



**Applications are
now and always
open for event and
venue hire at Post
Office Projects.**



**Event &
Venue**

Post Office Projects Gallery+Studios

Post Office Projects

Post Office Projects is a dynamic art space in the heart of historic Port Adelaide. In addition to active studios and two gallery spaces, there are three areas available for external hire suitable for hosting talks and performances, exhibition development, studio space, workshops and other community events.

For all enquiries, including availability and pricing, please contact the Post Office Projects Director:

Eleanor Scicchitano

postofficeprojects@gmail.com

Subject: EOI POP Event / Venue



OFF-LINE

175 St Vincent St
Karna Country
Port Adelaide 5015
South Australia

ON-LINE

Web: www.postofficeprojects.com.au
Email: postofficeprojects@gmail.com
FB: Post Office Projects Gallery + Studios
IG: @pop_gallerystudios

Workshop

The Workshop is available to be hired by groups and artists for the presentation of workshops, seminars, meetings, professional development programs and any other events, both private and public. Furnished with tables and chairs and with a capacity of 25 people, this space is perfect for community groups and independent artists. It has a separate entrance for participants, including an accessible ramp.

COVID-safe capacity 25 people

Availability Thursday – Saturday and evenings, Sunday and post-10:00 PM rates by negotiation.

Project Studio

Do you have an idea you would like to test out? Looking for studio space in the lead up to a show? Our Project Studio is suited to a range of creative uses, including short term studio use, a space for testing ideas, development showings and pop up exhibitions. Located on our ground floor, the project studio is approximately 13 square metres, with large windows along one wall.

COVID-safe capacity 6 people


Available throughout the year

Multi-use Event / Workshop Space

This large space at the rear of the building has access to the laneway and is suitable for sculpture and installation workshops, social events and performances. The laneway can be utilised by negotiation with Post Office Projects, our neighbours and the City of Port Adelaide Enfield. All permits must be sought and confirmed by the hirer.

COVID-safe capacity 66 people (indoors)

Available throughout the year



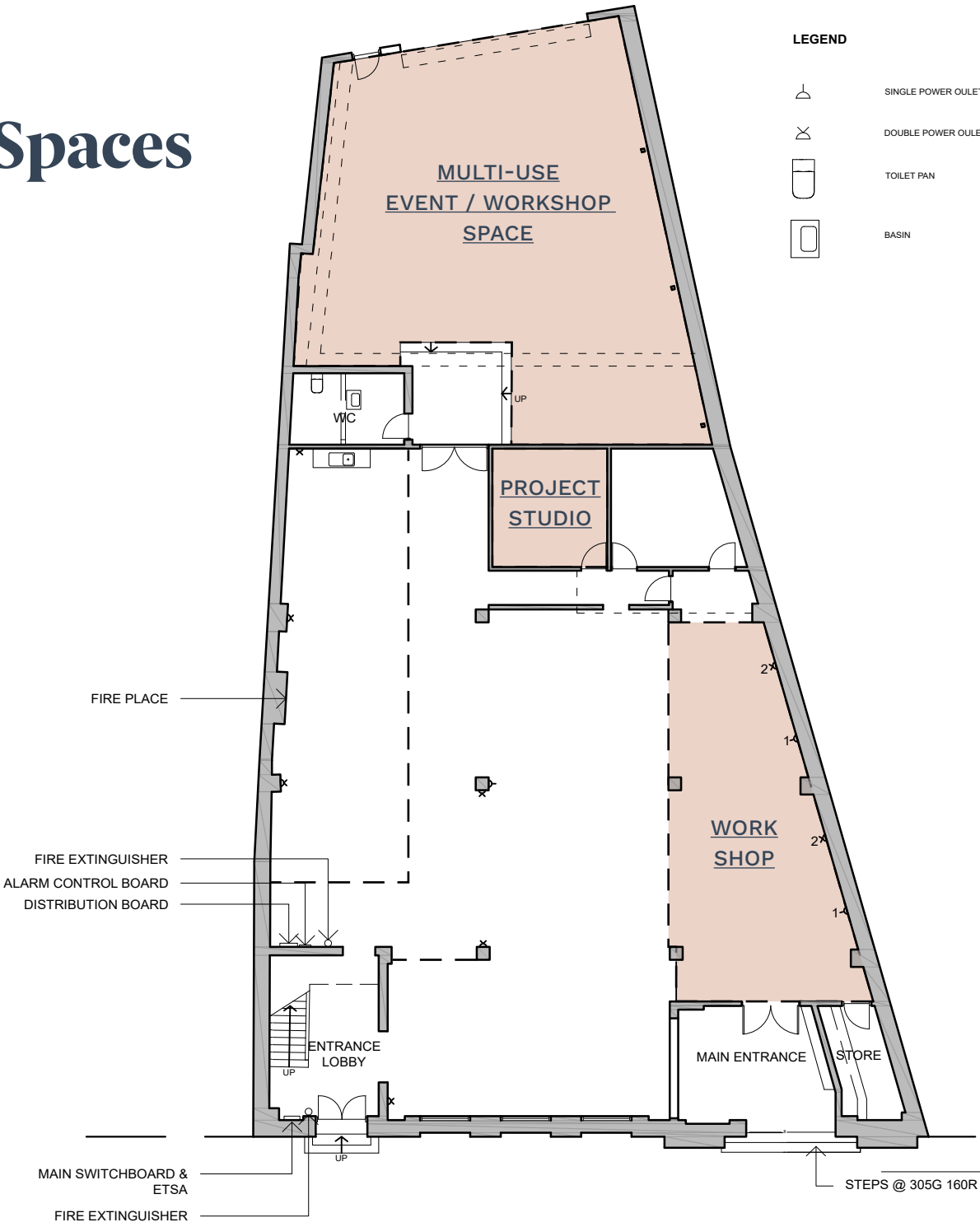
OFF-LINE

175 St Vincent St
Kaurna Country
Port Adelaide 5015
South Australia

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Spaces




ST VINCENT STREET

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Terms & Conditions

- A Venue Hire Agreement outlining the terms and conditions of the hire must be signed and a security deposit must be paid prior to confirming the hire of the venue. This Agreement will outline all the responsibilities for the hirer.
- A cancellation fee of 50% of the security deposit will be charged if cancellation occurs 14 days or less before the date of hire.
- Unsupervised access to the Workshop and Event Space is not permitted. Access to the Project Studio will be negotiated as part of the Venue Hire Agreement.
- Any hirer wishing to serve alcohol must secure a liquor license prior to their event, and by negotiation with Post Office Projects. Any penalties resulting from a breach of liquor licensing will be passed on to the hirer.
- The Hirer must not exceed any capacity limits, and must abide by and follow the Post Office Projects COVID-safe plan. Any fines or penalties resulting from a breach will be passed on to the hirer.
- The hirer is responsible for all cleaning and repairs required as a result of the hire, and any activity undertaken in relation to it. The use of glitter is strictly prohibited. Any unauthorised use will incur a substantial cleaning fee, and the hirer will be liable for any damage to the building or artworks. The use of other materials and equipment must be negotiated with Post Office Projects.
- The Hirer is solely responsible for their own equipment, that of performers or of any other persons. Leaving equipment on the premises is done at one's own risk. The Hirer is a self-employed contractor, and therefore Post Office Projects is not responsible for personal accident, property damage or theft, except that covered by Public Liability Insurance. All hirers must provide proof of public liability insurance prior to commencing their hire.



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Post Office Projects acknowledges the Kaurna people of the Adelaide Plains as the traditional owners of the land upon which the gallery resides. It is also The Place of the Kardi, the Emu, whose story travels from the coast inland.

We pay respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today.