

# Information for exhibitors regarding use of Workspace

## Kitchenette and toilet in the Workspace

- 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.
- Please let us know if anything needs to be replaced.

## Opening night

- If required, the Workspace is available for hire to host functions on gallery exhibition opening nights from 5.30pm for \$25.00. [While the Gallery is operating under Red 'traffic light' setting, the \$25 hire fee is waived, however booking of the space is required to ensure it is not being used by someone else.]
- Hireage of the Workspace must be booked and paid for in advance.
- If not specifically hired for use on opening nights, 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 space must be cleaned and returned to the condition it was found in, on the evening of the function unless the Workspace 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 Workspace 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 file an incident report 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). Email to [workspace@mangawhaiartists.co.nz](mailto:workspace@mangawhaiartists.co.nz)

If in doubt or requiring supplies such as paper towels & toilet paper contact **Ann Connew**, phone 021 624 224  
Email [workspace@mangawhaiartists.co.nz](mailto:workspace@mangawhaiartists.co.nz)