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| **GERALDTON REGIONAL ART GALLERY CONDITIONS OF HIRE** |

**VENUE CAPACITY**

Area capacity is not to be exceeded. Floor Plans are available on request.

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| **AREA** | **CAPACITY** |
| Full Interior (including Theatrette) | Max. of 250 persons |
| Theatrette only | Max. of 28 persons |

**ROOM AVAILABLITY**

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 0 10.00 am – 4.00 pm

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

**AVAILABLE EQUIPMENT**

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| **BUSINESS EQUIPMENT**  | **GROUND/FIRST FLOOR** | **THEATRETTE** |
| Tables | 5 | 🗴 |
| Chairs | 45 | 28 |
| Overhead Project/Screen | 🗴 | 🗸 |
| Portable Projector/Screen | 🗸 | 🗴 |
| Laptop Connection Port | 🗸 | 🗸 |
| City Free WIFI | 🗸 | 🗸 |

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| **KITCHEN EQUIPMENT**  | **GROUND FLOOR** |
| Kitchen Fridge | 🗸 |
| Dishwasher and Sink | 🗸 |
| Crockery *Cups, plates, glasses etc.* | 🗸 |
| Electric Kettle | 🗸 |
| Detergent and Tea Towels | 🗸 |
| Bar Area and Fridge | 🗸 |
| Elevator to First Floor | 🗸 |
| Oven | 🗴 |

**PARKING**

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

**VENUE HIRE FEES (During normal business hours)**

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| **FEES** | **GROUND FLOOR** | **FIRST FLOOR** | **THEATRETTE** | **ENTIRE VENUE** |
| **COMMERCIAL** |
| Per day | $ 248 | $ 248 | $ 132 | $ 606 |
| Per half day | $ 138 | $ 138 | $ 88 | $ 441 |
| **COMMUNITY GROUPS (Fee for Event)** |
| Per day | $ 138 | $ 105 | $ 83 | $ 386 |
| Per half day | $ 83 | $ 55 | $ 55 | $ 220 |
| **COMMUNITY GROUPS (No Fee for Event)** |
| No charge, use is subject to availability of venue. |
| **BOND** |
| A discretionary refundable bond may be charged. |

**CONDITIONS OF USE**

1. Venue must be pre-booked using the GRAG Venue Use Application form. Bookings are only confirmed following written advice from GRAG.
2. Venue must be left as they are found;
	* All rubbish to be placed in the bins provided.
	* Kitchen and Bar area left clean with all dishes washed.
	* No food or 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.
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 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.