



Mosman Art Gallery & Community Centre

VENUE HIRE

INFORMATION & PROCEDURES

INTRODUCTION

After significant restoration and refurbishment the Mosman Art Gallery & Community Centre was opened in December 1998. The many well-appointed rooms and halls in the Centre provide opportunities for the hiring of spaces by groups, individuals or business enterprises. It is the perfect venue for a wedding ceremony or celebration.

The Centre provides commercial style kitchens, formal dining facilities, audio visual equipment, lift and disabled access.

Our friendly and experienced staff can discuss planning and requirements of your event.

The centre offers a range of spaces available for hire for various programs and groups, ranging from 5 to 300 people, and is wheelchair accessible. It's the perfect venue for cultural events, wedding ceremonies or receptions, special occasions, cocktail functions, concerts and performances, corporate programs, business and community meetings, expos, health and lifestyle events, conferences and seminars. The centre is fully equipped with a full range of furniture, a commercial kitchen, glassware, crockery, cutlery and napery, audio-visual equipment, a grand piano and many other facilities.



Mosman Art Gallery & Community Centre, 1 Art Gallery Way, Mosman 2088

GRAND HALL

Originally a Methodist Church building, the Grand Hall has impressive architectural features, such as stained glass windows, a soaring interior which creates excellent acoustics, rich timber detailing and polished floors, which give the room an atmosphere of heritage and tradition. The perfect venue for a performance, concert, celebration, wedding ceremony, corporate function or large gathering, the Grand Hall can accommodate over 200 people. A fully equipped commercial kitchen adjoins the hall.

Size:	16m x 12m	
Numbers Held:	at tables	150
	as audience	215



Grand Hall

MELODY ROOM & HARMONY ROOM

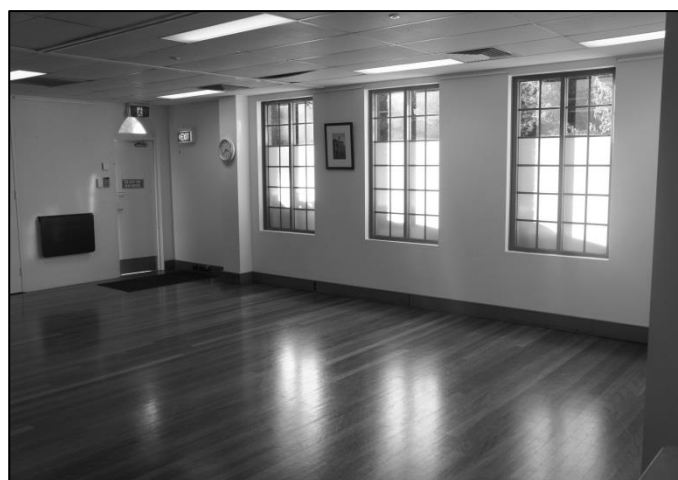
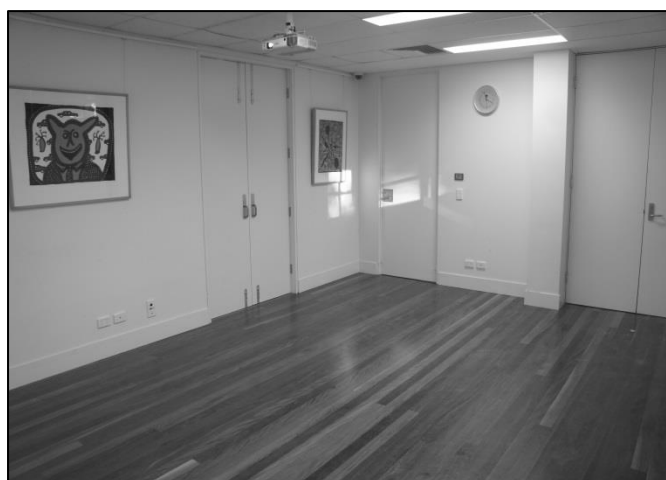
Located on the ground floor of the Centre the Melody Room and Harmony Room are multi-purpose spaces suitable for a range of activities. These rooms are air conditioned and include modern architectural detailing with polished floors which create a light and airy atmosphere. These rooms are commonly used for community meetings and leisure activities.

Harmony Room

Size:	6.5m x 4.3m	
Numbers Held:	at tables	
	as audience	25

Melody Room

Size:	6.5m x 8.4m	
Numbers Held:	at tables	30
	as audience	55



MOSMAN ART GALLERY

The Mosman Art Gallery is a dedicated public gallery established by Mosman Municipal Council. The Gallery forms a major part of the Community Centre, which was opened by the Governor General, Sir William Dean in December 1998.

The Mosman Art Gallery presents a rich and varied program of high quality exhibitions, educational activities and special events, which make a significant contribution to the cultural life of Mosman and surrounding districts. Derived from local, national and international sources, the exhibition program covers the visual arts, craft and design, including historical and contemporary themes and subjects.

Gallery Level 1

Level 1 of Mosman Art Gallery is a multi-purpose facility suitable for evening corporate events, seminars and similar functions. A galley style kitchen adjoins this level. A highlight of this space is the display of high quality works of art as part of the schedule of exhibitions at the Mosman Art Gallery, together with modern architectural detailing and polished floors. Availability of use is dependent on exhibition programming and curatorial discretion.

Size:	18.5m x 7.5m	
Numbers Held:	at tables	60
	as audience	90 (Dependent on exhibition)



Gallery Level 1

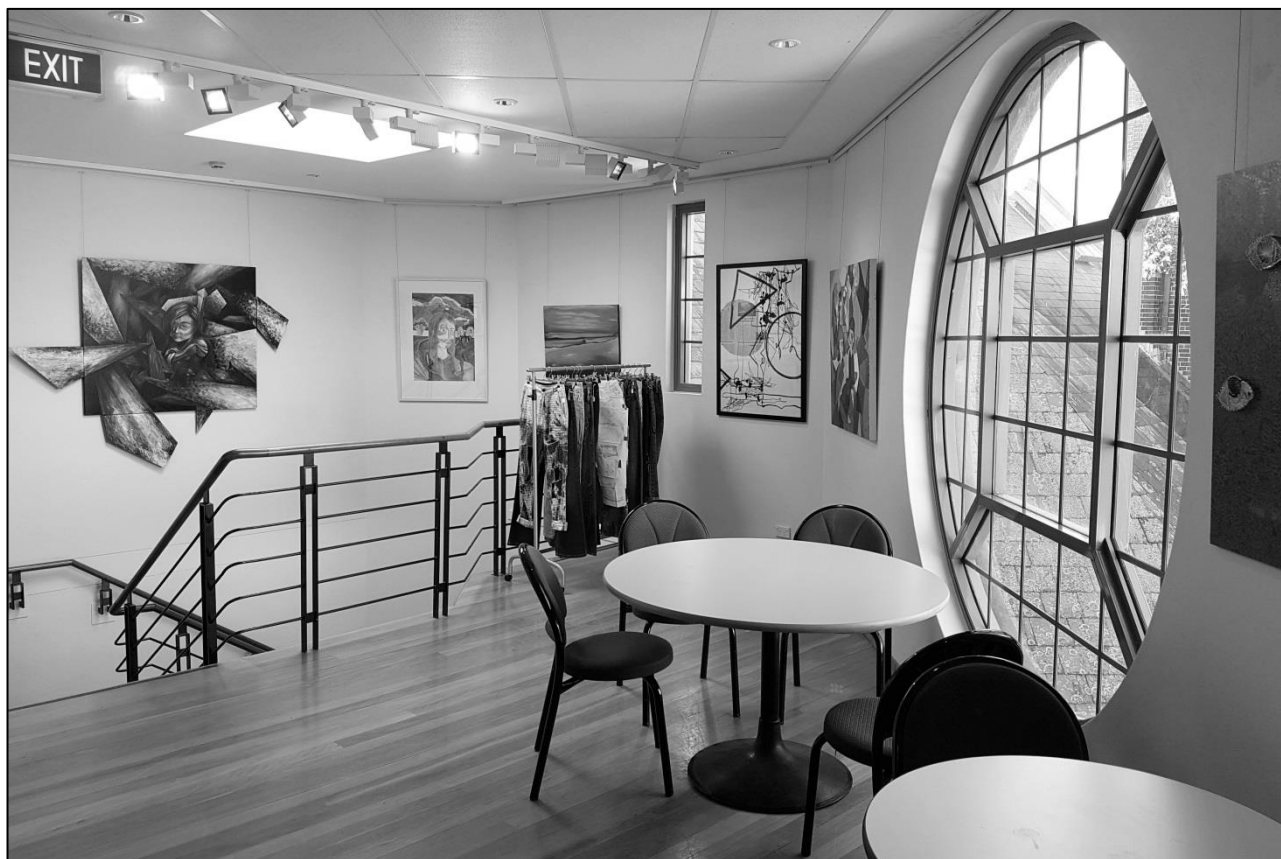


Gallery Level 2

Gallery Level 2 and Annexe

Level 2 of the Gallery can be similarly utilised depending upon the layout of changing exhibitions.

Numbers Held:	at tables	60	
	as audience	90	(Dependent on exhibition)



Second floor foyer



Level 2 Annex

PARKING

Location of parking stations are indicated on the map (see last page) by the symbol 'P'. There is also ample street parking with restrictions applying at certain times of the day.

VENUE HIRE CONDITIONS

1. ACCESS TO THE CENTRE

- Council will not permit the Centre or part of the Centre to be used exclusively by any group or individual, in order to facilitate accessibility of the Centre to all users.
- Use of the Centre or part of the Centre will be approved for no more than twelve months. Centre bookings will be reviewed every twelve months to ensure that the distribution of bookings is equitable.
- The hirer may not assign or sub-let the premises or any part thereof.
- Council reserves the right to cancel any booking if maintenance or building works are required.

2. APPLICATION FOR HIRE

- Application for the hire of the Centre must be lodged in writing using the appropriate application form by a person over the age of eighteen.
- The minimum booking period is usually two hours. Bookings may be accepted for other periods by arrangement only. For wedding ceremonies the minimum booking period is three hours. Allowing minimum one hour for ceremony proceedings and one hour either side for set up and pack down. Additional time allocation may be needed depending on the scale and nature of ceremony.

3. BOOKING DEPOSIT, SECURITY BOND AND USE OF KITCHEN DEPOSIT

- All applications are subject to an approval process. Successful applications will be confirmed in writing. On receipt of confirmation of the booking, the applicant may be required to forward a booking deposit of 30% of the full hiring charge.
- A refundable Administration Fee as determined by the General Manager maybe required to guard against damages to the Centre and/or Centre property/facilities, should they occur as a consequence of hiring the Centre rooms. The administrative fee and/or balance of the administrative fee will be refunded to the hirer within fourteen days, on Council's approval of satisfactory adherence to the Conditions of Use.
- A further Administration Fee maybe required for use of either of the two kitchens available in the Centre for catering purposes. This fee is required to guard against the loss of kitchen equipment and to ensure the proper cleaning of the kitchens and equipment. The administration fee will be refunded to the hirer within fourteen days, on Council's approval of satisfactory adherence to the Conditions of Use.

4. CANCELLATION

- In the event of a cancellation by the hirer, a percentage of the full booking charges may be forfeited by the hirer as follows:
 - 24 hours prior to the function -----The whole fee
 - Between 1 – 7 days prior to the function -----75% of the fee
 - Between 7 – 14 days prior to the function-----50% of the fee
 - More than fourteen days prior to the function -----25% of the fee

5. FUNCTION CO-ORDINATION

- Hire of the Centre's rooms and facilities does not include the management and co-ordination of functions and events. Hirers are responsible for the organisation and co-ordination of all details regarding their functions and hire of the Centre, *other than in exceptional circumstances*.
- In the exception that Council staff are required to provide venue management, and function co-ordination services, an hourly administration fee will be charged to the hirer.

6. MOSMAN COUNCILLORS AND STAFF USE OF THE CENTRE

- The Centre is available to the Councillors and staff of Mosman Municipal Council on the same basis as to regular private hirers.
- Councillors should advise the General Manager at the time of Venue Hire booking.
- Staff should advise the Director of Community Development at the time of Venue Hire booking.

7. YOUTH EVENTS / PARTIES

Special security arrangements are required to ensure the safety of both guests and the security of the building and surrounding area. This must be provided in the form of either extra centre staffing and / or professional security persons.

All such arrangements will be at the hirers expense.

CONDITION OF USE FOR VENUE HIRE

1. USE OF THE FACILITY

- The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the Centre.
- The hirer shall, while on the premises, abide by the directives of Council staff.
- The hirer is responsible for the behaviour of those in attendance during the hire period.
- Council reserve the right to ban and / or have any person/group removed from the premises where that person/group has, or is likely to cause injury/damage to other persons or property.
- The hirer may have access to the Centre prior to the booked period on consultation with Council. Consideration must be shown to other users of the facility when dual usage is arranged.
- All functions are to cease by 11.30pm. Hirers then have one hour to pack up and clean the Centre. All people must have vacated the premises by 12.30am.
- Please note that large functions held in the Gallery and/or Grand Hall will require extra Centre staff to be employed at the hirer's expense.
- PLEASE NOTE: That the venue name to be referenced on promotional or advertising material produced by hirers must read 'Mosman Art Gallery & Community Centre'.

2. OBSERVANCE OF VENUE HIRE PERIOD

- Observation of the allocated booking times is important to avoid clashes between the various hirers who use the Centre premises.
- The Centre premises must be vacated on or before the agreed time.

3. CARE OF PREMISES

- The Centre premises and facilities must be left in a tidy condition by the hirer prior to vacating the premises.
- The hirer is responsible for proper cleaning of kitchen areas, and for loss or damage to Centre equipment and facilities, which are used by themselves or caterers, musicians, decorators, etc. contracted by the hirer.
- All hired areas are to be left as they are found.
- Any equipment used is to be returned to its correct storage area, unless otherwise advised.
- All rubbish is to be collected and placed in the appropriate waste and recycling bins.

4. MUSIC AND NOISE

- Music and noise are to be restricted to a reasonable level. All music and noise must cease by 12.00 midnight or the administration fee will be forfeited.
- The level of noise emissions from any band, orchestra, musical instrument, Moby Disc/DJ or activity within the facility shall not exceed normal background noise level when measured at the nearest boundary of any residential property. After 11.30pm the noise emissions shall not exceed the background noise at any point outside the hall.

5. SMOKING

- The Centre has a non-smoking policy. Smoking is not permitted on the premises.

6. LICENCING

- Alcohol can be consumed but not sold on the premises. The hirer must ensure that:
 - No person under the age of 18 years shall be served with alcoholic liquor or allowed to consume alcoholic liquor.
 - No alcohol is to be consumed outside the premises.
 - The hirer or hirers of the premises shall be responsible for the good conduct of those attending the function.
 - No alcohol or any beverages in aluminium cans are to be brought onto the premises. Aluminium cans damage wooden floors.

7. DAMAGES AND REPAIRS

- The hirer will be responsible for any expense in connection with repairs, security, and improper use of safety equipment and / or extra cleaning which may become necessary as a consequence of the booking.
- Council reserves the right to determine the cost of any damages and / or extra cleaning necessary, above and outside that which is normally expected following usage of the Centre. Council reserves the right to retain all or a part of the Administration Fee to meet such costs if necessary, or to bill the hirer for additional costs.
- The hirer will be responsible for any expenses relating to the replacement of, or damage to art works.

8. INSURANCE

- The hirer, if an incorporated body must have a public liability insurance policy noted, endorsing Council's interest in the function.
- Hirers should have their own insurance for any items of value brought into the Centre.

9. PROPERTY

- Council shall not be responsible for any form of loss or damage arising from the hiring of Council's facilities and from events being held in Council's facilities. Council recommends appropriate security and indemnity measures, be taken by the hirer or any person in the facility at the invitation of the hirer, in respect to any loss particularly in instances where charity/fundraising events are being conducted from the facilities.
- The hirer is not permitted to remove or relocate any property or items in the Centre not belonging to the hirer, without written consent from Council.

10. STORAGE

- Storage facilities are not available to Centre hirers.

11. DECORATIONS

- Decorations may only be put up with permission of, and under the supervision of Council staff.

12. SAFETY

- No items shall be placed in front of or obstruct clear access to the fire exits.

13. CHILDREN

- Children on the premises are to be supervised at all times by a responsible adult. Hirers must ensure that children are not placed at risk upon entering or leaving the Centre building or grounds.

14. ACTIVITIES FOR CHILDREN & THE RESPONSIBILITIES OF HIRERS

- Hirers of Mosman Community and Recreation Facilities and Sporting Ovals for the purposes of conducting activities for children are bound by NSW Child Protection Legislation. Clubs and service providers are required to undertake Working With Children Checks and implement Prohibited Employment Declarations for all persons working directly with children. Further information regarding your obligations can be found on the following web sites:

<http://www.kids.nsw.gov.au/director/check.cfm>

NSW <http://www.dsr.nsw.gov.au/children/>

NSW http://www.community.nsw.gov.au/DOCS/STANDARD/PC_100966.htm

15. ANIMALS

- No pets or animals are allowed on the premises.

16. EQUIPMENT

- The Mosman Art Gallery & Community Centre will arrange the set-up of Centre chairs and tables for bookings as requested. The hirer is responsible for any further set up requirements of facilities for unique functions such as weddings or parties.
- The hirer is required to ensure that all facility equipment and/or furniture is cleaned and undamaged. Any damaged furniture and equipment must be reported immediately. Hirers not reporting damage or faults will be held responsible for the repair of the goods.

17. ACCESS / SET-UP / PACK-UP

- The hirer may have access to the Centre prior to the booked period for the decoration of rooms and halls on consultation with Council. The hirer has one hour at the close of the booked period for the pack-up of the function. An access/set-up/pack-up fee applies.

18. WALLS / ALTERATIONS AND PAINTING

- The hirer shall not affix nails, screws, bills, decorations, bunting or draping which in any way defaces the building premises.
- Council must grant written permission for any alteration made to fixtures, walls, ceilings, or floors.

19. PROHIBITED SUBSTANCES / ARTICLES

- The hirer is not permitted to take into or use the following substance within the Centre and grounds:
 - Any type of firework or flammable substances;
 - Any chemical substance deemed toxic or dangerous;
 - Drinks of any kind in aluminium cans;

20. UNCOLLECTED GOODS

- All items of property owned by the hirer must be removed from the Centre on or before the agreed vacation time, unless special arrangements have been made otherwise.
- Any goods left on the premises after occupancy may be removed and disposed of at the discretion of Council, without compensation to the owner or person responsible.

21. BREACH OF AGREEMENT

- Council reserves the right at its sole discretion not to approve any application or to cancel the agreement at any time for any breach of conditions of use.
- Failure to comply with the requirements set out in the conditions of use will be regarded as a breach of agreement, giving Council the right to sue for the recovery of any amount due and / or to cancel all or any such future booking.

VENUE HIRE PRICING - FEE CLASSIFICATIONS

Please note:

That fees for a booking are subject to change.

An **estimate only** of venue hire fees and charges may be given at the time of application.

The final fees due will be payable in accordance with Council's schedule of Fees & Charges Policy enforced at the time of the event.

COMMERCIAL/PRIVATE

Commercial Private Hirers are defined as those where the income from the hirer's activities are dispersed to an individual, individuals or a commercial company. Individuals who wish to hire the Centre for a private function are classified as Commercial/Private clients.

For example:

- Commercial hire of the Centre for a product launch, commercial event or business meeting.
- Private hire of the Centre for a wedding reception, wedding ceremony, celebration or similar function.

COMMUNITY EDUCATION & LEISURE

Community Education hirers are those where the income from the hirer's activities are dispersed to an individual, individuals or a group. Customers pay fees directly to the hirer or entity for activities or education classes. The activity of the Community Education Program has a clear community benefit, E.g. Community education classes/activities such as aerobics, dancing, language, activities.

COMMUNITY

Community hirers are those where the income from the hirer's activities are retained by a community group or are dispersed to another organisation which does not in turn dispense them to individuals. The activity of the group has a clear and demonstrated community benefit. Community members pay membership fees which cover such items as rent of the Centre.

For example:

- A community arts organisation who hires the Centre for meetings. The Group's activities are essentially non-profit and can be accessed by a wide cross section of the community. E.g. meditation groups
- Activities run by incorporated non-profit organisations such as art societies, rotary clubs etc.
- Some cultural events.

FEES

From 1 July 2020

PLEASE NOTE PRICES INCLUDE GST

GRAND HALL:

Size: 246m²

Capacity: 215

Day rates per hour	Monday – Friday	Saturday – Sunday
Community	\$55.00	\$67.00
Public/Education/Leisure	\$117.00	\$152.00
Commercial/Private	\$173.00	\$220.00

Evening rates per hour	Monday – Thursday	Friday – Sunday
Community	\$62.00	\$74.00
Public/Education/Leisure	\$138.00	\$167.00
Commercial/Private	\$194.00	\$238.00

GALLERY LEVEL 1 OR GALLERY LEVEL 2:

Size: 138m²

Capacity: 116

Day rates per hour	Monday – Friday	Saturday – Sunday
Community	\$42.00	\$56.00
Public/Education/Leisure	\$92.00	\$175.00
Commercial/Private	\$126.00	\$173.00

Evening rates per hour	Monday – Thursday	Friday – Sunday
Community	\$51.00	\$62.00
Public/Education/Leisure	\$107.00	\$138.00
Commercial/Private	\$152.00	\$194.00

MELODY ROOM:Size: 66 – 76m²

Capacity: 55 - 60

Day rates per hour	Monday – Friday	Saturday – Sunday
Community	\$32.00	\$42.00
Public/Education/Leisure	\$57.00	\$92.00
Commercial/Private	\$88.00	\$126.00

Evening rates per hour	Monday – Thursday	Friday – Sunday
Community	\$37.00	\$51.00
Public/Education/Leisure	\$72.00	\$107.00
Commercial/Private	\$108.00	\$152.00

HARMONY ROOM:

Size: 6.5m x 4.3m

Capacity: 15 - 25

Day rates per hour	Monday – Friday	Saturday – Sunday
Community	\$26.00	\$38.00
Public/Education/Leisure	\$52.00	\$76.00
Commercial/Private	\$72.00	\$110.00

Evening rates per hour	Monday – Thursday	Friday – Sunday
Community	\$33.00	\$44.00
Public/Education/Leisure	\$64.00	\$93.00
Commercial/Private	\$95.00	\$129.00

FACILITIES AVAILABLE FOR VENUE HIRE

INCLUDED IN THE HIRE COST

- Banquet style seating of 10 per table, seating up to 150 people
- Upholstered chairs for up to 220 people
- Extra chairs for lectures/presentations may be available on request

ALSO AVAILABLE FOR HIRE

1. Full Dinner Service for up to 150 people. This includes:

- **Crockery:** dinner, entrée, soup, bread & butter and dessert plates, tea & coffee cups and saucers, milk jugs, salt and pepper, water jugs, coffee plungers, ice buckets
- **Cutlery:** entrée, main, dessert, soup and tea & coffee
- **Glassware:** red wine, white wine, champagne, beer and water glasses, shot glasses

2. Napery

- White Linen table cloths: large round, trestle, small
- White Linen napkins: 50cm x 50cm

Hire Charges:	Full Dinner Service	\$3.50 per person
	Coffee & Tea Service Only	\$2.50 per person
	Glassware Only	\$2.50 per person
	Napery: round	\$12.00 each
	trestle	\$9.50 each
	small	\$7.00 each
	napkin	\$2.50 each

(Charges are for equipment hire only and do not include the laying or setting of table ware)

3. Food and Beverage Service Centre Staff and Operations Staff may be required and hired for functions and events.
(Penalty rates apply after 11pm, and on weekends).

4. Kitchen Facilities

Kitchen 1 (Ground Floor) – includes:

- Large commercial grade ovens and gas cook top
- 1 commercial dishwasher
- Zip boil water system
- 2 large refrigerators
- 1 large freezer
- Food preparation areas
- 1 x microwave oven
- 1 x small ice machine

Kitchen 2 (Gallery Level 1) – includes:

- 1 large convection heating oven
- 1 large refrigerator
- Food preparation areas
- Zip boil water system
- 1 small ice machine

Please note that a dumb waiter lift connects the Ground Floor Kitchen and the Gallery Kitchen Level 1

Refundable administrative fee may apply.

FACILITIES AVAILABLE FOR VENUE HIRE (continued)

5. Access / Set-Up / Pack-Up Fees

50% of appropriate room rate.

6. Extra Cleaning Fees

Extra cleaning above and outside that which is normally expected following usage of the Centre as a consequence of the booking will be charged from \$65.00.

7. Grand Piano

The Grand Piano housed in the Grand Hall of the Mosman Art Gallery and Community Centre may be hired for \$30.00. This fee reflects the charge for the piano only and does not include a pianist.

8. Red Carpet

A red carpet for special events may be hired for \$65.00.

9. Audio Visual

Audio Visual Equipment (e.g. data video projector, hard-wire and radio microphones, I-Pod ready PA, multi media speakers) may be hired from \$25.00 - \$80.00.

OTHER FACILITIES AVAILABLE ON REQUEST – Hire Charges may apply

- Portable Stage
- Lectern
- Small café (square and round) tables
- Grand Piano
- Easels
- Display board
- Ice tubs
- Clothes racks
- Whiteboard
- Table numbers
- Glass candle holders/vases
- Heaters
- Projector Screens
- Trolleys
- Extra Lighting
- Plinths

Please note: Large bookings held in the Centre or after normal business hours may require extra Centre staff to be employed at the hirer's expense

MOSMAN ART GALLERY
& COMMUNITY CENTRE

