



VENUE HIRE TERMS

Gallery 307 is situated at 305-307 Sailors Bay Road, Northbridge on the lower North Shore just 10 minutes from Sydney CBD.

With two frontages to Sailors Bay Road and offering combinations of between 1 and 4 large, bright exhibition rooms and a lovely tree-filled backyard, this Venue has great potential for exhibitors or hirers wishing to hold dinner parties or other social events or activities.

Walls are painted white with high, ornate ceilings and the floor presents hardwood floorboards.

Lighting consists of a combination of halogen and LED lights.

All exhibition rooms have a Gallery hanging system.

Plinths is available upon request and must be arranged at the time of booking.

Standard Gallery hours

Tuesday to Friday 10.00 am – 5.00 pm

Saturday 10.00 am – 3.00 pm

Other times by appointment

Venue Rental and commission:

Rental options by the hour or day, additional rooms etc. are subject to availability.

Gallery 307 Venue Hire rates						
These rates include: - power and light, - access to kitchen - tables and chairs and - GST.	Area in Sq. Metres	Per hour	Per day	1 week	2 weeks	3 weeks
1 Front Gallery room	36	\$55	\$220	\$950	\$1,700	\$2,250
2 Front Gallery Rooms	72	\$110	\$400	\$1,700	\$2,700	\$3,600
Centre Studio	20	\$55	\$164	Weekly rental only available when not required for after-school or holiday programs.		
Garden Studio & access to garden	24.8	\$55	\$200			
Upstairs studio	36	\$55	\$200			

Deposit: A 50% non-refundable deposit is required in order to secure the booking with the balance payable by the date hire commences.

Invitations and Advertising: On request, and depending on requirements, Gallery 307 may design and print invitations at the hirer's cost, promote an event on its website and via Facebook and Instagram, develop a press release and provide letter box drops if required.

Catering: Unless requested from and agreed to by Gallery 307, catering is the responsibility of the hirer however we have a small kitchen which can be made available to caterers.

If providing your own catering, do you require hire of glasses, platters etc.? N Y

Details:

Release of Liability and Indemnity:

The hirer agrees:

- that Gallery307 shall not be liable for any injury to the Hirer or for any damage or loss personal property arising out of the hire.
- to indemnify and hold harmless Gallery 307, its officers, directors, employees, volunteers and agents against all personal injury, loss or damage suffered during the period of hire.

Insurance: Gallery 307 carries \$20,000,000 Public Liability insurance.

Agreed terms to form the basis of Agreement

Dates

Hire period from _____ to _____

Costs

Gallery Hire	\$	
Invitations	\$	
Press Release / Letterbox drops (if required)	\$	
Catering (if required)	\$	(incl. GST)
Hire of glassware etc. details:	\$	
Total cost	\$	

Signed: Hirer..... date / / .

Name:

Signed: Director/Gallery Assistant..... date / /

Name: