**Hastings City Art Gallery Event Brief**

**HASTINGS CITY ART GALLERY INFORMATION**

Thank you for making an enquiry about the Hastings City Art Gallery, 201 Eastbourne Street East, Hastings. The gallery offers an engaging annual programme of 12-16 local, national and international contemporary art exhibitions across 3 spaces – Main Gallery, Holt Gallery and The Foyer.

**Auaha Function Space:**

The Gallery has an additional space - Auaha – used for public programmes, workshops, artist residencies, meetings. This is available for external hireage.

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| **AUAHA** | Auaha is a round space situated off the entrance foyer. Seating and Tables : 20-25Seating only : 30Standing event : 35Events that are standing are able to filter out into the other areas of the Gallery, this would increase the capacity significantly. We are not always able to accommodate requests for this, due to the particular exhibition on show at the time of use.Please note: Exhibition spaces are sometimes in the process of de-install and re-install, usually a 2 week process. The changeover and exhibition dates are non-negotiable.  |
| **KITCHEN** | Directly connected to Auaha are kitchen facilities available for use. (Approx. 30 glasses, platters, plates, cutlery, fridge, oven, coffee and tea making facilities. An urn can be used for larger groups. The gallery is also able to supply disposal cups if preferred. |
| **AV GEAR** | Auaha has a 40-inch monitor to screen presentations etc. Media player, usb or laptops can be used. Free wifi available.The gallery can source a PA system, lectern, microphones, dvd players and monitors. Please discuss your requirements clearly with our technician on booking the venue. |
|  |  |
| **CHAIRS/TABLES** | The gallery has 30 portable stools, 35 children’s stools, 25 event chairs and 100 cushioned chairs, 7 tables. We can also supply tablecloths if requested. |

**EVENT NAME:**

Contact Name:

Contact Number/s:

Date:

Fee:

***Location***

□ AUAHA □ MAIN GALLERY □ HOLT □ FOYER □ CIVIC SQUARE

**Event Description**

*Please give a brief description of the format and schedule of your event:*

**Gallery Hospitality**

*Do you require any of the below:*

□ Pōwhiri or Mihi whakatau □ Gallery speaker/s □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security** (***Please note if security / hosts are required, charges may apply)***

□ Microphone □ Audio/Visual □ PA System (Voice)

□ PA System (Group) □ Media Player □ CD player

□ TV □ DVD player □ Stage

□ Lectern/Easel □ Special Lighting □ Stools/ chairs

□ Tables \_\_\_\_\_\_\_\_\_\_ □ Kitchen

□ Cups/glasses □ Tea and coffee facility

**Catering**

□ Indicate your catering arrangements. (We can supply a list of caterers if required.)

**Marketing**

□ Event signage (Event name, registration, reserve signs)

**Own Equipment**

Please list what equipment you will be bringing for your event

***Please note electrical appliances need to be tested and tagged by a certified electrician***

***Any changes must be made within 72 hours of the event***

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEES**

*During Gallery open hours:*

**Auaha – Full day 9.00am-4.30pm ………………………… $250.00**

**Auaha – Half day 9.00am-12.00pm.……………………… $150.00**

 **1.00pm-4.00pm…………………. $150.00**

**Auaha per hour ………………………………………….. $60.00**

*After hours:*

**Venue Hire/use of Kitchen………………………............. $250.00**

**AV Equip. ……………………………………………...……… $50.00**

**Staff ……………………………………………………… $35.00 per hr (min. of 1 req)**

**Tablecloths …………………………………….……………… $15.00 each**

*Glasses and catering to be supplied by client.*

*All areas to be cleaned and left “as before” at the end of any event.*