

Braidwood Community Arts Centre - 45 Wallace Street

For Pop-up Exhibitions and similar:

Terms and conditions

The hirer will be required to set up and remove their exhibition items, tools and equipment etc.

The hirer must ensure all lights, fans, heaters, hot water etc are turned off after use, and that doors are securely locked when they leave the premises.

Installation and removal of the exhibition is to take place in a timely manner, as there may be other users requiring space beforehand or afterwards. BRAG will advise suitable days/times.

BRAG recommends that the artist supply identification numbers/cards for each artwork and an exhibition catalogue/price list and any other items required such as BluTack, pins, etc.

Exhibitors may use BRAG's display plinths and hanging systems. Hirers should ensure familiarity with use and care of the hanging systems. BRAG Centre Management can explain use of these items or advise if other items are available for hirers' use.

Gallery Supervision: It is the responsibility of exhibitors to supervise their exhibition during the days of operation, unless by special arrangement. Normal hours of opening are Saturdays and Sundays between 10.00am and 3.00pm.

Insurance: Exhibitors' artwork and other items are not covered by BRAG's insurance arrangements against theft or damage. Visitors and volunteers of the BRAG Centre are protected under the Braidwood Regional Arts Group's Public Liability Insurance.

Sale of Work is to be handled by the exhibitor. Arrangements can be made to access BRAG's Eftpos machine. BRAG Centre Management can advise fees payable for hire of the Eftpos machine.

Promotion of Exhibition/Workshop/Other event: Exhibition invitations and promotional material are the responsibility of the exhibitor. BRAG will list the exhibition on the BRAG website and Facebook page and include it in the members' e-newsletter.

Opening Event & Catering: Hirers must organise their own catering for their exhibition opening or event. Clean-up and removal of foodstuffs is to take place as soon as practicable after the event. The hirer can supply their own alcoholic beverages but they **must be complimentary** – alternatively, arrangements can be made with BRAG to operate the bar under its Restricted Alcohol Licence.

Cleaning: It is expected that the hirer will leave the premises clean and tidy, and advise of any problems in a timely manner.

Other Activities: Hirers are to consider that other activities may take place in the BRAG Centre during their exhibition period in another area of the Centre. BRAG Centre Management will advise if the Centre will have other users during the hire period.

Sub – Leasing: Sub-leasing will only be agreed to on a case-by-case basis. If agreed to, a sub-leasing disclaimer sign will be displayed by the Braidwood Community Arts Centre and a fee may be charged.

Exhibition, Workshop/Other Events Hire and Fees: Normal options are outlined on our Hire Fees and Information page. Other options may be negotiated with the BRAG Centre Management.