

## BLUE MOUNTAINS CULTURAL CENTRE FACILITY HIRE POLICY

### Version-control information:

Adopted by ELT/CEO: 28 May 2021  
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Previous version(s): 27 July 2012  
Policy register reference: 205  
Responsible service: Cultural Services

**Contact position: Manager Arts and Cultural Services**

### Policy statement

The Blue Mountains Cultural Centre is the premier visual arts and cultural facility in the Blue Mountains. The centre is designed as an activated space, encouraging community engagement and promoting the unique qualities of the Blue Mountains region. It aims to be entrepreneurial in its business operations and, in doing so, to raise funds to complement the subsidy required from Blue Mountains City Council for operations and maintenance.

Blue Mountains City Council sets a framework of consistent and transparent conditions for hiring out rooms or floor-space (exhibition or non-exhibition spaces) within the Blue Mountains Cultural Centre. This policy aims to improve the Cultural Centre's revenue-raising capabilities.

### Scope

This policy applies to Arts and Cultural Services staff and to any individuals or organisations who wish to hire rooms and/or floor-space (exhibition or non-exhibition spaces) within the Blue Mountains Cultural Centre.

### Roles and responsibilities

Position	Responsibilities
Manager Arts and Cultural Services	Final authority in determining space hire requests outside of standard notification period (three weeks), and for all other standard and non-standard space hire requests.
Coordinator Marketing & Promotions	Accept and schedule exhibition and non-exhibition space hires, reporting to the Manager Arts and Cultural Services.

## Definitions

Term	Definition
exhibition spaces	The exhibition areas within the centre's 600-square-metre designated gallery space.
non-exhibition spaces	The centre's theatrette/seminar room, multi-purpose workshop area, public courtyards and viewing platform.

### 1. Policy details and information

The Blue Mountains Cultural Centre's exhibition and non-exhibition spaces are available for hire by individuals and organisations, providing that such functions:

- do not impact on the operations of the Blue Mountains Cultural Centre,
- do not intrude on temporary exhibitions on show,
- are not contrary to the conditions required for touring and programmed exhibitions, as determined by the Manager Arts and Cultural Services,
- do not impede access for the public during opening hours,
- benefit the centre and the Blue Mountains region, and
- do not exceed the licensed number of people allowed in a place of public entertainment.

Requests to hire any part of the Blue Mountains Cultural Centre are to be made in writing to the centre's Coordinator Marketing & Promotions with a minimum of three weeks' notice. The centre plans exhibitions and public programs 18 to 24 months in advance, so requests to hire with less than three weeks' notice are at the discretion of the Manager Arts and Cultural Services.

In assessing requests to hire any of these spaces, the Coordinator Marketing & Promotions (or the Manager Arts and Cultural Services) will consider the impact that any function may have on the security and conservation of works of art and exhibitions, current education and public program activities, and public access. The Cultural Centre's own programs and activities take priority over all other uses.

Generally, the exhibition spaces can be hired outside of public opening hours, while the non-exhibition spaces can be hired during and after public opening hours. The availability of any of the spaces for hire is ultimately at the discretion of the Manager Arts and Cultural Services.

All hirers must abide by the centre's conditions of use. Hire costs are set by Blue Mountains City Council's schedule of fees and charges.

All funds raised from the hire of these spaces will be used to support the centre's ongoing operation and development.

## 2. Related documents

This document should be read in conjunction with:

### Legislation

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### Other documentation

- Blue Mountains Cultural Centre Exhibition Policy
- Blue Mountains Cultural Centre Sponsorship Policy
- Blue Mountains City Council's Creative Strategy 2020-2027