1. STAFF
(a) Security As the Gallery is a secure space, the Gallery Curator must be in attendance to open & close the Gallery, and monitor artworks.
(b) Setting Up It is the responsibility of the Hirer to set up the Gallery space as required, ie. setting out chairs, tables, AV equipment, laying out catering. Gallery to be advised in advance of Hirer’s arrival time for setting up.
(c) Cleaning Up It is the responsibility of the Hirer to pack away all chairs, tables and other equipment, remove any waste, and return the Gallery to the same condition as prior to their event.
(d) Additional Staff If the Hirer is unable to provide staff for points 1(b) & 1(c), the Gallery can employ casual staff at HEW2 hourly rate to perform these tasks, with sufficient notice. If alcohol is being served, the Gallery will employ casual RSA staff at HEW2 hourly rate, with sufficient notice. These staffing costs will be passed on to the Hirer on approval in writing; a Cost Collector for transfer is required.

2. EQUIPMENT - FREE OF CHARGE
80 x folding and stacking chairs
4 x folding tables (6 seater)
1 x small folding table (4 seater)
Plinths in various sizes (need to booked in advance as they are often in use for exhibition installations)
Wireless microphone
Projector & screen
Wine glasses (red, white and champagne), water/juice glasses, water/juice jugs, small urn, 2 x plastic ice tubs
Refrigerator for cold drinks (access via Gallery staff member only)
WiFi is available in the Gallery and Museum, however back up ethernet port is advisable.

3. CATERING
It is the responsibility of the Hirer to organise their own catering, including hot and cold drinks, and tableware (ie. plates, napkins, cups, tea & coffee needs, utensils, ice, etc). If tablecloths are required, the Gallery can supply up to 4 x white cloths, which will incur a drycleaning fee. The Gallery does not have a food preparation area, so all catering must be prepared off site and delivered ready to serve.

The Hirer can supply their own alcohol, or the Gallery can provide red wine, white wine and champagne with sufficient notice from our preferred supplier. The Gallery will invoice for usage only via Cost Collector transfer.

4. COSTS
The Hirer will bear the costs for: casual staff employed by the Gallery on their behalf; drycleaning of Gallery tablecloths; glassware breakages; via Cost Collector transfer.
5. OPENING HOURS
The Gallery is open to the public Wednesdays to Saturdays 12-6pm. A Gallery staff member will be present in the Gallery at those times. If events fall during opening hours, public access to view exhibitions still applies.

Events that fall out of opening hours will be booked in according to Curator availability. Events which extend past 6pm require additional Gallery staff for security.

Weekend bookings are only available at the discretion of the Curator.

7. SUITABILITY OF THE GALLERY
Seasonal considerations are important as the Gallery is not air conditioned and can be uncomfortably hot in the summer months. Several pedestal fans are available.

Hirers are advised to check with Gallery staff as to the nature of the artworks that will be on exhibition at the time of their function. The Gallery is a contemporary exhibition space and as such does on occasion show artworks which may be considered problematic to particular cultural sensitivities. Artwork will not be removed for the purposes of functions.

The Museum is air conditioned.

6. BOOKING THE GALLERY
To book the Gallery email gallery@newcastle.edu.au, attention The Curator. Only bookings received, and confirmed, by email will be scheduled. Confirmation of booking implies acceptance of the Conditions for Hire, as outlined in this document.

On confirmation, the Gallery will request full details of all staffing, equipment and catering requirements. A checklist will be emailed to the Hirer with request for Cost Collector number.

For larger events a meeting at the Gallery between the Hirer and the Curator, at the Curator’s availability, may be required in order to fully scope the event. Please phone the Gallery during opening hours Wed-Sat 12-6pm (4921 5255) with any questions.