

# Community Venue Hire Policy

Approved 13 April 2016

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## 1. PURPOSE

This document specifies the policy in relation to providing community groups with access to limited free hire of the Queensland Art Gallery Lecture Theatre (the venue).

## 2. SCOPE

This policy applies to the specified venue only. It does not apply to other spaces or venues within the Queensland Art Gallery | Gallery of Modern Art (the Gallery).

## 3. OVERVIEW

In line with the Gallery's principles to provide access for all to the visual arts and its commitment to a sustainable, collaborative and inclusive culture, the Gallery will provide limited free hire of the venue to community groups on the following basis:

- The request is received through the online booking form.
- The request is for a date and within the hours specified on the website.
- The space is available (precedence is given on a first in basis – depending on demand, groups that have hired the space in the last three months may not be given precedence).
- The purpose of the community group and the purpose for which the venue will be used are considered appropriate by the Gallery management.
- The organiser and attendees agree to comply with the QAGOMA Conditions of Entry and Responsible Conduct Policies.
- The number of attendees does not exceed the venue capacity of 104 persons.
- The organiser accepts the terms and conditions of the QAGOMA Community Venue Hire policy, which includes the community group taking responsibility for leaving the space in good order and for any damages caused as a result of the community group's event.

## 3. DEFINITIONS

**Community group** means any formally constituted, not-for-profit, community-based organisation – and covers organisations that are: incorporated associations; not-for-profit companies; non-profits; quasi-non-governmental organisations (quangos).

**Organiser** means the authorised representative of the community group.

## **4. ROLES**

- The Assistant Director, Governance and Operations, is responsible for oversight of the Gallery's corporate social responsibility program.
- The Head, Protection and Visitor Services, is responsible for overall management of community use of the venue.
- Team Leaders, Protection and Visitor Services are responsible for day-to-day management relating to community use of the venue including liaison with representatives of community groups.
- The Senior Internal Gallery Events Coordinator, Marketing is responsible for processing the online booking requests.

## **5. TERMS AND CONDITIONS**

While all care will be taken to provide the venue in accordance with the Community Venue Hire Policy, the Gallery accepts no liability for any damages, losses or potential losses suffered by the hiring party or a member of the community group due to cancellation of the venue hire, or for any other reason.

The Gallery may refuse or cancel a booking at any time without giving reasons, if the booking is considered to be not in the best interests of the Gallery or the community.

Use of the existing in-built projector and lectern with microphone is included as part of the free venue hire. The following items/services are not included.

- Other audio visual and electronic equipment
- Cleaning or repair required as a result of the use
- Venue staff or technical assistance