

Shellharbour Village Exhibition Space Application Form

Please ensure **all sections** are complete or your application may not be accepted.

Return completed form to: svcs@shellharbour.nsw.gov.au

Contact Details:

Name of Hirer/Organisation:

Contact Name(s) for Club/Group:

NB. Non-profit groups will need to provide proof of Non-profit status

Position: Email Address:

Postal Address:

Contact No(s): (H)..... (W) (M)

Do you or members of your hiring group live, work or study in:

Shellharbour LGA Illawarra region Reside outside of this area

Please provide a brief description of yourself as an artist/musician/poet/etc. This may be used for media/marketing for your event.

Please include; your suburb, art-form, creative style, what attracts you to this, when and why you started, inspirations, other related events/achievements/awards or anything else that is relevant.

Please select what type of creative event you wish to hire the space for:

- Visual Arts Exhibition
 Education Program or Workshop
 A Meeting or Function
 Performance Event
 Other

Please indicate your preferred booking dates including year:

1st preference: to 2nd preference: to

Access from 8am on first day of booking. SVES must be vacated by 12 midday on last day of booking

Public opening times: to

Opening event (if applicable): Date: Times:

Bump in Date: Times:

Bump out Date: Times:

SVES capacity: Hall (Standing): 50 Seated Theatre: 30 Meeting Tables: 30

Exhibition/Event Title:

Please provide a brief description of your event. This may be used for media/marketing for your event.

Please include; concept of event or exhibition, physical outlay of space including equipment, amount/type of artworks, how event fits in with wider context of your practice, type of audience it would appeal to and other details eg. opening night, talks, workshops etc.

Please list and attach examples of your artworks that are representative of your exhibition or event. This may be submitted via email with this completed form, in digital format.

	Title of Work	Medium	Year	Price	Dimensions (cm)
1					
2					
3					

Public Liability Insurance: (please tick)

I have my own Public Liability Insurance (min. \$20,000,000) and have attached a copy of my current Public Liability Insurance.(please ensure this is current at time of event as your event may be cancelled if insurance expires).

I do not have my own Public Liability Insurance and will be purchasing Council's Facility Overhead Contribution Fee:

Agreements

I hereby give permission for Shellharbour City Council the perpetual non-exclusive right to reproduce the whole or any part of visual material submitted and works exhibited, in electronic form, hard copy or otherwise for the purpose of education, publicity and promotion or grant this same permission to approved associated funding bodies:

I understand that I will be subscribed to the SVES newsletter in order to see my upcoming event featured, however I know I can unsubscribe at any time.

I confirm that the information I have provided on this application form is true and correct.

I have read and understand the SVES Conditions of Hire: YES (please tick)

Signature of Hirer:..... Date:

IMPORTANT: If your **Application** form is approved, you will receive a **Reservation Letter** in order to complete the hire process of the SVES. Your booking is not confirmed until you receive a reservation letter and paid your 10% deposit.

OFFICE USE ONLY

Payment Details:

Name of Hall	Code (Circle)
Shellharbour Village Exhibition Space	411

Fees Payable	Amount Due	Date Paid	Receipt No.
HALL HIRE FEE x \$			
Facility Overhead Contribution Fee (code: 204)			
Total Payable			
Less Deposit Paid			
Balance (due 1 month prior to booking for casual hirers)			
Refundable Bond (due two weeks prior to booking)			
Refundable Key Bond (where applicable)			

Hall Bag Key Bag

Facilities Officer

Your Privacy: Shellharbour City Council respects your privacy at all times. When processing your application we collect personal information about you for the primary purpose of providing you with a high level of customer service. For more information please see our *Privacy Management Plan* on our website www.shellharbour.nsw.gov.au or contact our Privacy Officer on 4221 6111. Information leaflets are also available at our offices and libraries.