

# Old Fire Station Community Arts Centre Exhibitors Guide

May 2019



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## EXHIBITIONS

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Cultural art activities of all types, both groups and individuals, are welcome at the Old Fire Station Community Arts Centre. The Old Fire Station is available for a range of arts based activities including; visual arts exhibitions, workshops, lectures, talks, recitals and performances.

### BOOKINGS

Booking periods are on a weekly basis, running from **Thursday (noon) to Wednesday (pm)**. Bookings of two (2) weekly duration may be considered pending availability and content.

Exhibition bookings are scheduled in advance every six (6) months.

1st Half Year – January to June (inclusive)

2nd Half Year – July to December (inclusive)

To ensure equity of access artists are limited to one exhibition every six (6) months.

Where a date has been requested by more than one (1) exhibitor applications are prioritised giving Kiama based artists highest priority.

The Arts Centre is to be used for **locally based, original work only**. No commercial operations or non-original mass produced items are permitted.

### FEES

See Council website (<http://www.kiama.nsw.gov.au/your-community/arts---culture/exhibition-spaces>) for current fees

All fees, including hire, bond and key deposit, must be paid to secure your booking within one month of being advised in writing that your application has been successful and a booking date has been allocated.

Exhibitors must have their own public liability of \$10M, or pay Council's Casual Hirers Public Liability fee of \$150.

### CANCELLATIONS AND REFUNDS

Refunds on bond and key deposit will generally be provided within two (2) weeks of the end of you exhibition.

Booking cancellations where a replacement exhibitor can be found will receive a full refund of all fees.

Booking cancellations where a replacement exhibitor cannot be found, will receive a full refund of bond and key deposit, and 50% refund of the hire fee.

## ACCESS

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### THE EXHIBITION SPACE



Access to the exhibition space is from:

#### **12 noon on Thursday to the following Wednesday**

Exhibitors may not set up before 12noon unless under special circumstances and with prior permission.

*Note:* Asking on the day of set up is not considered prior permission and lack of prior planning is not considered special circumstances.

You will be required to vacate the exhibition space by Wednesday evening.

Your key deposit will be refunded upon the **return of the key** to the Old Council Chambers Office, **no later than the 11am Thursday** morning.

A visitor record form will be provided with the key, please complete and return with the key after your exhibition.

## PARKING



Up to three parking spaces are provided for exhibitors use behind the Old Fire Station.

Please ensure that only these spaces are used. The only exception to this, is during set up and pack up times.

Remaining spaces are allocated for use by Council staff only.

*Note:*

Up to 3 Council staff use the back office at any one time.

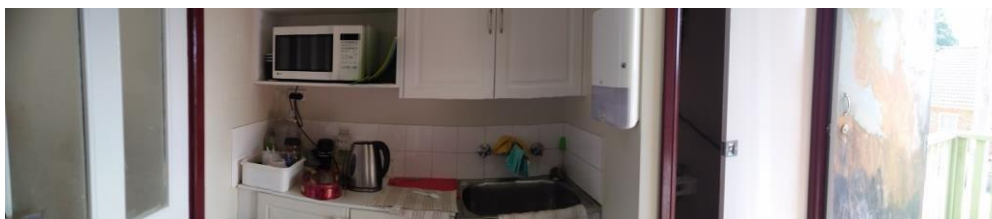
Staff cars may be moved in and out several times a day. It is important that staff have clear access in and out at all times

Any additional exhibitor cars will need to be parked in spaces on the street.

Free all day parking is available in the car park behind Hindmarsh Park.



## OTHER AREAS



While exhibiting you must ensure exit doors and kitchen area are kept clear at all times.

In particular do not put items in front of the office door.

## CARE AND MAINTENANCE

### GENERAL MAINTENANCE

Council is committed to providing ongoing maintenance of the Old Fire Station, as a public access facility. A cleaner provides regular general cleaning and care of the building and its facilities such as the toilets.

However, the Old Fire Station also relies on daily care by its users to ensure its ongoing usefulness.

**Please ensure the exhibition space is swept clean when you have finished your exhibition and the kitchen is left in a tidy and clean state.**

**Please remove any food or drinks from the fridge.**

### BOND

Your bond will be utilised to cover any additional cleaning or repair costs required following your exhibition.

An inspection of the gallery and kitchen area will be undertaken each Thursday morning prior to the next exhibitor using the gallery.

### HERITAGE PRESERVATION

The Old Fire Station is a heritage protected site and as a result no marks or holes are to be made in the interior or exterior structure.

### NO SMOKING

There is no smoking in or near the front and back entrances of the Old Fire Station.

**This includes the car parking area behind the building.**

Due to the age and state of repair of the back windows staff in the back offices are able to smell cigarette smoke from within the office space even with the windows closed.



## PHYSICAL SPACE

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### INTERNAL DOOR

**The internal door between the exhibition space and kitchen is to be closed at all times** (other than during set up and pack up)

This helps to limit noise between the exhibition space and the back office and maintain Council staff privacy.

The window above the door may be left open to allow flow through of air.

### BACK DOOR

Please ensure the back door is either closed and latched or securely opened with the door stop provided.

### WINDOWS

Windows may be opened during the exhibition period, please ensure they are shut securely before leaving the premises.

### FANS

The remote control for the fans is located in the desk draw. Please ensure both fans have been turned off before you leave each day.

## EXHIBITION SPACE

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### HANGING WIRES

There are 50 wires available on the hanging track and 150 hooks, these are checked by Council staff at the end of each exhibition.

**Please ensure that all wires and hooks are in the track and available for the next exhibitor before vacating the premises.**

Wires are to remain hanging straight at all times, do not roll, bend or curl the wires.

If you do not require the wires and want them out of sight please slide them into the corners. A cane stick is available and useful for this purpose. Do not remove wires from the tracks or hooks from the wires

### TABLE AND CHAIRS

There are nine light weight plastic tables available for use in the storage cupboard.

Older plastic chairs are stored in the far right side of the cupboard.

20 stacked folding chairs are available in the kitchen area for your use.

Three fabric covered chairs are kept permanently in the exhibition space for use during exhibitions

### BROCHURE HOLDER

The brochure holder is available to promote the arts in Kiama, you may include your own flyers or brochures in the rack.

**The rack must remain visible and accessible to the public at all times**

Behind the front doors is not considered a suitable location

### DISPLAY BOXES

Do not remove the wooden display boxes from the exhibition space

## DAISY THE DECORATED DAIRY COW



If you have the physical ability you may put Daisy the Cow out at street level. In undertaking this you must consider:

1. Daisy is at least 300kgs in weight
2. Ensure adequate physically capable people to move her safely
3. Safety to yourself and others in the process of moving her
4. Safety to yourself and others if she were to get away from her handlers.
5. Be aware that the area around the Old Fire Station is steeply sloped and surrounded by cars and pedestrians
6. Secure Daisy the pole using chain and padlock provided

**Regardless of location, once in place Daisy must have all four of her wheels securely locked.**

Within the Old Fire Station Daisy can be placed facing head first out of the front doors.

Daisy must be brought completely inside if there is rain or other adverse weather.

## TRADING AND OPENING NIGHTS

### TRADING HOURS

#### **Exhibitions:**

All exhibitions must be open for the minimum hours of 10am to 3pm each day of operation.

Longer opening hours are encouraged, particularly on Friday and Saturday afternoon/evenings

#### **Workshops or other projects:**

Opening hours in accordance with the nature and duration of the project.

These hours must be provided to Council for promotion purposes at least two weeks prior to commencement.

### OPENING NIGHTS



Alcohol maybe served during opening nights and launch events.

If your launch is by open, public invitation you must have someone with a Responsible Services of Liquor certification.

## SECURITY

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You are responsible for the security of the OFS while you are exhibiting.

Before leaving ensure:

- All doors are locked – including the cross bar on the front door
- All internal lights are switched off
- The heaters are switched off

You are responsible for:

- Security and insurance of your own works
- Delivery and removal of artwork
- Sales of artwork (with own public liability cover)

## EXHIBITION PROMOTION

All Old Fire Station Exhibitions are promoted through Council's website and via a hardcopy brochure in the OFS brochure rack. Additional promotional opportunities include:

### ONSITE SIGNAGE



A banner can be placed across the top of the Old Fire Station doors and on the external east facing wall, using the hooks provided

No signage or any other items to be exhibited are permitted on the walkways at all.

### SOCIAL MEDIA

Kiama Cultural Arts Network blog site and Facebook page, email relevant information and images to [louisec@kiama.nsw.gov.au](mailto:louisec@kiama.nsw.gov.au)

### TOURISM

You can have your exhibition details placed in the [Kiama Tourism Events Calendar](#) by contacting at [kiama.com.au/contact](http://kiama.com.au/contact) and it is free.

### ROAD SIGNAGE

Forthcoming attractions board on the freeway at Bombo – contact Simpson Signs on 4232 1130 at least 8 weeks prior to your exhibition, cost is approximately \$300.

## QUESTIONS

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Feel free to discuss any questions or concerns you have with:

Council's Community and Cultural Development Officer

Louise Croker

4232 0549

[louisec@kiama.nsw.gov.au](mailto:louisec@kiama.nsw.gov.au)

Office in back of the Old Fire Station building