP – 3 Phase power outlets.

## Gallery Sitting / Invigilation

The Hirer is responsible for ensuring that the gallery is attended by a Gallery Sitter / Invigilator at all times during the Hire Period that the exhibition is open to the public.

The Hirer is responsible for organizing Gallery Sitters / Invigilators.

## Contact Tracing

**The Long Gallery, 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.**

## Hanging / Installation / Dismount

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

**Artworks that incorporates 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.**

The Long Gallery is equipped with a gallery hanging system for hanging artworks. SAC will supply the Hirer with lugs to fit the hanging system and also string.

Note: the string provided by SAC is not suitable for really heavy works; Hirers will need to provide hanging wire for very heavy works. Please consult the Venues Manager for more information.

Works must be hung via the existing hanging system:

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

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

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

Please contact the Venues Manager if you have any queries in regard to the hanging or installation.

## Painting

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

## Sidespace Gallery Foyer

The Sidespace Gallery foyer is a public area and must be kept clear to allow access to the Sidespace Gallery, lift and toilets.

In the case of large exhibitions, the Sidespace Gallery foyer may be utilised by the Hirer during their Official Opening for the location of tables for food and beverages. However prior approval must be sought from the Venues Manager to ensure that there are no clashes with Openings in the Sidespace Gallery or other events.

## Entry

The entrance to the Long Gallery is via the main staircase on Salamanca Place or via the lift in the Courtyard.

A secondary entrance via the Sidespace Gallery also exists – however depending on the activities in the Sidespace Gallery this entrance may not be available.

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

## 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 must be provided to SAC prior to the commencement of the Hire Period.

\*\*Public Liability Cover is included in the Venue Hire for Private Functions / Events.

## Security & Safety

It is the responsibility of the Hirer to attend / sit the Long Gallery at all times that the exhibition is open to the public. The Long Gallery cannot be open if unattended.

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. All associated costs will be passed on to the Hirer.

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

## Noise

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

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

## Caterers

SAC does not have in-house Caterers, so the choice of Catering Company for an Opening / Private Function is the choice of the Hirer. However if you are seeking recommendations, please ask the Venues Manager.

## Official Opening

**Exhibition Openings / Official Opening Events 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.**

Hirers of the Long Gallery are encouraged to hold an Official Opening for their exhibition (maximum length 2 hours). Please provide a digital invite to the Official Opening to the Venues Coordinator for distribution to SAC Associate Members.

A Guest Speaker is encouraged to open the exhibition at the Official Opening.

## Bar Operation

SAC holds a license for the sale and serving of alcohol. Exhibition Openings may serve complimentary alcohol only; alcohol cannot be for sale.

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

**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.**

Anyone serving alcohol (including Caterers and Bar Staff for Private Functions) must have their Responsible Service of Alcohol (RSA) and a copy of their certification provided to the 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. \$45.00 per

hour (plus penalty rates on weekends). This will be charged to the Hirer at the end of the Hire Period\*\*\*.

\*\*\*SAC Venues Supervisor charges are included in Venue Hire for Private Functions / Events.

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.

## Friday Evening Events

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

## Spillage

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

Any function featuring principally food and/or drinks is required to nominate a cleaner to mop up spillages before they leak through the Long Gallery floor and cause damage in the shops below.

## Cleaning

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

The Long Gallery is cleaned by SAC Staff on a weekly basis. Any further cleaning is the responsibility of the Hirer. Cleaning equipment is provided and cleaning must be completed to the satisfactory 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 at the end of the Hire Period.

## Kitchen

For Openings, access to the Commercial Kitchen on Level 1 is pending availability and will incur an additional cost of \$100 per day\*\*\*\*. If access to the Commercial Kitchen is required for your Opening, please confirm availability with the Venues Manager.

\*\*\*\*Commercial Kitchen is included in Venue Hire for Private Functions / Events.

## 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.

## Heating & Cooling

There are 3 x overhead heaters at the entrance to the Long Gallery.

There is no cooling in the Long Gallery, however there are doors and windows that open onto Salamanca Place.

## Fire & Candles

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

## Use of Spaces

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

## Public Engagement Activity

**Public Engagement Activities 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.**

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

Examples of a Public Engagement Activity include:

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

**Whenever possible, SAC recommends Public Engagement Activities be digitised so that they can be experienced online and to a wider audience.**

## 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 Long Gallery on all printed and digital promotional material.

The correct name and address of the Long Gallery is:

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

Hirers must lodge 4 copies of posters, programs, fliers and other relevant promotional material with the 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 Events / Exhibitions or SAC Supported Events / Exhibitions. All use of the SAC Logo must be approved by SAC prior to print and distribution.

## Posters Locations 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 Long Gallery include:

- 1 x A2 at Salamanca Place street entrance
- 1 x A2 on Level 1 landing
- 1 x A4 on Level 1 LIFT Balcony
- 1 x A1 AFrame on Salamanca Place (**A1 size + laminated**)

## **A-Frame**

1 x A-Frame sandwich board is also available for Long Gallery Hirers to position at the entrance on Salamanca Place. The A-Frame sandwich board is shared between the two galleries located on Level 1 (the Long Gallery and the Sidespace Gallery), with each gallery allocated ONE side of the A-Frame sandwich board. The A-Frame sandwich board is A1 size. Posters attached to the A-Frame sandwich board MUST be A1 size and laminated; 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 to the Venues Manager at 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](mailto: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 exhibition and events, and the number of artists involved.

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

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

# APPLICATION & ASSESSMENT

For all initial 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:  
<https://www.salarts.org.au/venue/long-gallery>

---

## Application

All applications for the Long Gallery 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.

As the Long Gallery is primarily a visual arts venue, it is utilised by exhibitions for the majority of the time. As a result, only a limited amount of Private Functions / Events are approved for the Long Gallery each year (approx. 4 per year).

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 Long Gallery 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.



# FLOOR PLAN

