



Redcliffe Art Society Inc. (Established 1961) Hire of Old Fire Station Gallery Overview

Background

The Old Fire Station Gallery (**Gallery**) is a unique exhibition space positioned in the refurbished, heritage listed, Old Redcliffe Fire Station (established in 1948). The first exhibition held in the Gallery was the RAS Inaugural Members' Exhibition, launched during the official opening of the Old Fire Station Community Arts and Volunteer Hub on Saturday 28 February 2015. Since then, the Gallery has been fully active and continuously booked with back to back exhibitions.

To date, a diversity of artists and artist groups have hired the Gallery and it has hosted a variety of exhibitions including both 2D and 3D artworks. The Gallery is very well known throughout the South East Queensland arts community and has established a reputation for professional high-quality exhibitions.

The Gallery is wheelchair friendly. There is also street level parking for the Gallery.

Hiring the Gallery

The Redcliffe Arts Society Inc (**RAS**) makes the Gallery available for hire for art exhibitions. The minimum hire period is 4 weeks. If you would prefer a shorter hire period, a request can be made to RAS for consideration. Please note that a minimum hire fee will still apply (see below).

Hire fees are applied to cover such costs as lighting, stationery, advertising, accounting and many other activities that are necessary in the management of an art gallery. The hire fee (for hire within the period 1 January 2019 to 31 December 2019) is \$150 per week, for a minimum of 4 weeks plus an administration fee of \$200 (minimum hire fee being \$800). In the period 1 January 2020 to 31 December 2020, the hire fee is \$175 per week, for a minimum of 4 weeks plus an administration fee of \$200 (minimum hire fee being \$900).

Included in the hire fee are the following services and assistance provided by RAS:

- Curatorial services and labelling of the artworks.
- Staffing of the Gallery during exhibitions by RAS volunteers.
- Administering consignments and sales (25% commission is payable to RAS on all sales).
- Assistance with official opening of the exhibition, which may be scheduled in the afternoon, or evening after normal Gallery hours, subject to reasonable prior notice and volunteer availability.

Hirers may request permission to conduct demonstrations in the Gallery during their exhibition, at no additional charge (subject to availability).

Marketing services

You may request reasonable assistance from RAS with the marketing and promotion of your exhibition at the Gallery. These services are generally provided at no additional charge. The types of marketing services may include:

- Advertisements in local media including the Redcliffe & Bayside Herald, Redcliffe Guide, etc.
- Design, print and distribution of flyers/posters. This includes distribution to the RAS database of people expressing interest in attending exhibitions.
- Inclusion in RAS quarterly brochures.
- Assistance with design and distribution of artist/s statements.
- RAS website, newsletter and Facebook exposure (other social media outlets for example, Instagram, Pinterest, Flickr, excluded).
- Assistance with editorials/press releases.
- Signage in Gallery.

If you would like RAS to assist you with marketing of your exhibition, please let the Gallery Manager know at the time you request a booking and we will discuss options with you. Of course, you can manage your own exhibition promotion should you choose to do so.

Entertainment and catering

You may ask RAS to assist you with information for entertainment and/or catering of the opening of your exhibition. Some limited catering is provided at no additional charge, but please let the Gallery Manager know at the time you enquire about a booking if you have any particular requirements. If RAS agrees to supply additional catering or entertainment services to you, an agreement will be developed for the hirer, with the assistance of the Gallery Manager and approved by RAS, to ensure all licences, approvals and insurances have been obtained by the hirer.

Please note that hirers may serve, but not sell alcoholic beverages at their exhibition.

Curatorial Services

The Gallery is equipped with a professional hanging system and lighting system. RAS is fortunate to have a very capable and committed team of volunteer exhibition installers and volunteer Gallery Curators.

During the pre-exhibition period, a Gallery Curator will provide advice and assistance to hirers to understand the Gallery exhibition space. Installation of exhibitions is a joint effort between the team of volunteer exhibition installers, led by a volunteer Gallery Curator and the hirer.

During the exhibition period, it is expected work which is offered for sale in the Gallery by the hirer is provided to a high standard and is professionally finished. The hirer must comply with all directions of RAS with respect to the required fittings and hanging in the Gallery.

To assist the members of the installation team who volunteer their time to install an exhibition, all works MUST arrive on time and have suitable hanging apparatus and instructions (e.g. 2 x D-Rings on framed work) provided. RAS shall determine whether artwork and hanging apparatus is of an appropriate standard and reserves the right to refuse an item or require the Hirer to remove any item that is not of an appropriate standard.

The Gallery Curator will provide labels and any didactic panels, to the Gallery's standards. The hirer must provide accurate information on the Gallery Consignment Sheet at the advised times. A framed title poster for exhibitions may be produced and installed by the Gallery.

Gallery Conditions of Hire

RAS may refuse or cancel a booking at any time if the proposed exhibition or use of the Gallery is considered by RAS not to be in the best interests of RAS, the Gallery or the community. RAS may also refuse or cancel a booking where required to do so by the owner of the Gallery, Moreton Bay Regional Council.

Whilst all care will be taken to provide the Gallery during the approved hire period, RAS accepts no liability for any loss or damage suffered by the hirer. All hire of the Gallery is at the hirer's risk. The hirer is responsible for all loss or damage to the Gallery during the exhibition, as well as loss or damage of their artworks or other property in the Gallery. The hirer must also ensure that the Gallery is left in the same condition as it was in at the start of the hire period. This may mean, for example, that where RAS is required to pay a painter/plasterer to repair damage to Gallery walls caused by the hirer, the hirer will need to reimburse RAS for these costs.

RAS's Public Liability insurance will not cover the hirer or the hirer's artworks displayed in the Gallery. For this reason, it is a condition of hire that the hirer obtains their own insurance for the exhibition. If required by law, the hirer will also need to have workers' compensation insurance for any persons helping the hirer with the exhibition (this does not include RAS volunteers).

How to request a booking

If you are interested in hiring the Gallery for your art exhibition:

1. Please email or call the Gallery Manager to check availability of the Gallery and discuss your proposed exhibition, including the type of artworks and artist(s). RAS will need to know whether the Gallery will be hired by an individual, a company/organisation, or by members of a group of artists.
2. If your booking request is accepted by RAS, you will be sent a Gallery Hire Agreement with an offer of hire of the Gallery. You will need to complete the required details and sign and return the Gallery Hire Agreement to RAS. In order to secure your booking, you will need to pay a deposit of \$200 at this time.
3. On receipt of the signed Gallery Hire Agreement and deposit, the Gallery Manager will contact you to arrange a time to meet to discuss arrangements for your exhibition.

Contact details

For further information with regard to hire of the Old Fire Station Gallery, please contact:

Redcliffe Art Society Inc.
395 Oxley Avenue, Redcliffe, 4020
PO Box 69, Redcliffe 4020
T: 07 3284 0852
E: ras395@redcliffeartsociety.com.au

Wendy McHugh
Gallery Manager
Old Fire Station Gallery
M: 0413 055 190
E: wendy@st.net.au