

BANANA SHIRE REGIONAL ART GALLERY (BSRAG) CONDITIONS OF HIRE

1. GENERAL HIRE INFORMATION	
1.1 SPACES	<ul style="list-style-type: none"> • Main Gallery: Large solo and group exhibitions and function hire • Palm Tree Room: Workshops, small functions, small exhibitions and suspended artworks
1.2 FEES & PAYMENT	<ul style="list-style-type: none"> • Hire fees are due 30 days prior to the exhibition, function, or workshop date. • Fees are charged according to the rates in place when the payment is due. • Current fees and commission charges are listed in the Banana Shire Council Fees & Charges. <p>Payment Options: In Person: Cash or card at Council Customer Service Centres (Biloela, Moura & Taroom) By Invoice: For hirers with an ABN By Phone: Credit card via Customer Service (07 4992 9500)</p>
1.3 CANCELLATIONS	<ul style="list-style-type: none"> • The gallery must be notified as soon as possible of cancellations or rescheduling. • Exhibition cancellations must occur at least 60 days prior to the scheduled opening. • Refunds or fee retention will be determined based on marketing and administrative work completed.
1.4 SAFETY	<p>Hirers are responsible for ensuring all activities comply with health and safety requirements. This includes:</p> <ul style="list-style-type: none"> • Appropriate clothing and closed-in shoes • Following instructions from gallery staff and volunteers • Keeping emergency exits clear • Completing written risk assessments where required • Testing and tagging electrical equipment prior to use • Adhering to applicable Council policies and procedures <p>The following documents must be provided where applicable:</p> <ul style="list-style-type: none"> • Public liability insurance (\$20 million) covering applicable events (excluding exhibition openings) • Current Blue Cards for all facilitators and assistants working with people under 18 <p>The gallery reserves the right to cancel or modify activities deemed unsafe, including removal of artworks.</p>
1.5 PHOTOGRAPHY	Exhibitions, events, and workshops may be photographed for promotional purposes. Attendees will be informed and given the option to opt out.
1.6 EQUIPMENT	Equipment available during hire includes a sink for cleaning art materials, tables and chairs, cleaning equipment, trolley, whiteboard, projector and screen (subject to availability), PA system and lectern, kitchen and kitchenette access (fridge, microwave, oven subject to availability), urn, tea and coffee, cups, tablecloths, glassware and serving equipment.

2. EXHIBITION HIRE	
2.1 BOOKINGS	<p>Exhibition Duration:</p> <ul style="list-style-type: none"> • Typically 6–8 weeks • Subject to availability (schedule may be booked up to two years in advance) <p>Exhibition Proposals:</p> <ul style="list-style-type: none"> • Applications must be submitted via the BSRAG Exhibition Application Form.

	<ul style="list-style-type: none"> • Timeslots are allocated only after assessment and approval. • Exhibition proposals are accepted year-round. • Proposals are accepted for exhibitions in development.
<p>2.2 INSTALL & DEMOUNT</p>	<p>Install: First Monday prior to opening Demount: First Monday following exhibition close</p> <ul style="list-style-type: none"> • Gallery staff and volunteers will be available to install and demount exhibitions. • Installation fees apply where the artist does not participate in curation, installation or demount. <p>Install Considerations:</p> <ul style="list-style-type: none"> • Track hanging system (3m height) – max weight 6.5kg unless approved • Movable walls available • No drilling or permanent marks permitted • Plinths and cabinets available • Suspended works permitted in the Palm Tree Room only • Projectors available subject to availability
<p>2.3 ARTWORKS</p>	<p>Artwork Requirements:</p> <ul style="list-style-type: none"> • Clearly labelled and appropriately packaged • 2D works fitted with two d-rings no less than 50 mm from the top edge of the work. These may be adjusted by the gallery as required • Electrical artworks must be tested and tagged • <p>Collection & Delivery: Artworks must be delivered and collected on scheduled dates unless otherwise approved.</p> <p>Insurance: Artworks are insured while on the premises. Artists are responsible for transit insurance.</p> <p>Exhibition Text:</p> <ul style="list-style-type: none"> • Labels are produced by the gallery using the provided artwork list template • Exhibitors are responsible for the accuracy of submitted text • Exhibitors are encouraged to provide individual artwork statements • The gallery may adjust text for readability and professionalism as needed
<p>2.4 PROMOTION</p>	<ul style="list-style-type: none"> • The gallery will produce and distribute promotional material. • Artists must supply images and information by scheduled deadlines • Artists must notify the gallery of required funding acknowledgements
<p>2.5 ARTWORK SALES</p>	<p>Sales & Commission:</p> <ul style="list-style-type: none"> • 20% commission applies to all sold artworks and merchandise. Artists should factor this into their pricing. • Artwork sales are optional; selected works may be marked not for sale • Sales are managed by gallery staff • Private sales during the exhibition are not permitted <p>Payment for Artists: Payments are made by direct debit at exhibition close. A Creditor Information Form must be completed prior to payment.</p>

3. EXHIBITION OPENING HIRE

<p>3.1 SCHEDULING</p>	<ul style="list-style-type: none"> • Opening events are included in the gallery hire fee • Typically scheduled on the Friday evening or Saturday morning prior to the first week of open display
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	<ul style="list-style-type: none"> • After-hours events are subject to staff availability • Multiple exhibitions may open concurrently
3.2 RESPONSIBILITIES	<p>Gallery Responsibilities:</p> <ul style="list-style-type: none"> • Catering, beverages, permits, staffing, and event coordination <p>Hirer Responsibilities:</p> <ul style="list-style-type: none"> • Costs for additional activities (live performances, Welcome to Country, etc.)

4. WORKSHOP HIRE	
4.1 BOOKINGS	<ul style="list-style-type: none"> • Booking enquiries are made via email to enquiries@banana.qld.gov.au • Workshops may be booked year-round by exhibitors, external hirers or the gallery during exhibitions • Subject to space, staffing, and exhibition layout requirements • Palm Tree Room is the designated workshop space
4.2 RESPONSIBILITIES	<p>Gallery Responsibilities:</p> <ul style="list-style-type: none"> • Marketing and optional ticket management • Access, staff assistance, safety oversight, and standard equipment • Tea, coffee and refreshments • Feedback forms <p>Hirer Responsibilities:</p> <ul style="list-style-type: none"> • Workshop planning, facilitation, materials, setup, and cleanup <p>Prior to the workshop, hirers must provide the gallery with promotional information:</p> <ul style="list-style-type: none"> • Ticket pricing • Dates and times • Materials provided by the hirer • Materials required from participants • Age restrictions • Description of the workshop content and purpose • Maximum participant numbers (maximum 20 for practical workshops) • Minimum participant numbers (workshops may be cancelled or rescheduled if minimum numbers are not met)

5. FUNCTIONS & EVENTS HIRE	
5.1 BOOKINGS	<ul style="list-style-type: none"> • Booking enquiries are made via email to enquiries@banana.qld.gov.au • Subject to space, staffing, and exhibition layout requirements • Function hire includes space only and does not alter exhibitions
5.2 RESPONSIBILITIES	<p>Gallery Responsibilities:</p> <ul style="list-style-type: none"> • Access, staffing, safety oversight, and standard equipment <p>Hirer Responsibilities:</p> <ul style="list-style-type: none"> • Event planning and facilitation • Liquor permits • Returning the space to original condition • Compliance with safety requirements

HIRER AGREEMENT

- I declare that I have read and understood the Banana Shire Regional Art Gallery Conditions of Hire and will adhere to the terms during my period of hire.*
- I am authorised to make this agreement.*

Name:

Date:

Phone

Email:

Please send completed form to Banana Shire Council (enquiries@banana.qld.gov.au)

PRIVACY NOTICE

Banana Shire Council is collecting your personal information to process your application. The information will not be disclosed to any other person or agency external to council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the *Information Privacy Act 2009*.