



Moreland City Council

Central Bookings
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MORELAND VIC 3058
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Information Pack and Application Form Coburg Town Hall Arts Space



INFORMATION PACK

The aim of this document is to provide prospective exhibitors with information about how to apply for an exhibition at the Coburg Town Hall Arts Space. It includes information about the application form, hire fees, exhibitor responsibilities and other important facts.

Applicants may apply to hire the exhibition space, but exhibiting in the Coburg Town Hall Arts Space is subject to availability. Please read on for more information about this exhibition space and application process.

ABOUT

The Coburg Town Hall Arts Space is a community art space that hosts exhibitions developed by artists, community members, community groups and special interest groups. The exhibition space is located in the foyer near the entrance to the Coburg Town Hall at 90 Bell Street, Coburg. It includes over 30 meters of hanging space and is fitted with a track hanging system that includes wire and moveable hooks so the height of artworks can be adjusted.

OBJECTIVES

The objectives of the exhibition space is to:

- Promote the value and importance of arts in Moreland
- Provide a venue for the presentation of exhibitions by community groups and local artists
- Provide an opportunity for visitors of the Coburg Town Hall to engage with examples of cultural activities in the municipality
- Enhance the appeal of the two main foyer areas at the Coburg Town Hall.

GALLERY VIEWING HOURS

Monday to Friday 8:30am - 5pm
Closed on public holidays

HIRE AND FEES

Exhibitors may apply to hire the Coburg Town Hall Arts Space. Exhibitions run for a maximum of six weeks. The cost of hire is outlined below:

- \$300 for private exhibitors
- Free for not-for-profit community groups and schools

Hire fees and any additional exhibition costs are to be paid five days prior to the exhibition. No bond applies to the space.

Hire of the Coburg Town Hall Arts Space includes:

- Use of the exhibition space for up to six weeks
- Access to the hanging system
- Use of a portable PA system with microphone for the opening function
- Use of kitchen for opening function during business hours subject to availability (additional costs will apply for use of facilities outside of business hours)
- After hours alarm protection and security
- Inclusion of exhibition details on Council's public website free of charge

GALLERY DIMENSTIONS

This space offers mostly creamy white walls except for two blue-grey feature walls. It is fitted with a track hanging system that includes wires and adjustable hooks. This space also has natural and artificial light.

Dimensions, clockwise (left to right):

Blue-Grey wall (near entrance to building)
140 cm

White wall (near fire extinguisher)
218 cm

White wall (directly outside Coburg Town Hall doors)
200 cm

Small white wall (to the right of the doors)
85 cm

Blue-Grey wall (with window)
56 cm
50 cm (window)
54 cm

INSTALLATION

Exhibitors are required to attend an onsite induction with a member of the Arts and Culture Unit at Moreland City Council prior to installation. A risk assessment process occurs prior to the installation of artwork for all exhibitors and it is a requirement that exhibitors attend this briefing session with Council staff prior to the installation.

Timelines for installation and de-installation need to be strictly adhered to and must be carried out during Council's business hours at a time agreed by Moreland City Council. Installation and de-installation times will be written in the letter of confirmation.

The exhibitor is responsible for any additional costs associated with the hire or purchase of additional display equipment or expenses associated with the presentation and display of their work.

Installation of all exhibitions occurs with strict adherence to the Occupational Health and Safety Act 2004.

DEINSTALLATION

Please note that all successful applicants must adhere to the agreed deinstallation date prior to any installation. Failure to comply with these agreed terms may result in refusal of future application by exhibitor.

LIGHTING

No additional lighting can be used without written consent from Council.

EXHIBITION OPENING FUNCTION

Exhibition openings may be held at the arts space at an agreed time as part of the exhibition timeline. The opening function expenses are to be met by the exhibitor. These costs may include the cost of bar staff, and food and beverages arranged by the exhibitor.

- Please note that liquor licensing laws prohibit the sale of alcohol without a temporary liquor licence.
- Council policy insists that any serving of alcohol be accompanied by food. Food must be prepared and served strictly in accordance with relevant food safety guidelines. Council staff can

assist exhibitors in identifying catering suppliers that meet the appropriate food safety requirements.

- The booking of the Council kitchen facility can be used for the opening function pending availability. Cleaning of the exhibition space and kitchen is to be organised by the exhibitor directly after the opening function.
- If the opening function is outside of business hours the exhibitor will incur additional costs.

SECURITY

The exhibition space is part of Moreland City Council's Civic Centre building. The foyer is fitted with ceiling mounted detectors and a camera. The Council building also maintains a system of closed circuit television monitoring, however artworks are left at the risk of the exhibitor.

INSURANCE AND LIABILITY

Moreland City Council will not be held responsible for any loss or damage to artworks (during transportation, display or storage), or personal injury to exhibitors. Exhibitors are advised to take out the relevant insurance measures: personal accident cover and insurance to cover loss or damage to artworks during transportation, storage and exhibition.

EXHIBITION SALES

The Coburg Town Hall Arts Space is a public space, not a commercial gallery. No commission is taken on works sold, so all proceeds of sales go directly to the exhibitor/artists.

No payments for artworks (including deposits) will be taken by Moreland City Council staff. If the exhibitor wishes to sell artworks they will need to leave contact details at the exhibition space.

EXHIBITOR RESPONSIBILITIES

Approved exhibitors are responsible for the following:

- The installation/deinstallation of the exhibition ensuring that safety and OHS standards are adhered to.
- Delivery of artworks to and from the space (all costs to be met by exhibitor).
- All costs associated with the exhibition opening (including the provision and serving of food and beverages).
- The organisation and booking of an appropriate exhibition opening speaker to launch the exhibition (if desired).
- Catalogue production costs (if desired).
- All advertising or publicity costs associated with the exhibition.
- Exhibitors may develop public program activities in conjunction with Council staff (eg. Artist talks).

ACKNOWLEDGEMENT

Successful applicants should be advised that all publicity material should acknowledge Moreland City Council.

Acknowledgment requirements for the exhibition should include:

- The inclusion of Council's logo on all publicity material generated for the exhibition;
- An opportunity for a Moreland City Council representative to speak at the opening and any other activities associated with the exhibition where appropriate.

APPLICATION FORM



Central Bookings
Locked Bag 10
MORELAND VIC 3058
Phone: 9240 2280
Fax: 9240 1212

E-mail: townhalls@moreland.vic.gov.au

Coburg Town Hall Arts Space

HIRER DETAILS

Name of exhibitor / Curator: _____

Address: _____ Post code: _____

E-mail: _____

Phone: _____ Work: _____

Mobile: _____ Fax: _____

ORGANISATION DETAILS (IF APPLICABLE)

Name of group/organisation: _____

Is the group/organisation not for profit: No Yes

Is the group/organisation incorporated (please include number): No Yes _____

Do you have an ABN (please include number): No Yes _____

EXHIBITION PROPOSAL DETAILS

Title of exhibition: _____

Brief description of the exhibition: _____

Date of exhibition (max. 6 weeks) From: ____/____/____ To: ____/____/____

Preferred installation date: ____/____/____ From: ____am/pm To: ____am/pm (b/h)

De-installation date: ____/____/____ From: ____am/pm To: ____am/pm (b/h)

Please advise us if you want to have a launch or opening function for the exhibition:

Launch Date (if applicable): ____/____/____ From: ____am/pm To: ____am/pm

PUBLIC LIABILITY INSURANCE

- I have a current Public Liability Insurance certificate (please provide a copy)
- I'd like to purchase Council's Public Liability Insurance coverage for \$25 (Community groups & private citizens only)

FOOD SAFETY INFORMATION

To assist in processing your application in relation to the requirements of the Food Act 1984 you are required to advise Council if you will be serving food at your function.

Please mark the box below which best describes your function.

- No** food and/or drinks at this function.
- Yes**, there will be food and/or drinks at this function.
If there is food and/or drink at your function, please complete page 7 'Food Premises Checklist' and return it with your Hire Agreement.

I am over 18 years of age and agree that the above information is true and correct and the booking is tentative until confirmed by Moreland City Council in writing. I also agree to abide by the conditions of hire as set out in the Information Pack.

Signature: _____ Date: ____/____/____

Name (please print): _____

Return completed form to:

Moreland City Council, Central Bookings, Locked Bag 10, MORELAND VIC 3058

Email: townhalls@moreland.vic.gov.au

Fax: (03) 9240 1212

**Moreland City Council - Facility Booking
Food Premises Checklist
Food Act 1984**

What types of food products will be prepared/sold at the event? (tick all appropriate)		Yes	No
11	Fruit salad and salads	<input type="checkbox"/>	<input type="checkbox"/>
	Fruit/vegetables cut/sliced	<input type="checkbox"/>	<input type="checkbox"/>
	BBQs (<i>e.g. hamburgers, sausages, other meats, cooked eggs, cooked/raw vegetables, bread</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	Deep fried foods (<i>e.g. chips, dim sims, spring rolls, dumplings</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	Desserts (<i>e.g. cheese cakes, custard tarts or any dessert that contains fresh cream, raw eggs or custard</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	Fruit juices/smoothies	<input type="checkbox"/>	<input type="checkbox"/>
	Soft serve ice cream	<input type="checkbox"/>	<input type="checkbox"/>
	Rice dishes	<input type="checkbox"/>	<input type="checkbox"/>
	Casseroles or curries	<input type="checkbox"/>	<input type="checkbox"/>
	Noodles/pasta/lasagne	<input type="checkbox"/>	<input type="checkbox"/>
	Sandwiches (<i>e.g. containing smallgoods, vegetables/salads, meat or cheese</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	Pies/sausage rolls/pasties	<input type="checkbox"/>	<input type="checkbox"/>
	Packaged low risk foods (<i>e.g. packaged chips, lollies, chocolates and drinks</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	Raw egg products (<i>e.g. tiramisu/homemade mayonnaise</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	Soup	<input type="checkbox"/>	<input type="checkbox"/>
	Packaged drinks (<i>e.g. soft drink, packaged alcohol</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Unpackaged drinks (<i>e.g. unpackaged alcohol, tea, coffee</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Other Foods			
Please detail any additional food products prepared/sold at the event/function:			

Environmental Health Unit Use Only	
Responsible Officer: _____	
Food Act Registration/Notification Required: YES/NO	
Officer Area: _____	Premises Class: _____

PLEASE NOTE: If you plan to alter the type of food you will be selling/serving (additional to the food activities listed on this form) you must notify Moreland City Council immediately, complete this form again and provide any other relevant details.

Applicant Details

Applicant/Group Name:

Applicant/Group Contact Name:

Contact Phone:

Function Venue:

Applicant/Group Postal Address:

Function Details

Function Type: (please specify):

Function Date(s): ____/____/____

Function Start/Finish Time:

-

Number of People Attending Event: (approximate)

Event Food Details

Yes

No

1 Will the applicant (or anyone on their behalf) be **providing** food at the event/function?

2 Will the applicant (or anyone on their behalf) be **selling** food at the event/function?

3 Will any food and/or alcohol be provided as part of a fee charged for entry to the event/function?

4 Will alcohol be provided at the event/function?

Will the alcohol be offered for sale?

5 Will people attending the function be bringing BYO food and/or alcohol?

If yes, detail the type of BYO food:

6 Is the applicant a Community Group or Not for Profit Organisation?

If yes, please attach not-for-profit status or incorporated certificate

7 Is the applicant/group's place of business based within Moreland City Council?

8 Does the applicant have a current Food Act registration with Moreland City Council?

9 Does the applicant have a current Food Act registration with another Victorian Council?

10 Will the event/function be catered for by a Registered Catering Food Business?

Trading Name:

Food Act Registering Council:

Food Act Registration No:

Contact Person:

Phone:

Address:

Suburb:

I, the undersigned, hereby agree the information provided above is true and correct.

Signed: _____ **Date:** ____/____/____

Definitions

Pre-packaged food this is food that has been sealed within a package prior to entering the business, remaining in that package until sale. Packaging is designed to protect the food from contamination by physical, chemical or biological hazards.

Ready-to-eat-food is food that is ready for consumption, and includes food that may be reheated, portioned or garnished or food that undergoes similar finishing prior to being served

Low risk foods means food that is unlikely to contain pathogenic micro-organisms and will not normally support their growth due to food characteristics. For example; grains, cereals, carbonated beverages, jams, dried fruits, pasteurised milk, ice cream manufactured from pasteurised or heat treated milk, pasteurised or heat treated soy milk, and cut fruit or vegetables (which are not subject to any further processing).

Community group means:

- a. a not for profit body; or
- b. a person or unincorporated group of persons undertaking a food handling activity solely for the purposes of raising funds for charitable purposes or for a not for profit body
not for profit body means an incorporated or unincorporated body or association that is not carried on for the purposes of profit or gain to its individual members and is, by the terms of the constitution of the body or association, prohibited from making any distribution, whether in money, property or otherwise, to its members.

Food business A business, enterprise or activity (other than primary production) that involves handling food intended for sale (as defined in the Act), or the sale of food.

Potentially hazardous food means food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food, or to prevent the formation of toxins in the food. For example:

- raw and cooked meat (including poultry and game) or foods containing raw or cooked meat such as casseroles, curries and lasagne;
- smallgoods such as Strasbourg, ham and chicken loaf;
- dairy products, for example, custard and dairy-based desserts such as cheesecakes and custard tarts, but does not include pasteurised milk, ice cream manufactured from pasteurised milk;
- seafood (excluding live seafood) including seafood salad, patties, fish balls, stews containing seafood and fish stock;
- processed fruits and vegetables such as fruit salads, fruit juices;
- cooked rice and pasta;
- foods containing eggs, beans, or other protein-rich foods such as quiche, fresh pasta and soy bean products; and
- foods such as sandwiches, rolls and cooked and uncooked pizza that contain the foods listed above.

Pre-packaged food means food that has been sealed within a package prior to entering the business, remaining in that package until sale. Packaging is designed to protect the food from contamination by physical, chemical or biological hazards.

Sale of Food includes

- (a) barter, offer or attempt to sell; and
- (b) receive for sale; and
- (c) have in possession for sale; and
- (d) display for sale; and
- (e) cause or permit to be sold or offered for sale; and
- (f) send, forward or deliver for sale; and
- (g) dispose of by any method for valuable consideration; and
- (h) dispose of to an agent for sale on consignment; and