

ABOUT YOU

Contact person:

Organisation name:

Event name:

Email:

Phone:

ABOUT THE EVENT

Event type: Cocktail event Sit down dinner Networking function Product launch
Corporate presentation Other

Event date:

Number of guests:

Start time:

Setup time:

Finish time:

Pack down time:

Equipment required:	Projector	Projector screen	Stackable chairs (60)
	Lectern	Hot water urn	Microphone & stand
	3 x dry bars	Cold water jugs	Tea & coffee facilities

TERMS & CONDITIONS OF VENUE HIRE

Thank you for your interest in holding an event at Cairns Art Gallery (“The Gallery” / “CAG”). The Gallery is first and foremost a working Gallery and our number one obligation is to the preservation of the artwork. Therefore, we are not always able to accommodate requests. For example, we do not hold weddings or parties at the Gallery.

GENERAL

- The Gallery will not remove artwork from the walls at the request of hiring group
- The hirer is responsible for ensuring members of the hiring group are aware of the following Gallery Protocols:
 - » Smoking is not permitted anywhere in or on Gallery property including the balconies.
 - » Care should be taken when using the stairs, and group members should take care when visiting the Gallery to reduce the likelihood of damage to persons or art works.
 - » Works are not to be touched and plinths are not to be leaned on during your visit
 - » The use of sound, lighting, electrical or other equipment or devices (other than those supplied by the Owner) without the prior written consent of the Owner is prohibited.
 - » Weapons, fireworks, explosives, smoke, canisters, aerosols, air-horns, laser devices, flares, or animals (other than guide, hearing and assistance dogs as permitted by law, including as defined under the Guide, Hearing and Assistance Dogs Act 2009) are not to be brought into the Gallery
 - » Interference with any part of the Gallery will be reported to the police
- A CAG staff member must be on site during all hirings
- Evening hirings from 7.30pm onwards require a security guard to be hired, the cost of the security guard is to be paid by the hirer
- Hirers are not to:
 - » Disrupt the use of the Venue by other visitors outside of the hired space
 - » Prevent Gallery Staff or anyone authorised by Gallery Management from entering the Location for reasonable purposes during the Booking Period.
- The Gallery is wheelchair accessible and toilet facilities, including disabled toilets, are located inside.
- Temperature and humidity levels within the Gallery are maintained at a controlled setting. (21 degrees Celsius, suitable clothing is recommended for those that feel the cold)
- Shoes must be worn in the Gallery
- CAG has public liability insurance. If further information is required please contact the program’s co-ordinator on info@cairnsartgallery.com.au

CATERING

- The Gallery has limited kitchen space and does not provide catering.
- All catering is to be organised and paid separately to the Gallery booking, with all equipment and leftover food removed from the Gallery at the conclusion of the event.
- Food and drink cannot be consumed in the exhibition spaces unless by prior, written agreement of CAG management.
- The Venue is a licensed venue under the Liquor Act 1992 and must comply with the terms of that Act and the liquor licence. The Gallery will provide any alcohol supplied at the Venue.
 - » A bar tab can be arranged to be invoiced at the completion of an event
 - » A cash/EFTPOS bar
 - » A limited range of beer / wine / softdrink is available.

THE FOLLOWING EQUIPMENT CAN BE MADE AVAILABLE

- Lectern
- Microphone and stand
- Projector
- Projector Screen
- Hot water Urn
- Cold water jugs
- 3 x dry bars
- Stackable chairs (60)
- Commercial fridge (limited space)
- Set up / Pack down
- Gallery Staff will set up and pack down and Gallery owned equipment included in the hiring
- Hirer / external catering staff are responsible for set up and pack down of equipment not owned by the Gallery.

SET UP / PACK DOWN

- Gallery Staff will set up and pack down and Gallery owned equipment included in the hiring
- Hirer / external catering staff are responsible for set up and pack down of equipment not owned by the Gallery.

BOOKING PERIOD

- The booking period specified in the hiring agreement must not be breached.
- Please ensure you have allowed enough set up time and pack-down time in your hiring request and discuss your needs with Gallery Staff to ensure a smooth event.
- At the end of your Booking period, you must:
 - Leave the Location in a clean and tidy condition;
 - Pay for any damage to the Location, facilities or equipment that occurred during the Booking Period
 - Leave clean any equipment and hired spaces used during the Booking Period.

PAYMENT

- A 50% deposit is required to confirm the booking
- An invoice will be provided to the hirer at the time of receiving a signed and accepted Venue hire agreement.
- This can be paid by direct deposit or credit card
- Remaining balance is payable 14 days prior to hire date.

CANCELLATION

- Bookings can be cancelled in writing to info@cairnsartgallery.com.au
- Bookings cancelled more than 14 days prior to the proposed booking date will be refunded minus a fee equal to 20% of the overall booking cost.
- Bookings cancelled within 14 days of the booking date will forfeit the 50% deposit.

BROADCASTING AND PUBLICATION

- Works on display are subject to copyright. If during the Booking Period You or your Guests display, perform, broadcast, adapt, publish or in any way use any works or material on display, the hirer is responsible for ensuring that the intellectual property rights are not infringed.
- Gallery Management may impose reasonable conditions on filming / photographing of works to protect Cultural protocol or Copyright
- Gallery Staff can assist you in ensuring copyright is not infringed and advise on works requiring Copyright permission.