

Mangawhai Art Gallery

Information for Exhibitors

Kitchenette and toilet in the workspace (see floor plan below)

- This is a shared space, and workshops or meetings may be in progress during your exhibition.
- If a workshop is in progress be considerate when accessing the shared space.
- Ensure this area is always clean & tidy. This includes removal of rubbish.
- Ensure communal basic supplies are left in place for the next user. You are welcome to add more as relevant (toilet rolls, dishwashing powder etc.)
- Please let us know if anything needs to be replaced.

Opening night

- Food should be served in the gallery and wine may be served either in the gallery or, if there is no workshop in the workspace, from a table just inside the workspace in the doorway between the gallery and workspace. (see floor plan below)
- Guests should only enter the workspace to use the toilet facilities. Please do not encourage people off the street to use the toilet facilities.
- Sale of alcohol is not permitted.
- MAI can supply glasses both wine & drinking glasses.
- **You must supply:**
 - i) any food, wine, and other beverages of choice;
 - ii) rubbish bags;
 - iii) serviettes, table coverings, platters & serving utensils.
- The workspace is available from 5.30pm to host functions if required, on gallery exhibition opening nights for \$25.00.
- Hireage of the workspace must be booked and paid for in advance.
- The space must be cleaned and returned to the condition it was found in, on the evening of the function unless the work space has also been hired for the following morning.
- The workspace may be hired for the following morning for the purpose of cleaning on condition that:
 - i) the workspace is not being used for a workshop that morning; and
 - ii) the host has booked and paid for the use of the workspace in advance.
- Where the workspace has not been hired, the host may access the kitchen facilities and guests can use the bathroom, otherwise the workspace is not to be used for the function.

Clean up, replenishing supplies and security

- The area must be clean and tidy at end of the event in readiness for any workshops that may be scheduled on the following day (unless it has been booked and hired for the following morning as above).

- When cleaning up after a function:
 - i) all rubbish and bottles must be removed;
 - ii) all glasses must be cleaned using the 30 minute cycle, and returned to the cupboard in their trays; and
 - iii) the work space floor must be swept and if necessary mopped.
- Ensure the toilet is cleaned at the end of the event.
- Cleaning products are to be found in the cupboard beside the toilet door or under the kitchen sink.
- A labelled spill kit is in the workspace store cupboard.
- There is a First Aid Kit on the wall to the side of the stainless-steel tubs. If this is used please make a note in the logbook of the date and what was used so that we can restock when needed. This logbook is attached to the First Aid Kit.
- Please check the toilet window and doors for both the gallery and the workspace are locked at end of the day/function.

Prevention is best!

Please think ahead to keep everyone safe and prevent injury or damage. Please complete a form for any incident to help us learn and prevent repetition in future (e.g. spilt wine on floor or broken glass, power outage, someone falling).

If in doubt or requiring supplies such as paper towels & toilet paper contact **Ann Connew**, phone 021 624 224 Email annconnew@gmail.com

