

Dunedin Community Gallery Information Pack

If you are interested in booking the Dunedin Community Gallery, we would recommend reading the following information carefully before getting in touch.

This document is a summary of information you will receive in your hire agreement and hire pack.

CONTENTS

Dunedin Community Gallery Information Pack	1
CONTENTS	1
ABOUT US	3
ABOUT THE GALLERY	3
Facilities	3
THE HIRE PROCESS	3
Booking	3
Payment	3
Refunds	4
Keys and Access	5
Hire fee	4
Hire pack	4
CARE AND CLEANING	4
Display	4
Floors	4
Rubbish	5
SECURITY & INSURANCE	5
Security	5
Insurance	5
HEALTH AND SAFETY	5
Alcohol and dangerous goods	5
Health and safety plan	6
Evacuation Procedures	6
Fire Warden	6
ADDITIONAL COSTS	6
Power	6
Damage	6
Cleaning	6
Keys	6
CONTACTS	7
DFAT office	7
Emergency maintenance & after-hours issues	7

ABOUT US

The Dunedin Community Gallery (DCG) is administered by the Dunedin Fringe Arts Trust (DFAT) on behalf of the Dunedin City Council (DCC). DFAT does not programme events into the DCG and relies on applications from Dunedin's diverse creative community to use the space. We offer a supportive and accessible environment for our users and look forward to working with you.

ABOUT THE GALLERY

The Dunedin Community Gallery is at 26 Princes Street. The maximum capacity is 160 people standing, or 100 people seated, including your team. The gallery can be booked by community groups, arts organisations, exhibitors, and other cultural practitioners. Primarily an exhibition space, the Dunedin Community Gallery is a blank-canvas shop-front room with large windows on busy Princes Street.

Facilities

- The gallery is hired empty, but with a number of chairs and tables available for you to use.
- The gallery dimensions are 10meters wide x 14meters long.
- There is a picture rail around the walls and hooks are provided.
- There is a small kitchen with an over-sink water boiling unit, microwave, and mini fridge available. If you need larger catering facilities, there is a kitchen with an electric oven and fridge at Te Whare o Rukutia that may be available on request.
- There is a small lockable storage room within the gallery. A key can be provided on request.
- The gallery is fitted with in-ceiling heat pumps for heating and cooling. Please make sure that they are turned off when the gallery is not occupied.
- Wifi is included. Login details will be included in your hire pack.

THE HIRE PROCESS

Bookings open in July for the next 12 months but can be made throughout the year. A booking can be made for up to 14 days.

Booking

- To check if the dates you require are available, call 03 477 3350 or email communitygallery@dunedinfringe.nz.
- Once your event has been accepted, we will send you a hire agreement to sign and return.

Payment

- You need to pay in full for your booking as the final step of the confirmation process.
- We will send you an invoice, and payment can be made via internet banking.

Refunds

- For a full refund, you must email notice of cancellation to communitygallery@dunedinfringe.nz a minimum of one month before your booking start date.

Hire fee

Display only	\$160/week (\$24/day)
Non-commercial sales	\$320/week (\$47/day)
All commercial organisations	\$1,133/week (\$162/day)

Keys and Access

- We will arrange to meet you at the gallery to give you an induction into the space, and give you a key and alarm code, along with a hire pack, up to 48 hours before your event.
- If you have already been inducted to the gallery, a key, alarm code, and hire pack can be collected up to 48 hours before your event from the DFAT office at 19 George Street, 9am to 5pm, Monday – Friday, excluding public holidays.
- If you lose your key, report to DFAT as soon as you become aware it is missing.

Hire pack

- The hire pack includes an emergency evacuation plan. A copy of this must always be on site and please ensure everyone is aware of the evacuation procedures.

CARE AND CLEANING

Display

- There is a picture rail with hooks for hanging pictures or other work. Do not stick anything directly onto any surface.
- You can buy additional picture hooks at art supply, homeware, and hardware stores.
- Anything being adhered to the front window, such as signwriting or vinyl stickers etc, is to be approved by DFAT prior to your booking start date and removed completely and cleaned at the end of the booking.

Floors

- Please lift objects when moving them around the gallery as dragging will damage the floors.
- Please sweep the floor regularly with the broom and brush provided to keep it free of dirt, grit and stones which can cause damage.
- A spray mop is also provided.
- Do not use detergents, solvents, waxes or polishes.

Rubbish

- Remove rubbish from the gallery during and at the conclusion of your booking.

- DCC rubbish bags can be purchased from DCC customer services centres, supermarkets, or many dairies and convenience stores.
- DCC rubbish bags can be left by the public litter bins at the front of the building at the end of the day. Collection is daily.

Cleaners

- A commercial cleaner comes weekly on a Tuesday mid-morning to service the kitchen and toilet only.

SECURITY & INSURANCE

Staffing of the gallery is the responsibility of the hirer at all times.

Security

- Gallery security is the hirer's responsibility.
- DFAT will issue you with an alarm code and a key as part of your hire pack.
- A security system to protect all doors and the front windows is in place. This is not an externally monitored alarm.
- You must ensure all external access points are locked when leaving the building unoccupied for any length of time.

Insurance

- Hirers are responsible for insurance of any items in the gallery and public liability insurance for the period of the booking. The Dunedin City Council, as building owner, is responsible for building insurance only.
- There is a small lockable room in the gallery that can be used to store valuable items.
- DFAT and the DCC take no responsibility or liability for compensation for loss or damage to, or insurance of, for any items belonging to or brought on-site by the hirer.
- No hazardous or flammable products are to be on site at any time.

HEALTH AND SAFETY

Alcohol and dangerous goods

- Alcohol is allowed in the gallery but cannot be sold or included in entry/ticket/koha fee unless you have a license.
- Special event liquor licenses (and parking permits) can be requested from the DCC.
- Dangerous goods or activities that create a fire risk are not allowed on site at any time.

Health and safety plan

- You must abide by the Safety at Work (General Risk and Workplace Management) Regulations 2016.

Evacuation Procedures

Your hire pack will include full evacuation procedures. This document must always stay on site, and it is your responsibility to ensure everyone in your team is aware of them.

Fire Warden

There must always be a delegated fire warden on site. This should be the person named in the hire agreement. If they cannot be present, the named deputy fire warden must be present. The fire warden must have a cell phone on them at all times. Wardens' armbands are located next to each exit.

ADDITIONAL COSTS

Power

Power is included in the hire fee, including use of the gallery's heat pumps.

Damage

At the conclusion of the booking, the hirer will be invoiced for any necessary repairs to walls, floors, windows, or elsewhere in the gallery.

Cleaning

The hirer is responsible for leaving the gallery clean and tidy. If additional cleaning is required at the conclusion of a booking, the hirer will be invoiced for a commercial cleaner.

Keys

Any costs incurred from the loss of keys (such as replacement or changing locks) will be invoiced to the hirer.

CONTACTS

DFAT office

03 477 3350

communitygallery@dunedinfringe.nz

19 George Street

9am – 5pm, Mon-Fri, excluding public holidays

Emergency maintenance & after-hours issues

Call DCC on 03 477 4000 and explain that you are calling about the Community Gallery.