

ANCA Gallery may be available for short term hire in January each year while the ANCA Gallery program is in recess and the gallery is closed to the public.

During this time, the gallery can be hired for the following uses:

- photographic documentation of work
- film or sound recording of performance works
- documentation and development of installation based works

Public events are not permitted.

There is a hire fee of \$50 per day plus a bond of \$50 (which ANCA tenants are exempt from paying).

All enquiries and bookings for short term gallery hire are to be made through the ANCA Gallery Manager.

Appendices Appendix A: ANCA Gallery Short Term Hiring Agreement



ANCA Office & Gallery
PO Box 1189
1 Rosevear Place Dickson ACT 2602
Ph. 02 6247 8736
info@anca.net.au
www.anca.net.au



22 January 2014

ANCA GALLERY SHORT TERM HIRING AGREEMENT

The Australian National Capital Artists Incorporated (known as ANCA)
of 1 Rosevear Place Dickson ACT

and

XXX XXX (the "hirer")
of **XX/96 Hoskins Street Mitchell ACT 2915**
Phone: **04XX XXX XXX**

agree that the hirer will hire the Gallery on ANCA premises at 1 Rosevear Place, Dickson on the following conditions:

Project Description

ANCA Gallery is available for short term hire when the ANCA Gallery program is in recess and while the Gallery is closed to the public. During this time it is suitable for the following uses: photographic documentation of work; film or sound recording of performance works; documentation and development of installation based works.

The hirer will use the Gallery for **filming of documentary**.

The Gallery will NOT be open to the public, and therefore visitors to the Gallery during this time must be limited to those involved in the specified project. Public events are not permitted.

The Dates of Hire

From **Friday 31st January to Friday 31st January**

Full access to the gallery and facilities is allowed during the following times (as negotiated at time of booking) - Friday 31st January 00:00 - 24:00

Hiring Fees

Full payment of **\$50** is payable upon signing this agreement. The gallery must be returned to its original condition and checked and approved by an ANCA staff member. A bond of \$50 is also payable before any work is carried out in the gallery space. ANCA tenants are exempt from paying a bond.

4. Costs

All costs relating to the mounting of the project are the responsibility of the hirer. Repair and maintenance materials for the gallery and plinths are provided.

5. Insurance and Liability

ANCA will be responsible for Public Liability Insurance. All other insurance is the responsibility of the hirer, including works in transit and whilst on the premises. The hirer agrees that ANCA shall not be responsible for any loss or damage to any works or art or any property which the hirer brings onto the premises during the period of hire or before or after that period.

6. Maintenance

The hirer shall ensure that the premises and the entrances and exits and any other areas utilised by the hirer and invited guests and visitors to premises shall be left secured. The hirer shall be responsible for the proper repair of walls, floors, ceilings, windows, lights, furniture and other fixtures or property used or damaged in any way by the hirer or the hirers guests or visitors during the course of the hiring agreement.

7. Security

The hirer shall ensure that the hirers invited guests and visitors to the premises during the hiring period leave the premises at the closing time, that all lights are extinguished including those in the toilets, that all doors and windows and external gates are secure prior to leaving.

8. No Disturbance

The hirer shall not make excessive noise or engage in any activity which may disturb any person who is a studio tenant of ANCA.

9. Dogs

Dogs are permitted at ANCA, however it is expected that the owner of the dog should exercise control over them at all times whilst they are on the premises. Owners are responsible for managing their dogs, consistent with general community standards at large.

This includes:

- Disposal of your dogs droppings
- Preventing your dog entering the Gallery; and restraining your dog from greeting members of the public visiting ANCA

10. Sole Contractual Agreement

This agreement contains the whole understanding of the parties here to supersede any prior agreement and any modification or termination of this agreement in writing signed by the hirer and ANCA.

The hirer agrees that if the hirer is in breach of the agreement, ANCA may exclude the hirer from the premises and that any monies paid by the hirer to ANCA may be retained by ANCA.

Hirer Signature: _____ Printed Name: _____

Date: _____

On behalf on Australian National Capital Artists Incorporated

Signature: _____ Printed Name: _____