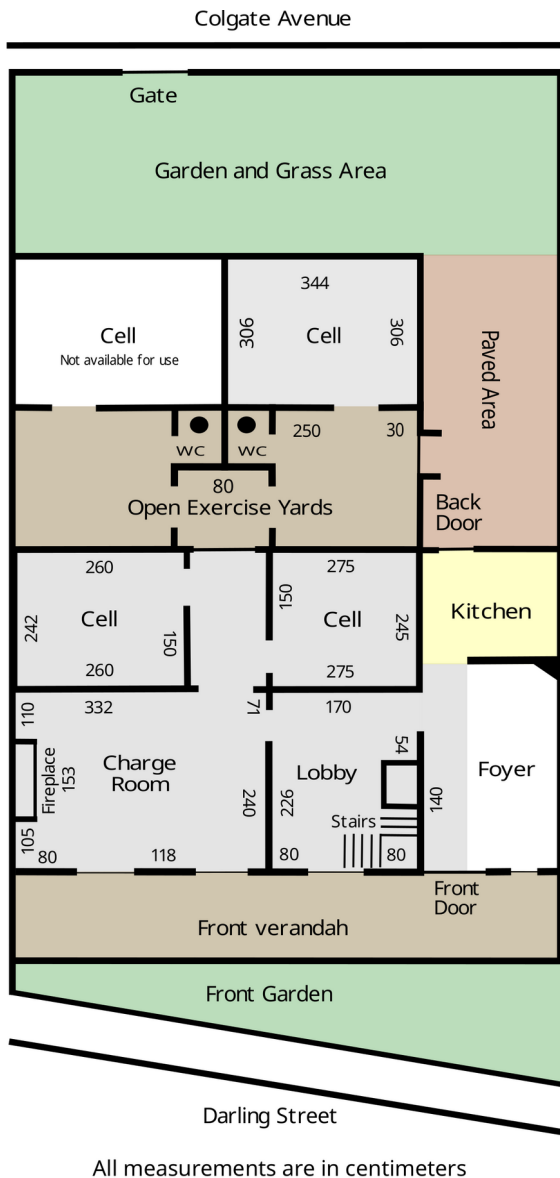




# THE BALMAIN WATCH HOUSE EXHIBITION SPACE

The Balmain Association Inc. ABN 1518 1806 487  
PO Box 57 Balmain 2041  
[www.balmainassociation.org.au](http://www.balmainassociation.org.au)

## INFORMATION FOR EXHIBITORS including terms and conditions



### FACILITIES

This ground floor plan indicates the available exhibition space in the Watch House. The upper floor is not available for exhibition purposes.

The front and back garden areas are also available for use, with tables, chairs and umbrellas provided.

The kitchen is equipped with the following items:

- electric jug
- vases
- trays
- crockery and cutlery
- a small refrigerator
- hot water service
- water jugs
- microwave oven

Please note that neither tea towels nor glasses are provided.

Food and drinks are at the exhibitors' expense. The kitchen and all equipment is to be left clean and as found.

Ladders stored in the Exercise Yard are provided for use in setting up.

### HIRING CHARGES

Hiring is charged for a single weekend, Saturday and Sunday plus a Friday evening opening function, finishing no later than 9.00 pm. The charge for the weekend is \$400. Additional days may be booked at \$50 per day.

### COMMISSION CHARGES

Commission of 15% on exhibition sales is due within 30 days. It is a requirement that a list of sales and the calculation of commission is completed by the hirer/s and provided to the bookings officer after the exhibition.

### DEPOSIT

A deposit equal to 50% of the hire charge is payable on confirmation of dates and receipt of the Agreement for Hire. This will be retained as a cancellation fee, should that become necessary. Under some circumstances, a refund may be negotiated with The Balmain Association.

### RENTAL BALANCE

The balance of the rental is due one week before the exhibition.

## AVAILABILITY

The Watch House is available throughout the year except for the following periods:

- the whole of January,
- the third and fourth week of April,
- the first and second week of May,
- the first and second week of September,
- the second week of December.

## BOOKINGS

Bookings open in July for the following year. Every effort will be made to give applicants their first choice of dates but these may be limited to one weekend only in the most popular months of May, October and November.

## GROUP BOOKINGS

The person who signs the Agreement for Hire is responsible for providing the list of sales and the calculation of the commission and all payments to The Balmain Association.

## ENQUIRIES

Bookings for the Watch House are handled by a team of volunteers. Therefore it is important that all communications are done through the channel that keeps everyone informed.

Please email [bookings@balmainassociation.org.au](mailto:bookings@balmainassociation.org.au), either directly or included in a CC.

## THE HANGING SYSTEM

The Watch House will be available for hanging according to the time arranged. It is a National Trust Building and the fabric of building must be respected. No nails, screws, or similar fasteners are to be driven into any wall nor is any glue is to be used to mount or secure artwork. The 'Gallery System TM' hanging system is installed in all rooms available for the exhibition. Any damage to, or loss of the hanging system will be billed to exhibitor. Note: The permanent display in the foyer must not be moved.

## BANNERS

Two fabric banners are available with the word "EXHIBITION" for display on the front fence of the Watch House. At night and after the exhibition closes these are to be taken down and brought inside.

## STAFFING

The upstairs Meeting Room is normally open by The Balmain Association from 11.30am to 3pm on Saturday and 11am to 1pm on Tuesdays, regardless of exhibition times. Visitors may call in at these times to view the Watch House as a National Trust listed building. The hirer/s may direct any enquiries to the Association member(s) on duty, who will not sell artworks nor be responsible for their care.

## VISITOR TALLY

The Balmain Association leases the Watch House from the National Trust, and is required to record visitor numbers to the building. We would appreciate your co-operation in filling in the Tally Sheet of visitors to your exhibition. Understandably, it may be difficult to be accurate, however it should provide an indication of numbers as required.

## PUBLICITY

Exhibitors are invited to submit 50 to 100 words and one (only) JPG image at 300-600 dpi describing their exhibition for inclusion in the Balmain Association's newsletter and on the Exhibitions page of The Balmain Association website, [balmainassociation.org.au/exhibitions](http://balmainassociation.org.au/exhibitions).

The format of entries on the Exhibitions page is fixed, please review recent entries to understand the layout. Square or portrait mode images work best and composite images (contained in one JPG) can be quite effective. Likewise, all editions of the newsletter are available for review at [balmainassociation.org.au/newsletters](http://balmainassociation.org.au/newsletters).

## KEYS

Collect the keys on the prior Wednesday or, by negotiation, at a time to be arranged with the bookings officer.

## **CLEANUP AND TAKE DOWN**

At the end of the exhibition the hirer/s is/are to remove any rubbish and leave the premises clean and tidy and the contents as found. Cardboard boxes are to be compacted before placing in the recycling bin.

## **FURNITURE**

Any furniture that has been rearranged inside or has been brought in from the courtyard must be replaced in its original position as part of the cleanup. Please ensure that outside furniture is covered, chairs stacked and covered in the Exercise Yard and umbrellas brought in.

## **SECURITY**

Exhibitors are provided with a key to the Watch House to allow them to come and go as required for setting up, running the exhibition, and taking down. With it comes the responsibility of ensuring that the Watch House is locked and secure at the end of the day or whenever the exhibition is not staffed and no one from the BA is in attendance. Lights must be switched off and electrical appliances powered off at the end of the day.

## **INSURANCE**

The Balmain Association maintains a Public Liability Policy covering all occupants of the Balmain Watch House engaged in the activities of The Balmain Association, including the hirer/s, guests and visitors. However, contents of the Balmain Watch House are NOT covered by insurance, and The Balmain Association does not accept responsibility for any loss of, or damage to an artwork or any other personal property brought onto the premises by the hirer/s, their associates, guests, or visitors. If the hirer/s requires contents insurance cover during their exhibition, they must arrange it at their own expense.

## **OCCUPATIONAL HEALTH AND SAFETY**

Please review the evacuation diagrams located in the foyer. These indicate the location of fire extinguishers and exit paths in the event of an emergency. The indicated exit paths must be kept clear and doorways on the exit path must be open at all times during your event. Evacuation diagrams and/or fire extinguishers *must not be moved*.

Smoking: in accordance with State Government policy, smoking is prohibited inside and in the outside areas of all public buildings. The Balmain Watch House falls under this policy.

First Aid: A first aid kit is attached to the cupboard near the window in the kitchen. If anything is used please fill in the booklet inside and record it in the incident report book.

## **ABOUT THE GALLERY**

All money raised by exhibitions at the Watch House goes towards the maintenance and restoration of this lovely heritage building. The Balmain Association is the local historical society and all members of the committee are volunteers. They manage the preservation of the Watch House as well as collecting and archiving historical information about Balmain.

## **FURTHER INFORMATION**

Additional information regarding the gallery, hanging system, Wi-Fi and general housekeeping will be supplied by the bookings officer on payment of the deposit.

We hope you enjoy the Watch House.