

DECLARATION BY LESSEE OR HIS AUTHORISED REPRESENTATIVE

I,

on behalf of

declare that I have read and accept the regulations governing the use of the facilities at the William Humphreys Art Gallery.

I undertake to pay the rental, less the deposit, and all other fees payable, prior to the commencement of the function.

DATE:

SIGNATURE

ADDRESS

.....

.....

TEL. NO. (W).....

(H)

FAX NO.

APPLICATION APPROVED

YES/NO

.....
For William Humphreys Art Gallery

DATE :

WILLIAM HUMPHREYS ART GALLERY

HIRE OF BASIL HUMPHREYS AUDITORIUM AND OTHER FACILITIES

TERMS AND CONDITIONS

1. The use of the Basil Humphreys Auditorium and other facilities at the Art Gallery will be at the discretion of the Council of the William Humphreys Art Gallery. **The Council reserves the right of admission.**
2. The Council reserves the right to make further stipulations should they be deemed necessary.
3. The Art Gallery is available for hire from 08:00 – 17:00 Monday to Saturday and also from 17:00 – 22:00 Monday to Saturday.
4. Applications for the use of the Art Gallery's facilities will only be considered if these do not interfere with the gallery's own activities, or conflict with the ethic of a museum such as the William Humphreys Art Gallery.
5. FIRE REGULATIONS
 - 5.1 **NO SMOKING IS ALLOWED IN THE AUDITORIUM OR IN ANY OTHER PART OF THE ART GALLERY.**
 - 5.2 No electrical equipment other than that provided may be used without approval of the Director of the Agent.
 - 5.3 No equipment or apparatus may be placed in a position which could in any way hinder the free flow of traffic in and out of the auditorium or other facility, or put the paintings at risk.
 - 5.4 Any branding or promotional material must be discussed with the Agent or the Gallery staff.
6. PROJECTION FACILITIES
 - 6.1 The audiovisual equipment in the auditorium is to be operated under supervision of the Agent.
 - 6.2 Under no circumstances may the audiovisual equipment be modified.
7. SECURITY
 - 7.1 The Art Gallery's facilities may not be used without the presence of the Museum Attendants.
 - 7.2 The lessee will be liable for the remuneration of after hours overtime paid to such Museum Attendants as deemed necessary by the Council to be on duty, but this number will never be less than two.
 - 7.3 The Art Gallery must be vacated within a reasonable time after the conclusion of the function.

8. RESERVATION OF FACILITIES

8.1 All applications should be made in good time on the approved application form and signed by the Agent when such fee as will apply, is calculated.

8.2 The full fee should be paid **prior to or on the day of the function.**

9. REFRESHMENTS

9.1 The Art Gallery's kitchen is not available for use by the lessee.

9.2 No preparation of food will be permitted on the premises.

9.3 All refreshments for the proposed function should be arranged with The Palette Tearoom at the Art Gallery and payment for this made directly to them.

10. RESPONSIBILITY

10.1 Under no circumstances may works of art, furniture or equipment be removed from their positions.

10.2 In no way whatsoever may promotional or conference materials be displayed on the walls of any area of the Art Gallery. Screens for this purpose can be provided, should they be required. Any branding or promotional material must be discussed with the Agent or the Gallery staff.

10.3 The lessee will be responsible for any loss or damage to the building, equipment, furniture or accessories which are the property of the Art Gallery, which could arise as a result of some action by the lessee.

10.4 Should any equipment be found to be in a defective condition, this should be reported to the Agent before the facility is used. Should no such report be made, it will be assumed that everything is in order.

10.5 The lessee must remove any property or equipment which belongs to him not later than the morning of the day following the function for which the facility was hired.

10.6 The lessee or his representative will, at the request of the Director or her representative, have any person whose behaviour is considered unacceptable, removed from the premises.

10.7 The Director or her authorised representative reserves the right to enter the facility at any time.

PLEASE NOTE :

The Art Gallery will not accept liability for any accidents in which individuals are involved or for injury or loss, whatsoever the cause.

The Art Gallery will not accept liability for any loss which might arise as a result of a power failure.

The Art Gallery will not accept liability for loss or damage to property which is brought onto the premises and left there.

PLEASE MAKE SURE THAT YOUR SPECIFIC REQUIREMENTS HAVE BEEN DISCUSSED WITH THE AGENT IN ORDER TO ENSURE THAT YOUR EVENT IS AS SUCCESSFUL AS YOU WOULD WISH IT TO BE.

THANK YOU FOR USING OUR FACILITY!

**WILLIAM HUMPHREYS ART GALLERY
PRELIMINARY CALCULATION OF RENTAL**

	Tariff per session per facility	No. of facilities	Amount
1. Morning session (08:00 - 13:00)	R500,00		
Lunch hour session (13:00 - 14:00)	R150,00		
Afternoon session (14:00 - 17:00)	R500,00		
Evening session (17:00 - 22:00)	R525,00		
2. Use of equipment	R125,00		
Use of crockery, cutlery, table linen	R100,00		
(all above prices vat inclusive)			
Total payable to William Humphreys Art Gallery			
Less deposit of 50% payable on confirmation of reservation (Receipt No..... Date.....)			
Balance payable prior to commence- ment of function			
3. Overtime remuneration per Museum Attendant - per hour or part thereof (to be paid in CASH - see clause 10.5 and also clauses 9.1 and 9.2 of Regulations)	R 40,00		
Total payable to Museum Attendants			

PLEASE NOTE :

Should the lessee require the piano to be tuned, he will be liable for the cost thereof.

**WILLIAM HUMPHREYS ART GALLERY
PRELIMINARY CALCULATION OF RENTAL
STATE DEPARTMENTS**

	Tariff per session per facility	No. of facilities	Amount
1. Morning session (08:00 - 13:00)	R250,00		
Lunch hour session (13:00 - 14:00)	R100,00		
Afternoon session (14:00 - 17:00)	R250,00		
Evening session (17:00 - 22:00)	R300,00		
2. Use of equipment	R100,00		
Use of crockery, cutlery, table linen	R100.00		
(all above prices vat inclusive)			
Total payable to William Humphreys Art Gallery			
Less deposit of 50% payable on confirmation of reservation (Receipt No..... Date.....)			
Balance payable prior to commence- ment of function			
3. Overtime remuneration per Museum Attendant - per hour or part thereof (to be paid in CASH - see clause 10.5 and also clauses 9.1 and 9.2 of Regulations)	R 40,00		
Total payable to Museum Attendants			

PLEASE NOTE :

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**WILLIAM HUMPHREYS ART GALLERY
PRELIMINARY CALCULATION OF RENTAL
CULTURAL ORGANISATIONS**

	Tariff per session per facility	No. of facilities	Amount
1. Morning session (08:00 - 13:00)	R 50,00		
Lunch hour session (13:00 - 14:00)	R 30,00		
Afternoon session (14:00 - 17:00)	R 50,00		
Evening session (17:00 - 22:00)	R 60,00		
2. Use of equipment	R 50,00		
Use of crockery, cutlery, table linen	R 40,00		
(all above prices vat inclusive)			_____
Total payable to William Humphreys Art Gallery			
Less deposit of 50% payable on confirmation of reservation (Receipt No..... Date.....)			
Balance payable prior to commence- ment of function			_____ _____
3. Overtime remuneration per Museum Attendant - per hour or part thereof (to be paid in CASH - see clause 10.5 and also clauses 9.1 and 9.2 of Regulations)	R 40,00		
Total payable to Museum Attendants			_____

PLEASE NOTE :

Should the lessee require the piano to be tuned, he will be liable for the cost thereof.