

Workshop Space Hire Information

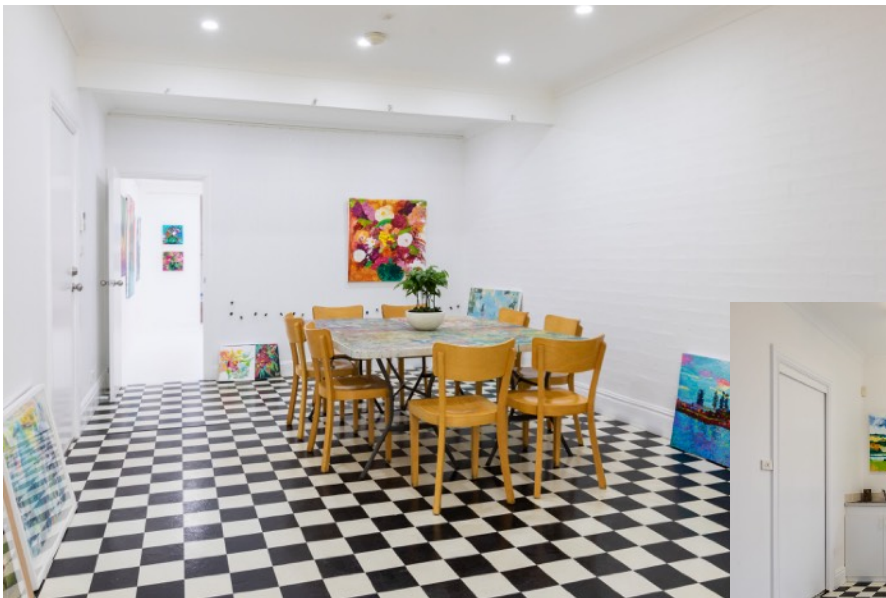
Terms and conditions for hiring the workshop space at

FERN STREET GALLERY

2/131 Fern Street, Gerringong NSW 2534

At Fern Street Gallery we believe in sharing the love of art and all things creative. Whatever your creative thing is, we offer you a beautiful environment to bring your workshop participants into to share and teach your creative medium. We focus on small and intimate groups with a recommended number of attendees of 6-8, as we believe there is value in plenty of personal attention and guidance in any creative process.

Invite your workshop participants to join you at Fern Street Gallery's workshop space and enjoy our artistic and welcoming surrounding and a light filled workspace.



More photos at the end of this document and on our website. www.fernstreetgallery.com.au



About Gerringong

Gerringong is known for its beautiful beaches, rolling country side and village atmosphere. Just 90 minutes south of Sydney, Gerringong is a popular destination for day-trips and holiday makers. Fern Street Gallery is positioned on the main street, right in the heart of Gerringong which is also home to favoured local cafes and monthly weekend markets.

About Fern Street Gallery

We are an artist-run gallery and our main focus is offering visual artist a professional gallery to showcase their art to be in direct contact with their buyers and collectors - connecting creators and collectors,

offering art lovers a contemporary art experience with a personal touch. In addition, we offer the workshop space for hire for artist and other creatives, so they can share their skills and passion which attracts both locals and visitors drawn to indulge in creative endeavours.

When hiring the workshop space, please be mindful of the artists at the gallery and allow them access to the toilet, fridge and sink if needed. If you have any questions at all during running your workshop, please remember we are only a phone call away. We are here to help you have a lovely experience at Fern Street Gallery Workshop Space and always happy to have a chat.

What is included in workshop space hire:

A light filled and welcoming space to run your workshops.

Comfortably fits up to 6 - 8 participants

Table-easels and drawing boards available on request

Sink for cleanup

Adjoining toilet with additional sink

Fridge for storage of milk, snacks and food.

Water kettle for morning/afternoon tea (BYO tea and coffee)

A listing on our website for your workshop

Mention of your workshop in our email newsletter when possible

Social Media mention of your workshop at our discretion

Easy access to all-day public parking behind premises or in nearby streets

Located right amongst coffeeshops, bakery and cafe's

Insurance

You must have public liability insurance in order to run workshops at Fern Street Gallery Workshop Space and we require that you provide a Certificate of Currency for Public Liability Insurance. It needs to show that you are covered for facilitation of workshops or classes at a hired venue, away from your usual place of business. Failure to do so might result in cancellation of your workshop and loss of your hire-fee.

If you are running workshops for children, you must have a current valid 'Working with Children Check'. Please ensure participants are not running in the workshop space, or in the gallery. Running or bringing workshop materials or food into the gallery space is not allowed. You agree to cover any damage caused by yourself or participants to our premises. Candlelight or open fire of any kind is not allowed.

Marketing & Bookings for your Workshop

Your workshops, your business - we respect that. That also means **you are responsible for your own marketing**. We encourage you to build your own workshop business and we therefore leave the marketing to you, as well as your participants, they are yours. You simply hire the space from us and you organise your participants in accordance with your own business guidelines, payment systems and policies. We are happy to offer you a listing on our Fern Street Gallery website under Workshops if you

wish, as well as mention your workshop on social media at our discretion and in our newsletter when possible. However, all other **marketing is your responsibility**. (Please always spell out Street (not St.) when referring to the gallery in any marketing - i.e. Fern Street Gallery. Thank you so much).

Hire Fees & Conditions

Monday-Friday*:

Full Day Hire (10am-5pm): \$185

Half Day Hire (10am-1pm OR 1.30pm-4.30pm): \$135

Night Hire (5pm-9pm): \$150

Saturday, Sunday & Public Holidays*:

Full Day Hire (10am-4pm): \$220

Half Day Hire (10am-1pm OR 1.30pm-4.30pm): \$150

* All workshops must be packed up and left fully cleaned up and tidy **within the timeframe**. I.e workshop should conclude 15-30min prior to finished hire time to allow time for cleanup and vacation of premises prior to end time. (This includes emptying bin, cleaning the floor, cleaning sinks and the toilet if used, making sure lights and heater is turned off and doors locked before you leave).

Payment and cancellation policy

Full payment is required to secure the space on your chosen date. We do not offer refunds. However, if you are cancelling your workshop more than 7 days prior to the date, we can offer you to move your workshop to another date, if possible. Less than 1 week notice of cancellation forfeits your hire-fee.

Book it in:

In order to book the space for your workshop, please get in contact via email art@fernstreetgallery and tell us about your workshop(s) and your desired date(s).

Once a date has been confirmed, we will email you an invoice. Your booking is secure upon payment.

We are looking forward to welcoming you into our space. We strive to build a thriving community of like-minded creatives and want your experience with Fern Street Gallery to be a warm, welcoming and enjoyable. Please do not hesitate to get in touch if we can further assist you on your path to offer your workshop participants the best workshop environment.

Gitte Backhausen & Kerry Bruce Directors at Fern Street Gallery

Fern Street Gallery

2/131 Fern Street,

Gerringong NSW 2534 - **Gitte 0410 400 120** - Kerry 0418 463 207

art@fernstreetgallery.com.au - www.fernstreetgallery.com.au - @fernstreetgallery (FB + Instagram)



ART WORKSHOPS - FERN STREET GALLERY

