THE GARDINER STREET ARTS COLLECTIVE

VENUE HIRE INFORMATION

CONTACT

www.facebook.com/gardinerstreetartscollective

www.instagram.com/gardinerstreetartscollective

www.gardinerstreetartscollective.com.au

coordinator@gardinerstreetartscollective.com.au

Coordinator - 0429 500 021

Postal Address: PO BOX 130, Moora WA 6510

Residential Address: 97 Gardiner Street, Moora WA 6510

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About Gardiner Street Arts Collective

Welcome
We take great pleasure in introducing you to the Gardiner Street Arts Collective.
Gardiner Street Arts Collective, Moora, is a not-for-profit, intergenerational, culturally diverse, inclusive Community Arts Space, freely available to all, for the pursuit, practice and development of all creativity.

What is our purpose?
To create a shared arts space, adding to regional education, business and enhancing the attractiveness of Moora as a place to live and work.

What do we do?
The Gardiner Street Arts Collective building is an inclusive, shared space, welcoming all members of the Moora community and beyond.

Gardiner Street Arts Collective is an organisation which embraces existing groups and provides a home for all.

Potential users of our space include (but are not limited to):

Visiting artists in residence, ballet lessons, dance classes, dance school rehearsals through Miss Roxanne's Dance Workshop, mental health and well-being through the arts, adult and children creative workshops, music lessons through the Moora School of Music, art workshops – promoting inter generational experiences, arts and creative writing workshops, art exhibitions, gallery space, and so much more.

Venue Hire Information

DEFINITIONS
"the Hirer" is the Hirer/User as specified on the Booking Request Form. "GSAC" is the Gardiner Street Arts Collective. “the Spaces” is the space available for hire within the GSAC building. “The Board” is The Board of Gardiner Street Arts Collective. "the Creative Director" is the Creative Director of Gardiner Street Arts Collective.

OBJECTIVE
To provide guidelines for the hire and use of the Spaces and equipment of the Gardiner Street Arts Collective.

POLICY
The following spaces will be available for hire:

1. The Gallery (for Exhibitions/Workshops/Classes/Workspace)
2. The Ingleby Room (for Dance/Movement)
3. The Harmony Room (for Meditations/Sound Healing/Movie Nights/Sensory Therapy)

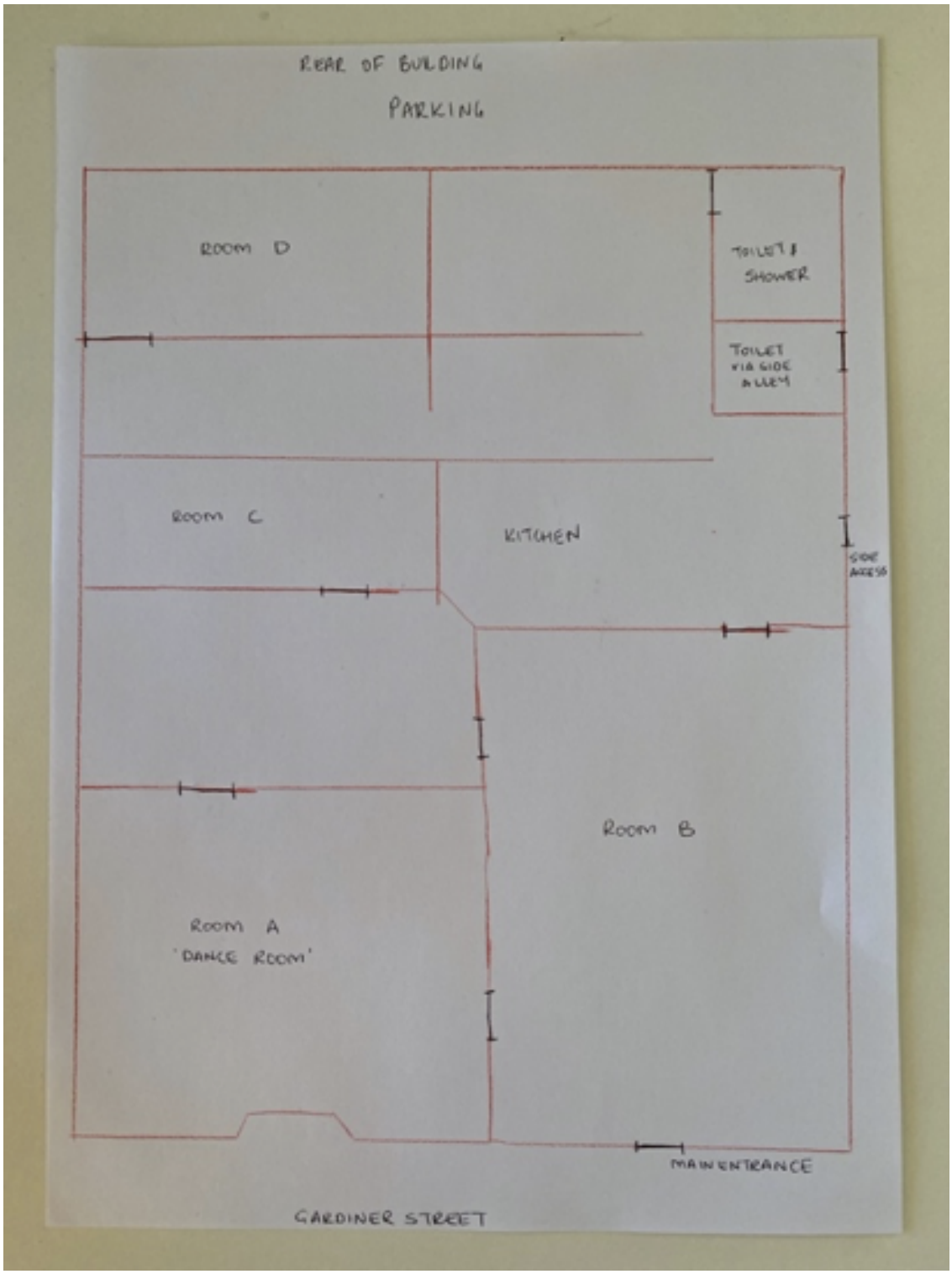
The availability of the Spaces for hire will be at the absolute discretion of The Board.

Long-term bookings are at the discretion of The Board.

Requests for the hire of the Spaces must be made in writing using the Booking Request Form with a minimum of four (4) weeks notice. Requests outside this timeframe will be at the absolute discretion of The Board.

Please refer to the Terms and Conditions section of this document for more information on venue hire of GSAC Spaces.

GSAC Spaces Floor Plan



The Gallery

GSAC Gallery hosts a variety of exhibitions and workshops throughout the year and accommodates both local and visiting artists. Our Gallery features a purpose built easy-to-use hanging system, high ceilings with an abundance of natural light through our large front windows. Our building is a historic and character-rich building, located next door to a thriving french inspired cafe on a clean and inviting street in the town of Moora. It is a beautiful place to appreciate art in all it's wonderful forms.

The Gallery can accommodate a large art exhibition with 3 walls available for hanging your art pieces. Please refer to our Gallery floor plans below for exact measurements. The Gallery is also perfect for hire as an artspace, for larger workshops, classes, lessons and conferences and meetings. You can view past uses of the space here:
www.gardinerstreetartscollective.com.au/inventory/

ABOUT THE GALLERY SPACE:

Function Types: Artist Exhibition, Artist or other workshop, Product/Book Launch,
Pop-Up Event, Private Celebrations (Birthday, Baby Shower etc)
Venue Capacity: 100 guests (non-seated), 30 guests (seated, long tables)
Space dimensions: See floor plan below
Non-Licensed: Options available for BYO.
Catering: No in-house catering. Catering packages available from local vendors.
Parking: On-site rear parking for x2 vehicles, additional ample street front parking available.
Disabled Access: Available at front of GSAC via street-site parking.
Function Hours: 7:30am - late.
Artist Exhibitions: 1-2 week venue hire periods available for exhibiting artists. Longer term available if required.
Facilities: Kitchenette, ambient lighting, couches, seating, 2 x toilets, tables.

Full inventory list here:
www.gardinerstreetartscollective.com.au/inventory/

PAYMENTS WORKSHOPS / ART EXHIBITIONS

$750.00 per week	*Opening Times:* Weekdays 9:30am – 3:30pm Weekends 9am – 12noon *Includes:* Use of Glasses, Tables and Chairs
$1,150.00 for 2 weeks	Opening Times: Weekdays 9:30am – 3:30pm Weekends 9am – 12noon Includes: Use of Glasses, Tables & Chairs

50% deposit of total quoted cost required to confirm booking for exhibitions.
Deposit is refundable up to 14 days prior to the event date.
Balance required IN FULL, 3 days prior to event date (Allow 2-3 business for funds to clear if paying by EFT).

$200.00 Security Bond applies to cover damages / cleaning, should any part of the venue be damaged or untidy.

GALLERY CONDITIONS OF HIRE
It is a condition of hire that we may have workshops or other functions booked in, including but not limited to, Moora school of Music, Dance, and other events during your exhibition. This will add increased exposure for exhibition artists as your exhibition gets exposed to a new group of potential collectors.

GSAC does not take commission on artwork sold. The income from all artworks sold go to the exhibitor. GSAC does not have credit card facilities.

As a condition of hire, exhibiting artists (or their agent) must be present in the gallery during gallery hours to interact with gallery visitors. Having the artist(s) present in the gallery greatly increases art sales. GSAC does not staff the exhibition for the above rate. If you can't be there all the time - you can roster family and friends to cover for the hours you are unavailable. Alternatively, we can organise people to sit your exhibition for $35 per hour.

Exhibiting artists are welcome to sketch, edit works, etc. in the gallery whilst your show is on. The exhibition gallery hire times are for weekdays 9:30am – 3:30pm and weekends 9am – 12noon.

The Opening Night can be chosen by the Artist and must finish by 11pm. The Gallery must be cleaned and ready for visitors the next day by 9:30am.

The Artist is responsible for providing beverages and food catering if they desire. GSAC can help coordinate for an extra $35 per hour. Please see our recommendation of local vendors below.

MARKETING AND PROMOTION

GSAC will assist with marketing your exhibition/workshop by doing the following only;

1. Create a Facebook Event on GSAC Facebook Business Page
2. Create an Event on GSAC Website
3. Do one feed only post on GSAC Instagram Business Page and one feed only on GSAC Facebook Business Page
4. Include your upcoming exhibition/event in our monthly e-newsletter
5. Include a one-liner in our monthly Northern Valley News “Let There Be Art!” column

Any extra promotion is at the absolute discretion of The Board. If you require more assistance from GSAC Coordinator, the rate is $35 per hour.

If you would like to place an ad in Northern Valley News, GSAC can assist with this. Please contact our Coordinator.

You may choose to pay any amount to have your exhibition as a Sponsored Ad on GSAC Facebook Business and Instagram Page. This also includes a once off $35 payment for our Coordinators time to setup the sponsored ad and monitor.

HIRE INCLUDES

- One day prior to hang your show. We have a hanging system in place that works very well and is quick to use.
- Exhibition Opening Night.
- The exhibition to be taken down at the conclusion of your showing early morning the next day.
- Tables and seating can be placed out the front of the gallery if desired.
- Marketing as listed above.

You can leave any printed posters and brochures on our Noticeboard and our front desk in the leadup to your exhibition/workshop.

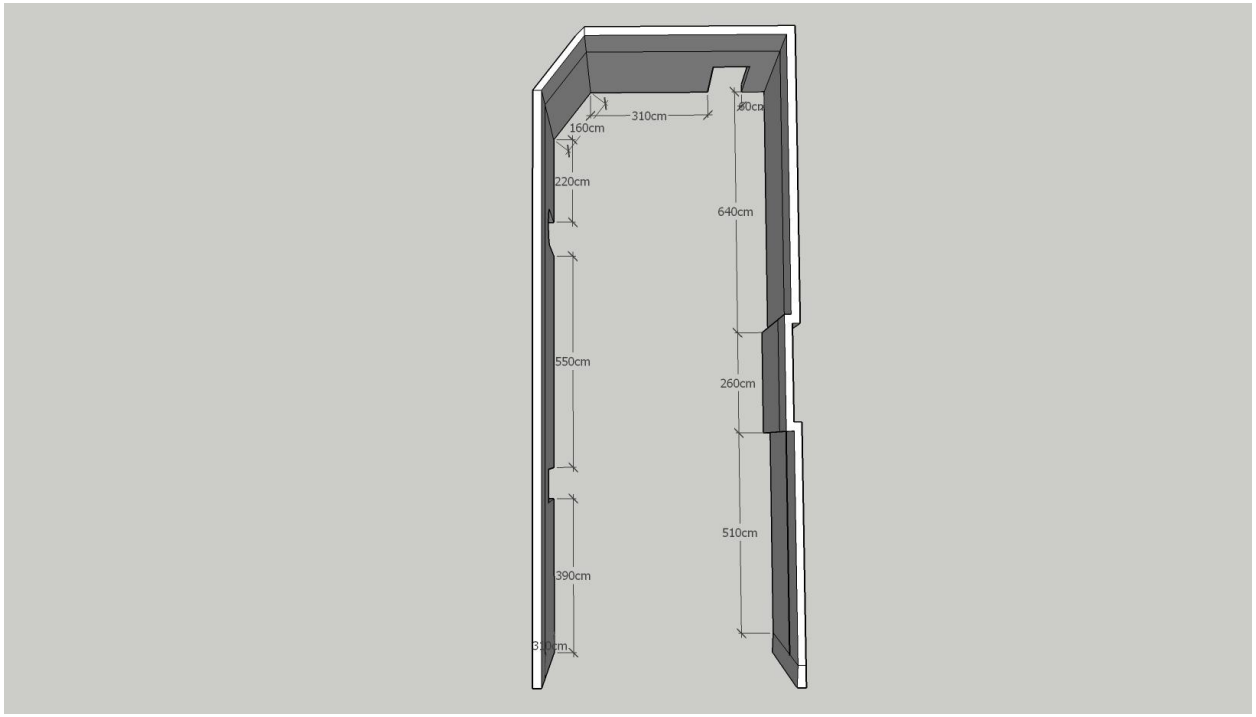
You can have printouts of your Artist Statement for the exhibition and it is up to you to organize title-price labels.

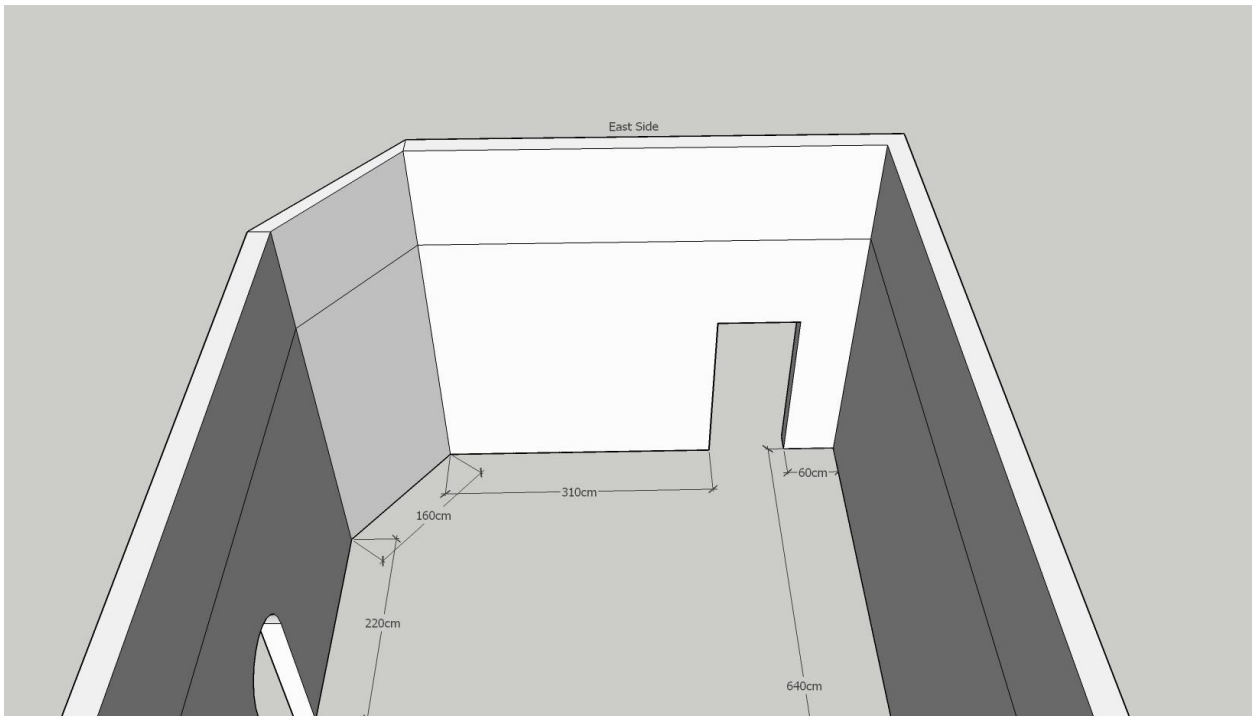
Please let us know how many artwork you will want to hang so we know how many hanging wires you will need.

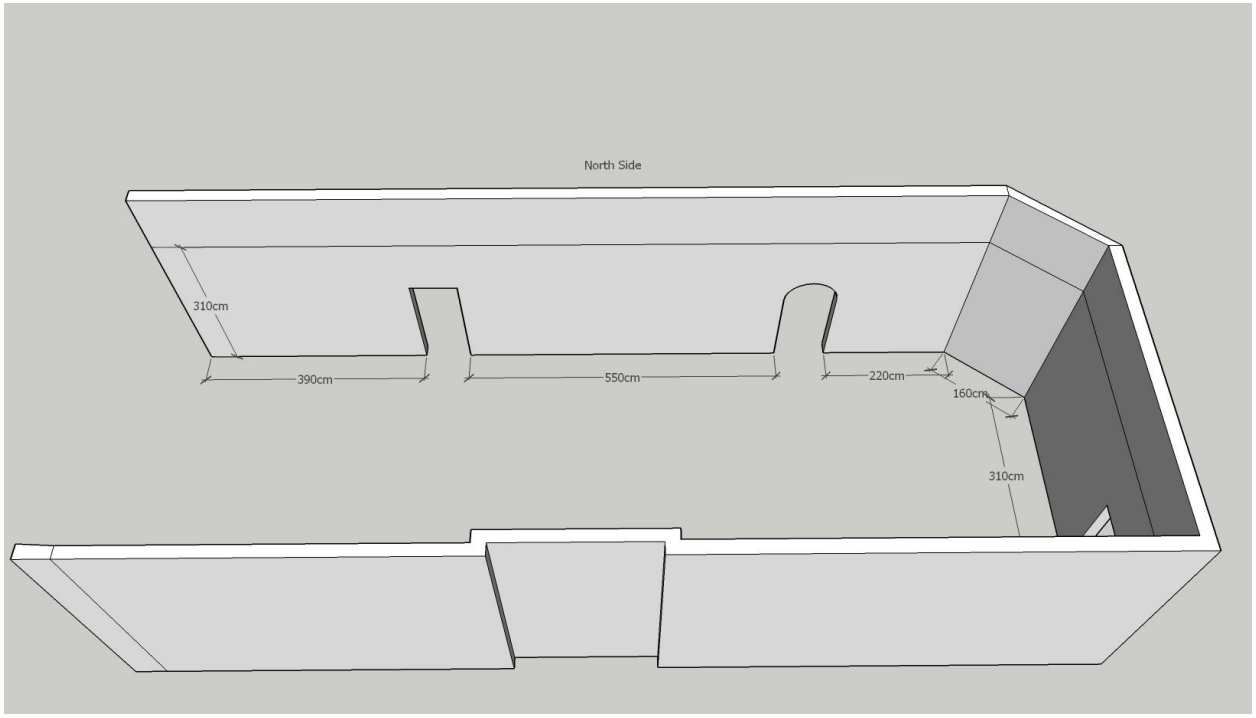
CLEANING

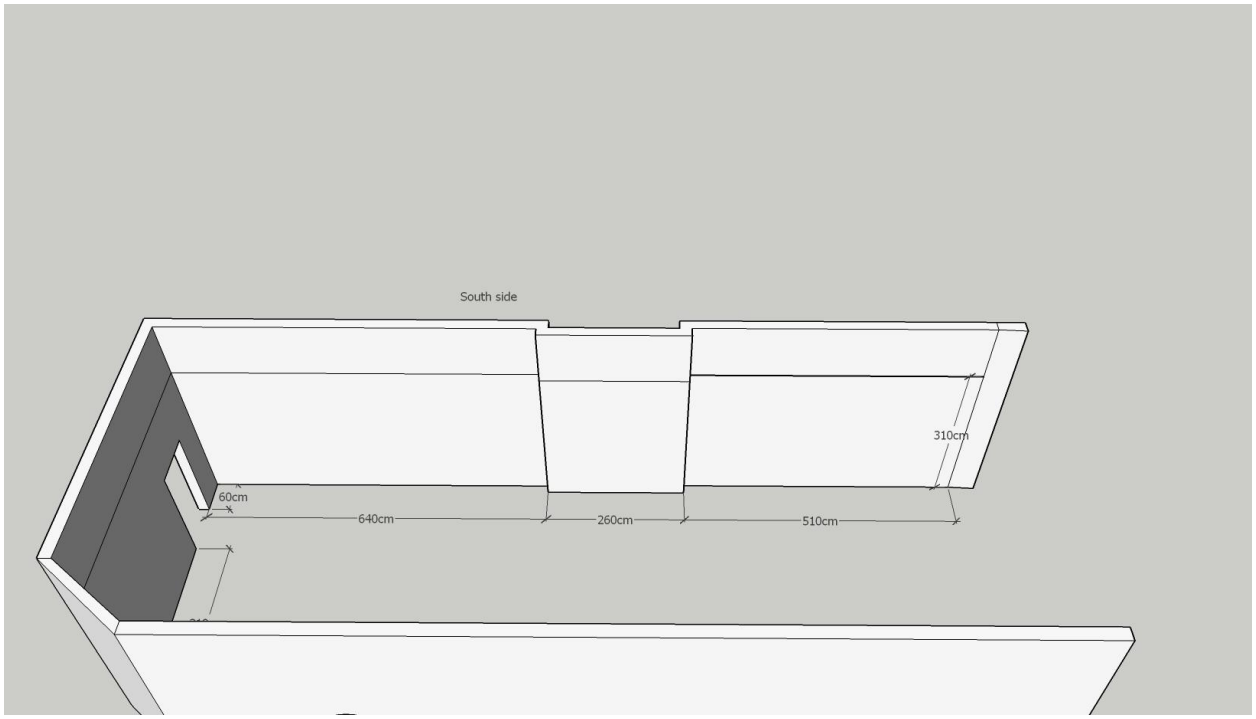
If the Gallery is not cleaned by choice or inadequately clean after the end of the exhibition/workshop a cleaning fee of $200 will be levied. Hirers will be responsible for cleaning, set-up and pack up. The space is to be left as found unless otherwise arranged with The Board.

The Gallery Floor Plan






North Side
310cm
390cm
550cm
220cm
160cm
310cm


South side
310cm
60cm
640cm
260cm
510cm

The Ingleby Room

The Ingleby Room is beautifully designed for dance and movement. If you're looking to hire a venue for your rehearsals, workshops, classes, private lessons, dance exams and auditions, The Ingleby Room is a spacious and luxurious space. Boasting a beautiful new dance floor, a full wall of mirrors, high ceilings and an abundance of natural light plus ambient lighting and soon to be ballet barre. The room is also perfect for larger group meditation and breathwork sessions, mums and bubs pilates matt sessions and drama classes.

If you are looking for a space to teach your students privately, host dance workshops like No Lights No Lycra or belly dancing, or simply wish to showcase your dance moves together with friends in a private venue that you can hire for any purpose, The Ingleby Room is for you.

ABOUT THE INGLEBY SPACE:

Function Types: Dance, Movement, Drama, Meditations, Ballet, Bellydancing, No Lights No Lycra, Pilates Mat Work
Venue Capacity: 30
Space dimensions:
Non-Licensed: Options available for BYO.
Catering: No in-house catering. Catering packages available from local vendors.
Parking: On-site rear parking for x2 vehicles, additional ample street front parking available.
Disabled Access: Available at front of GSAC via street-site parking.
Function Hours: 7:30am - late.
Facilities: Kitchenette, ambient lighting, couches, seating, 2 x toilets, tables.

Full list of inventory here: www.gardinerstreetartscollective.com.au/inventory/

Please see full Terms and Conditions of Use below.

The Harmony Room

Our Harmony Room is a work in progress. We envision this room to be a welcoming, spacious and relaxed space filled with comfortable seating like bean bags, cozy corners, and room accessories ideal for movie nights, sound healing, meditation and sensory and therapy healing. The Harmony Room will be a gentle and relaxing space, encouraging peace, tranquility and harmony. It will be an enjoyable, safe and secure environment that allows visitors to relax physically and mentally, a place to develop social skills, interaction and awareness of others and an opportunity to learn and acquire new skills as well as receive support.

ABOUT THE HARMONY ROOM SPACE:

Function Types: Meditations, Sound Healing, Movie Nights, Sensory Therapy
Venue Capacity: 15 guests
Space dimensions:
Non-Licensed: Options available for BYO.
Catering: No in-house catering. Catering packages available from local vendors.
Parking: On-site rear parking for x2 vehicles, additional ample street front parking available
Disabled Access: Available at front of GSAC via street-site parking.
Function Hours: 7:30am - late.
Facilities: Kitchenette, ambient lighting, couches, seating, 2 x toilets, tables.

Full list of inventory here: www.gardinerstreetartscollective.com.au/inventory/

Please see full Terms and Conditions of Use below.

Recommendations of Local Vendors

BEVERAGES

- BWS Moora (08) 9651 1321

FOOD CATERING

- Jeanne d' Moore 0497 857 975
- Jane Roberts - Grazing Platters https://www.facebook.com/jane.roberts.94617

ACCOMODATION

- Moora Caravan Park Chalets
  - https://www.moora.wa.gov.au/caravan-parks-camping-and-rv-information.aspx
- Dovers Hotel Motel
  - https://www.moora.com.au/drovers-inn-moora/
- Moora Motel
  - https://www.moora.com.au/moora-motel/
- The Workers
  - http://theworkers.net.au/
- Dandaragan Redgum
  - https://www.moora.com.au/redgum-village-dandaragan/
- New Norcia
  - https://www.newnorcia.wa.edu.au/accommodation/stay

EXTRA MARKETING

- You can provide a media release to Kyra at Northam Valley News kyra@nvnews.com.au
- Northam Valley News Colour Ad
- Facebook Sponsored Paid Advertising
- Submit event info to moora.com.au to be included on the website
- Mailout Invite via AusPost * prices subject to change
  - invite printed via vistaprint
    - 500 = $69.99
    - 1000 = $129.99
  - mailout via post office
    - 500 = $100
    - 1000 = $200
- Assistance with event marketing from our Coordinator
  - Coordinating all of the above, design of event branding including flyer/poster, ads and social media marketing materials
  - $35 per hour

Schedule of Fees

Gardiner Street Arts Collective looks forward to hosting your next Exhibition or Workshop and is ideal for art classes, small seminars, lectures, group meetings, dance, meditation, sensory therapy and so much more. We provide unique Spaces in a heritage building for sharing skills, expressing artistic creativity in all its forms to young and old. The space has access to kitchen and toilet facilities as well as the GSAC Community Garden.

VENUE HIRE COSTS
The hire fees listed below for the Gardiner Street Arts Collective Spaces are for room hire and setup and take-down. The space is to be left as found unless otherwise arranged with The Board.

$200.00 Bond & Secures Booking

The Ingleby Room and The Harmony Room

$30 … per hour

$100 … 1/2 Day Rate / 5 hours

$150 … Full Day Rate / 10 hours

The Gallery

$35 … per hour

$150 … 1/2 Day Rate / 5 hours

$200 … Full Day Rate / 10 hours

The Gallery Exhibitions

$750.00 … per week

$1,150.00 … for 2 weeks

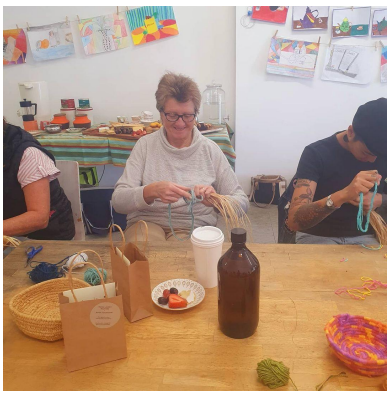
Extra Marketing:
Northern Valley News - once off payment to GSAC. Please contact us for more information.

Cleaning Fee:
If the workspace is not cleaned by choice or inadequately clean after the end of the event/workshop a cleaning fee of $200 will be levied.

Testimonials

“I was able to transform The Ingleby room into a space that felt warm and inviting and safe for guests of my vision board and mediation session. The mirrors and the wooden floors made us feel grounded and held. It was a beautiful space to be able to connect with ourselves and other people” - Sarah Murray

“What a great day @gardinerstreetartscollective in Moora, WA. I was invited to deliver a #weavingworkshop & what a bunch of go getters, nearly everyone who attended completed a basket or came close to completing their baskets. Thank you for the invite & cannot wait for the influx of photos of finished baskets!!!” - Emma-Jane



Terms and Conditions

We welcome you at the Gardiner Street Arts Collective Space to enjoy, create and explore. We request you adhere to the additional following Conditions of Hire. Any use of Spaces other than specified in this Venue Hire Information document MUST be agreed upon by The Board. Please read carefully and should you have any questions or issues don't hesitate to contact us.

The Board,
Gardiner Street Arts Collective.

CONDITIONS OF USE

1. Hiring
All Hirers will complete and sign the Booking Request Form, thus acknowledging acceptance of all the Conditions of Use outlined in this document.

2. Fees and Charges
The Hirer will pay to GSAC all amounts specified in this document under Schedule of Fees, Bond and Venue Costs as required. The Hirer may charge an entry fee.

3. Payment
Please see The Gallery PAYMENT conditions above. For all other bookings, the total hire fee must be paid prior to or on the date of hiring. Payment is refundable up to 14 days prior to the event date. A $200 Security Bond applies to cover damages / cleaning, should any part of the venue be damaged or untidy.

4. Hours of Use
General hours of use are 7:30am - late or as required by the Hirer. It is a condition of hire that we may have workshops or other functions booked in, including but not limited to, Moora school of Music, Dance, Exhibition and other events.

5. Suitable Functions
Dance, Movement, Drama, Meditations, Ballet, Bellydancing, No Lights No Lycra, Pilates Mat Work, Artist Exhibition, Artist or other workshop, Product/Book Launch, Pop-Up Event, Private Celebrations (Birthday, Baby Shower etc), Sound Healing, Movie Nights, Sensory Therapy.

6. Cancellations
The Hirer must notify our Coordinator of cancellations at least two weeks (2) prior to the hire date.

7. Use of the Facility
The Hirer is responsible for the behaviour of all persons taking part in the Hirer's activities. The Hirer is to ensure that nothing is done during the set-up, duration and clean up of the function that is disorderly or unlawful in connection with the use of the facility.

8. Working With Children
All people working with children must have a Working With Children card. https://workingwithchildren.wa.gov.au

9. Cleaning and Departure from the Venue
The Hirer shall leave the venue and its environment, facilities, goods, equipment and services in a clean, safe and proper condition, as at the commencement of the hiring, in all respects to the satisfaction of The Board. Bathroom and kitchen cleanliness is a responsibility of those hiring the GSAC Spaces. The Hirer will remove all goods and equipment brought in by the Hirer. The Hirer is responsible for the disposal of any excess rubbish. Excess rubbish must be removed from GSAC Spaces at the close of the function. The Kitchen is a communal space therefore must be left clean. All food and spillages should be cleaned away. Should The Board determine that the Spaces are not left to the standard required, the cost will be deducted from the Hirer's bond.

10. The Ingbly Room
No heels or black soled shoes, no sharp objects. Sweep floor, use mop provided, using only water and wooden floor cleaner.

11. The Harmony Room
If booked all furniture/equipment must be put away to keep this space clear.

12. Presentation Standards
The Hirer acknowledges that The Board retains the right to request the Hirer to remove any material that is considered to be detrimental to the GSAC presentation standards. The Hirer will not, except as approved by The Board in writing, make any additions or alterations to the structure, facilities, goods, equipment or decoration of the Spaces.

13. Advertising and Banner Display
All advertising materials produced by the Hirer to promote their function at GSAC must be approved by The Board prior to publication.

14. Copyright
The Hirer will not infringe or breach any copyright, performing right or other protected right involved in the hiring and shall indemnify GSAC against all claims, demands or actions arising from any such infringement or breach.

15. Photography, Broadcasting, Film and Television Recording
Any intention to photograph, broadcast, televise or record any activity within GSAC that is used in a public domain must be discussed with and approved by The Board and will be entirely at the discretion of The Board. GSAC may take photos during your event and require an “opt-out”. By completing the Booking Form Request you agree to give permission for images of your event to be used by GSAC for publications and public relations activities. In particular, this may include use in print and electronic media, including the Internet and official GSAC social media platforms.

16. Facilities, Equipment and Services
GSAC can provide the Hirer of the Workshop with trestle tables and chairs. Any other requirements the Hirer may have, must be sourced from outside suppliers. Such facilities, equipment and services are to be operated and maintained in a safe and appropriate manner and are not the responsibility of GSAC. All such items and services must be delivered and removed from the event at the completion of the time specified in the Booking Request Form.

17. Damage/Repairs
The Hirer is responsible for any damages suffered to GSAC by their associated agents, employees, contractors, invitees and/or their equipment and will be required to report and repair all damage. Costs incurred by GSAC to repair said damages will be at the expense of the Hirer.

18. No Smoking
Smoking is strictly prohibited. Gardiner Street Arts Collective has a no smoking policy. Smoking in or near the building is prohibited.

19. Music
The provision of amplified entertainment is prohibited with the exception of medium-level background music. Excessive noise is unacceptable.

20. Catering
There is no in-house catering available at GSAC. Outside local vendors are encouraged to be used. Please see our recommendation of local vendors. GSAC can help coordinate for an extra $35 per hour.

21. Public Liability Insurance
All groups/individuals hiring the Workshop must hold their own Public Liability Insurance with a minimum $20 million cover.

22. Open Flame and Prohibited Substances
The Hirer will not bring or permit any open flame (including lit candles and lamps), explosives, ammunition, firearms or flammable liquids or substances or any dangerous weapon to be brought into or used in GSAC.

23. Hirer's Employees and Agents
The Hirer agrees that all persons engaged or employed by the Hirer in connection with GSAC hiring shall comply with the provisions of these Conditions of Use, and the Hirer agrees to accept responsibility for any failure on the part of their guests, agents, employees and contractors to observe and comply with these provisions.

24. Breach of Agreement
The Board reserves the right to cancel the hire of GSAC at any time for any breach of policy, procedure or Conditions of Use.

25. Set-up Arrangements
The Hirer will be required to discuss the seating and set-up arrangements with the Coordinator.

26. Bookings
All potential Hirers will be required to complete a Booking Request form to officially lodge their function enquiry (see attached to this document).

27. Marketing
GSAC will assist with marketing your event by doing the following only;

1. Create a Facebook Event on GSAC Facebook Business Page
2. Create an Event on GSAC Website
3. Do one feed only post on GSAC Instagram Business Page and one feed only on GSAC Facebook Business Page
4. Include your upcoming exhibition/event in our monthly e-newsletter
5. Include a one-liner in our monthly Northern Valley News “Let There Be Art!” column

Any extra promotion is at the absolute discretion of The Board. If you require more assistance from GSAC Coordinator, the rate is $35 per hour.

If you would like to place an ad in Northern Valley News, GSAC can assist with this. Please contact our Coordinator.

You may choose to pay any amount to have your event as a Sponsored Ad on GSAC Facebook Business and Instagram Page. This also includes a once off $35 payment for our Coordinators time to set up the sponsored ad and monitor.

Arrival/Departure Checklist

We welcome you to the Community Shared Arts-Space of Gardiner Street. With a few simple procedures we request you adhere to, we can provide a space both clean, exciting and welcoming for all to express their talents and learn new skills.

Please use the checklist below to ensure all rooms to be left as you find them.

The Board,
Gardiner Street Arts Collective

UPON ENTRY : –

- ▢ Sign in
- ▢ Turn all lights on that are required
- ▢ Switch on Air Conditioner if required
- ▢ Check the inside bathroom and kitchen for cleanliness, photograph, if not up to standard please contact GSAC Coordinator on 0429 500 021

UPON EXIT : –

- ☐ Turn off all lights
- ☐ Switch off Air Conditioner, replace remote control in switchboard
- ☐ Sweep ALL Floors
- ☐ Check kitchen for cleanliness
- ☐ Wash and dry all dishes and put away in cupboards
- ☐ Wipe down all items/equipment that have been used and put away
- ☐ Check bathroom for cleanliness
- ☐ Clean bathroom, clean toilet
- ☐ Ensure ALL doors are locked
- ☐ Photograph kitchen, bathroom and locked door, completed checklist and send immediately to GSAC Co-ordinator on 0429 500 021

Sign out

Booking Request Form

To ensure that we have the information we need to book in your event, we require the below information to be completed. If you have any questions, please feel free to contact us on coordinator@gardinerstreetartscollective.com.au

Event Details

Event Name: _____

Event Date/s: _____ Event Time/s: _____ (Start/Finish)

Business / Organisation Name: _____

Event Category ☐ Dance ☐ Music ☐ Art ☐ Other_____ (please indicate type)

Contact Information:

Event Contact Person/s: _____

Contact Phone Number: _____ Contact Email: _____

How did you find out about Gardiner Street Arts Collective?

☐ Social Media (Facebook/Instagram) ☐ Google ☐ Referral – if so from whom:

_____

Please provide a script relating to your event/workshop/exhibition and tell us what it is about.

(Please note: GSAC may use for marketing purposes)

_____

_____

_____

_____

_____

Room Hire:

Type of Room - ☐ The Ingbly Room (Dance/Movement)
☐ The Gallery / Workshop Space
☐ The Harmony Room

Hire Price

$200.00 Bond & Secures Booking

The Ingleby Room and The Harmony Room
$30 … per hour
$100 … 1/2 Day Rate / 5 hours
$150 … Full Day Rate / 10 hours

The Gallery
$35 … per hour
$150 … 1/2 Day Rate / 5 hours
$200 … Full Day Rate / 10 hours

The Gallery Exhibitions
$750.00 … per week
$1,150.00 … for 2 weeks

Room Hired	
Total Hours/Days/Weeks	
Hire Rate of Hire	$
Total Cost	$

By signing I hereby agree to the Policies, Procedures and Terms and Conditions set out in the Venue Hire Information document.

Signed by: _____Date: _____

Thank you for completing this booking form.
The Gardiner Street Arts Collective coordinator will contact you shortly to confirm your booking.