

BV&E Dudley House

User Checklist

Description

A Guideline to provide a consistent approach to safety of persons, security of our venues and standards for using Dudley House ground floor gallery spaces. Any client requiring access to Dudley House without BV&E staff present are required to complete the [site induction](#) including a review of this checklist with a staff.

Upon completion of the Induction, the key (44.1) may be collected from the box office with a \$20 deposit.

On Arrival

- Enter via Back Gate
- Unlock and check toilets
- Unlock back door
- Turn on lights by door
- Go to kitchenette and turn light on
- Turn on air conditioning and light in corridor
- Proceed through to Gallery Space 2 and turn lights on
- Turn on lights for Gallery Space 1 by front door
- Unlock front door
- Check venue cleanliness and safety
- Please Note: wall heaters are not functional

On Departure

- Ensure kitchenette is clean and tidy
- Ensure gallery spaces are clean and tidy
- Place any rubbish in the bin provided
- Turn off air conditioning
- Turn off lights
- Lock the front View St. doors from the inside with key and slide locks
- Ensure you have the keys with you
- Exit the building using the rear door and pull the door shut behind you
- Check and lock outside toilets and turn lights off
- Check stable padlocks and lock back gate
- On last hiring session drop the keys in the letter box in the double green doors located at the end of the Capital Theatre portico
- Arrange collection of key deposit on next business day

Contact:

- In the unlikely event of an incident or any difficulties with the lock up process please contact the City of Greater Bendigo After Hours assistance on 1300 002 642.
- Emergency Services -Triple-Zero 000.

Hanging and Exhibiting Your Work

A full list of equipment and furniture that is available in the venue can be found in the Dudley House Venue Information document located on our [Information for hirer's page](#)

- Dudley House is fitted with a picture hanging system. Instructions can be found printed on site.
- Additional lines are available. Metal lines should be stored on the spare hanging line located in the kitchenette (do not roll, bend or leave metal hanging lines un-hung)
- Lines must not be cut or folded
- It is the responsibility of the client/hirer to ensure that artworks to be hung from the Dudley House hanging system have the appropriate fixtures required for hanging; For 2D work (drawing/painting/ photography etc.) it's best if work has a wire or string securely strung across the back. If you are using a single hook it must be at least 10mm wide at the top.

Affixing Labels or Other Items To Walls

Nothing is to be fixed to walls or any other surface without prior approval.

- Artists may use small amounts of New Blue Tac on walls to affix small labels, with approval by a BV&E staff member on site.
- Walls will be inspected before and after each exhibition. The hirer is responsible for any damage caused to the walls and will be charged a fee to cover the repainting of walls in the instance of damage caused by fixing items to walls.
- Affixing larger items such as posters and whole artworks to the wall should be avoided wherever possible. Only 3M removable strips can be used for this purpose.

Furniture and Flags

- Any plinths, tables, chairs and other furniture items need to be returned to the storage areas at the conclusion of your hire
- 2 x Gallery open flags: hirers are welcome to use these flags during opening times. Please ensure the flags are only placed in the designated flag pipes which are located either side of the front steps, recessed into the ground. Under no circumstances can the flags be pierced directly into the lawn. Flags need to be brought inside the venue when it is closed
- 1 x A-frame Gallery Open sign: hirers are welcome to place this anywhere on the grassed area in front of Dudley House. It should not be placed on the footpath

Use Of the Rear Garden

- No items to be stuck or hung in trees
- Marquees must be clear of overhanging branches
- No pegs – all marquees are to be secured via appropriate weights
- No artworks to be left outdoors overnight
- Approved temporary and ephemeral Public artworks are permitted and MUST meet public safety standards and placed in storage at the end of the each day
- Parking is only permitted on the gravel area

BV&E is not responsible for theft or damage should the artists/hirer choose to use the Dudley House garden