

# Salamanca Arts Centre

## Lightbox

## Information Kit & Conditions of Hire

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For further information please contact:

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## The Basics

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The Lightbox is Salamanca Art Centre's most intimate venue, and is encountered even before passing through the front doors. Commanding the best public location in Salamanca Place, the Lightbox is a square metre of window space available to approved artists to install works that utilise the attributes of this special exhibition space.

The Lightbox gallery is part of SAC's subsidised Access Galleries program and is offered to SAC Associate Members and SAC Resident Artists for FREE on the acceptance of an exhibition proposal.

The Lightbox is a window space beside the main entrance to the Salamanca Arts Centre (Young Building Entrance) on Salamanca Place and can be viewed by the public 24 hours a day.

SAC has an on-going curatorial program for artists to interpret the space with specific installations that reflect its dimensions and the passage of light through it. Each month showcases the work of a different artist's contemporary artworks, including sculpture, ceramics, jewellery and installation.

In May 2019 the Lightbox underwent some renovations:

The old multi-pane window facing Salamanca Place was replaced with a single-pane of glass and the interior is now white. We hope that these improvements will assist in the visibility of the Lightbox and better showcase artworks.

**Please note: The Lightbox is not a commercial display case for the sale of goods. However, artworks within the Lightbox installation may be for sale.**

- You must be a SAC Associate Member or a SAC Resident Artist to exhibit in the Lightbox;
- Lightbox exhibitions are limited to 1 or 2 artists per exhibition; it is available for group exhibitions only under special circumstances;
- The Lightbox is in a public space, therefore the content of artworks on display must be appropriate for all ages and all audiences (G Rated). Artworks which include water or other liquids are not permitted in the Top Gallery. Artworks which include audio elements must not disturb or impact adjacent Residents and Retailers, Offices or Studios (control measures may include low volume, headphones, etc.);
- The Hire Period is ONE MONTH (approx. one calendar month, e.g. 1 – 31 March);
- The Lightbox is FREE to hire;
- There is limited vehicle access for bump in / bump out (no loading access on Saturdays prior to 5:00pm due to the Salamanca Market).

#### **Equipment List**

- Lockable glass installation space;
- 3 x LED lights installed in the ceiling;
- Hanging System (grate installed in the ceiling so items can be hung / suspended)
- 240 Volt power outlet;
- Limited plinths.

# Venue Hire Rates

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2026 Venue Hire Rates BELOW | Effective 1 Jan 2026

All Costs are inclusive of GST

## Venue Hire for Exhibitions

	Per Month
<b>SAC Associate Members &amp; SAC Resident Artists</b>	FREE

### Venue Hire Rates include:

- Hire of the Lightbox for the duration of the Hire Period;
- Access to basic furniture;
- Public Liability Cover;
- Electricity Usage (general power);
- WIFI Usage.
- Design and printing of poster, and distribution throughout SAC.

### Venue Hire Rates DO NOT include:

- SAC Associate Membership Fees;
- Additional Cleaning. On-charged at \$55.00 per hour;
- SAC Technician. On-charged at \$55.00 per hour (mon. three-hour call);
- Hire of Additional SAC Equipment and SAC Technical Equipment.

# Conditions of Hire

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## SAC Associate Membership

Only SAC Associate Members and SAC Resident Artists are eligible to exhibit in the Lightbox.

SAC Associate Membership is annual (by calendar year – January to December) and must be valid at the time you exhibit.

SAC Associate Memberships fees are:

- Full \$43.00 (annually)
- Concession \$16.50 (annually)

## Hire Period

The Hire Period for the Lightbox is ONE MONTH approx.

Hire Periods have been reduced slightly (usually only by a day or two) to allow for a day of cleaning and maintenance between each exhibition.

The INSTALL and DE-INSTALL of your exhibition must occur within the Hire Period.

## Venue Hire Rates

The Lightbox is FREE to hire for SAC Associate Members and SAC Resident Artists.

## Cancellation OR Postponement

Should the Hire be cancelled Hirers shall provide as much notice as possible.

Arrangements for postponements shall be at the discretion of SAC and pending the availability of dates.

## Other Charges

The Hirer will be invoiced for any charges incurred during the course of their Hire Period (such as hire of SAC equipment and SAC Technical Equipment, SAC Technician charges) at the end of the Hire Period.

## Equipment

Hire of the Lightbox includes the following equipment:

- Lockable glass installation space;
- 3 x LED lights installed in the ceiling;
- Hanging System (grate installed in the ceiling so items can be hung / suspended);
- 240 Volt power outlet,
- Limited plinths\*

The Lightbox and all equipment is to be left as it was found at the end of the Hire Period.

\*SAC has a limited range of plinths of various shapes and sizes available for use by Lightbox Hirers, however these plinths are from a single pool that are shared between all of SAC's gallery spaces. For this reason, SAC cannot guarantee that a specific plinth is available for a specific exhibition. Plinths cannot be booked or reserved in advance; plinths are available on a first-in-first-served basis and each gallery has access to the plinths to whatever plinths are in the storeroom as of the first day of their Hire Period. The Hirer is responsible for retrieving and returning the plinths to the storeroom, and the painting of plinths during their install. SAC will provide drop sheets, rollers and paint for the painting of plinths if required.

If your exhibition is reliant on plinths, SAC advises that Hirers should supply their own specialised plinths.

## Technical Equipment

No technical equipment is included in the hire of the Lightbox.

SAC has a limited range of technical equipment available for hire by Lightbox hirers, however this equipment is from a single pool that is shared between all of SAC's venues. As such is it subject to availability and must be booked at least 8 weeks prior to the commencement of your Hire Period.

SAC Technical Equipment includes\*\*:

- Microphones;
- PA;
- Data Projectors;
- DVD Players;
- WD Media Players;
- TVs.

\*\*For a full list and specifications of the SAC Technical Equipment, a quote for Hire Charges and to book equipment for your Hire, please contact the Venues Manager.

All technical and electrical equipment brought onsite by the Hirer must have current tag and test certification and pass a visual inspection by the Venues Technician.

## Light & Power

There are 3 LED Lights installed in the ceiling of the Lightbox. These lights remain on 24/7, ensuring that artworks can be viewed at all times. These lights can be turned off by SAC Staff if not required by the artist. Please do not attempt to adjust the lighting yourself. Any damage to the lighting system will be charged to the Hirer.

There is 240 volt power outlet in the Lightbox, located in the lockable cupboard directly below the gallery space. Power cables can then be fed into the gallery space via two holes on either side of the gallery.

## Hanging / Installation / Dismount

It is the responsibility of the Hirer to hang / install and dismount the exhibition / event.

Works must be hung via the existing hanging system:

No screws / nails / hooks or other fastenings are to be attached to the Lightbox walls, floor or other heritage features.

No glue / tape / double sided tape / other adhesives are to be used on Lightbox walls, floor or other heritage features.

Any damage caused by the Hirer by failing to abide by these conditions will be charged to the Hirer.

Please contact the Venues Manager if you have any queries in regards to the hanging or installation.

## Painting

No painting of the Lightbox walls, floor or other heritage features is permitted.

## Public Space

The Lightbox is in a PUBLIC SPACE – at the main entrance to SAC on Salamanca Place – and members of the public are required to pass by to access the centre, all Venues and Residents.

**To ensure that the Lightbox remains an accessible space, the installation of artworks in the Lightbox must not block or impede access, either by their physical nature / location or by their content.**

**The content of artwork in the Lightbox must be appropriate for all ages, audiences and visitors, and must be G Rated.**

**Content that includes mature themes is not suitable for the Lightbox.**

Please contact the Venues Manager if you have any queries regarding the placement or installation of artworks OR the content of artwork. Whilst the Public Space Galleries (Top Gallery, Studio Gallery, Lightbox and Kelly's Garden) are committed to accessibility and G Rated content, there is more flexibility for the inclusion of other installations / works containing mature content in SAC's non-thoroughfare galleries (Long Gallery, Sidespace Gallery and SOCIAL).

## **Security & Safety**

The Lightbox is viewable from within the Centre, from 9:00am – 5:00pm daily.

Outside of this time, the Lightbox can still be viewed from Salamanca Place, giving it 24-hour exposure.

At the commencement of Hire Period, Hirers will be issued with a set of keys and instructed in security and safety procedures. The Hirer must maintain possession and control of the keys and cannot pass them onto any other person. If the keys are lost, SAC must be notified immediately, as locks may need to be changed. This cost will be passed on to the Hirer.

The Lightbox and all external doors are to be secured at the end of each day and all lights are to be turned off. Fire Exits and common passageways are to be kept clear at all times.

## **Insurance**

As a SAC Associate Member, the Hirer is covered under SAC's Insurance Policy.

## **Noise**

If your exhibition / installations includes a sound / audio component, please be mindful of volume and repetition and how it may effect Residents working within a close proximity to the Lightbox.

Salamanca Arts Centre reserves the right to cancel any exhibition / event causing excessive noise or showing lack of consideration for the general public or residents of Salamanca Arts Centre.

## **Smoking**

SAC is a non-smoking complex and so smoking is prohibited in all SAC Venues / spaces – including the Courtyard.

### **NO SMOKING ANYWHERE ANYTIME.**

The Hirer shall ensure that all those associated with the exhibition / event and all members of the public comply with this condition.

## **Fire & Candles**

Fire and / or candles are not permitted in the Lightbox, stairwells or associated areas.

## **Cleaning**

The Hirer shall remove all refuse at the end of the Hire Period.

## **Micro Plastics / Single-Use Plastics / Balloons**

In 2025, SAC is reviewing our Environmental Policies to ensure that all Hirers and Artists of Salamanca Arts Centre Venues are committed to the protection of Tasmania's environment and wildlife, and to ensure that all events, exhibitions and

performances that occur at Salamanca Arts Centre are compliant with existing State and Hobart Council laws and by-laws. These policies include a ban on micro plastics (glitter) and balloons, and support an ongoing significant reduction of single-use plastics and products.

Micro plastics can find their way, even indirectly, into SAC's plumbing and other internal and external waterways. Balloons can escape into the atmosphere or when deflated become a risk to bird and other wildlife. Other matter, such as loose glitter (of any kind) is not permitted within SAC as it becomes lodged within seats and other crevasses and is impossible to clean.

Confetti, rice, streamers (including party poppers), balloons (of any kind and no matter how they are inflated), sky lanterns or similar materials are not permitted within SAC.

None of the above items are to be scattered, thrown or released into the air or waterways. Hirers and Artists are reminded that balloon releases are [illegal within Tasmania](#).

Hirers and artists are encouraged to substitute environmentally sustainable alternatives for their events and celebrations.

SAC discourages the use of any single-use plastics and products at all events, exhibitions and performances that occur at SAC. Hirers and artists are encouraged to utilise reusable, recyclable and compostable products and are reminded that they must comply with the [Hobart City Council Single-Use Plastics By-Law](#).

## **Performing Rights**

The Hirer shall take total responsibility for the securing and payment of all rights, including but not limited to, Writers Royalties and Musicians Royalties to the Australasian Performing Rights Association.

## **Theatrical Effects**

If you are intending to use any smoke effects, strobe etc. then separate and explicit authorisation from the Venues Manager AND Venues Technician is required prior to the commencement of the Hire Period. Please contact the Venues Manager for more information.

## **Promotional Material & Poster Design**

The Hirer will be contacted by the Venues Manager prior to the commencement of the Hire Period in regards to providing publicity information and images for the SAC website, eNews and Social Media, and the poster design for the exhibition.

Based on the information provided by the Hirer, SAC will design a poster for the exhibition (as per Salamanca Arts Centre branding).

The Hirer will be supplied with digital print-ready poster files.

All costs associated with the printing (and laminating, as required) and distribution of posters and promotional material are the responsibility of the Hirer.

The Hirer is responsible for the creation of any Facebook events.

The Hirer must include the correct name and address of the Lightbox on all printed and digital promotional material.

The correct name and address of the Lightbox is:

**Lightbox**  
**Salamanca Arts Centre**  
**77 Salamanca Place**  
**Hobart Tasmania**

Hirers must lodge 4 copies of posters, programs, fliers and other relevant promotional material with the Venues Manager prior to the commencement of the Hire Period for archiving purposes.

### **Use of SAC Logo**

As all Hirers of the Lightbox are SAC Associate Members, the exhibitions in the Lightbox are regarded as SAC supported events (unless under special circumstances). As such the SAC Logo is required for use on all promotions materials (printed and digital).

The use of the SAC Logo is only for SAC Events / Exhibitions or SAC Supported Events / Exhibitions. All use of the SAC Logo must be approved by SAC prior to print and distribution.

### **Posters throughout SAC**

No posters or promotional material may be fastened to any stonework, walls or the facade of the buildings.

There are a number of suspended Perspex poster frames throughout the centre, creating a series of floating poster display locations that have replaced the previous bulletin-style poster pin-boards / walls. These poster frames are dedicated to SAC Venues and events, with frames allocated to each venue / gallery.

The poster locations, allocated to the Lightbox include:

- 1 x A2 on Level 1 landing



# Application & Assessment

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## Application

All applications for the Lightbox must be submitted online via the SAC website. Applications by any other means will not be accepted.

Please refer to the SAC website for the full application requirements.

## Assessment

All applications will be assessed by the SAC Visual Arts Assessment Panel.

The application process is very competitive. SAC receives more applications than dates available; approximately 60% of applicants were successful in the previous round.

All applicants will be notified of the outcome of their application by email in due course. All decisions are final, and no further correspondence will be entered into.

Dates are not confirmed until an application is approved by SAC, the Agreement for Hire has been signed / returned by the Hirer.

## Submission Dates

**Applications for the Lightbox are assessed twice annually.**

**The annual submission dates usually are:**

- **midnight 30<sup>th</sup> April**
- **midnight 30<sup>th</sup> September**

Please note: SPECIAL Submission Rounds may be called as and if required. In this case, please refer to the SAC website for Submission Dates for SPECIAL ROUNDS.