

GERALDTON REGIONAL ART GALLERY CONDITIONS OF HIRE

VENUE CAPACITY

Area capacity is not to be exceeded, floor plans are available on request.

AREA	CAPACITY
Full interior (including Theatrette)	Maximum of 200 persons
Theatrette only	Maximum of 28 persons

ROOM AVAILABILITY

The Geraldton Regional Art Gallery (GRAG) is available for hire during the following normal business hours;

- Monday to Friday 10:00 am – 4:00 pm
- Saturday and Sunday 10:00 am – 1:00 pm

Hire of the venue outside of these times may be considered in discussion with the Coordinator Gallery and Public Art. *Please Note: Opening of the venue outside these normal business hours requires the hirer to cover GRAG staff related costs.*

AVAILABLE EQUIPMENT

BUSINESS EQUIPMENT	GROUND/FIRST FLOOR	THEATRETTE
Tables	5	x
Chairs	45	28
Overhead Projector/Screen	x	✓
Portable Projector/Screen	✓	x
Laptop Connection Port	✓	✓
City Free Wi-Fi	✓	✓

KITCHEN EQUIPMENT	GROUND FLOOR
Kitchen Fridge	✓
Dishwasher and Sink	✓
Crockery	✓
Electric Kettle	✓
Detergent and Tea Towels	✓
Bar Area and Fridge	✓
Elevator to First Floor	✓
Oven	x

PARKING

Information about parking in the CBD area is available via the City of Greater Geraldton website.

VENUE HIRE FEES *during Normal Business Hours*

Available on application.

CONDITIONS OF USE

1. Venue must be pre-booked using the ART02 – GRAG Venue Use Application. Booking are only confirmed following written advice from GRAG.
2. Venue must be left as they found;
 - All rubbish to be placed in the bins provided.
 - Kitchen and Bar area left clean with all dishes washed.
 - No food and drink is left in the fridges.
3. The hirer is fully responsible to ensure all appropriate licences and security are in place, if alcohol is either consumed or sold on City property. If required, please complete [E011 – Application for Consent to Consume Alcohol in or on a Council Property](#), which is available on the City' website.
4. The hirer is responsible for the function and indemnifies the City in the case of an accident or damage to any parts of the Gallery, building contents/exhibitions occurring. The hirer will be responsible for making good any damage.
5. The hirer must provide a copy of their Public Liability Insurance (Certificate of Currency) to cover the event/function. Where the hirer does not have Public Liability Insurance they must advise the Coordinator Gallery and Public Art, that they wish to be included on the City's Uninsured Stallholders, Buskers and Performers Insurance Register.