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About Us

The Ōtepoti Dunedin Community Gallery (ŌDCG) is administered by the Creative Partnerships (Ara Toi) team at the Dunedin City Council (DCC). We are delighted to invite applications from Dunedin's diverse creative community to use the space and offer a supportive and accessible environment for our users. We look forward to working with you.

About Ōtepoti Dunedin Community Gallery

The Ōtepoti Dunedin Community Gallery is located at 26 Princes Street. The maximum capacity is 160 people standing, or 100 people seated, including your team. The gallery can be booked by community groups, arts organisations, exhibitors, and other cultural practitioners. Primarily an exhibition space, the Community Gallery is a blank-canvas shop-front room with large windows. If you have an activity that you think would work in the gallery but is not an exhibition, get in touch with us: we'd like to support diverse forms of creative expression wherever possible.

Facilities

- The gallery is hired empty - please note that there is no phone or staff at the gallery.
- The gallery is 140 square meters, with approximate dimensions: 10 meters wide by 14 meters long.
- There is a picture rail around the walls and hooks are provided.
- There is a small kitchen with an over-sink water boiling unit, microwave, and mini fridge available.
- There is a moveable wall that can be used as an extra display surface anywhere you choose, or as a window display.
- There is a bench, two trestle tables, and twenty chairs available for use. Any additional equipment needed must be sourced by the hirer.
- There is a small lockable storage room within the gallery.
- The gallery is fitted with in-ceiling heat pumps for heating and cooling.
- Wi-Fi is included.

Hire fee 2025/26 (GST Inclusive)

Non-commercial individuals or community groups	Display only (per day)	\$25.00
	Display only (per week)	\$165.00
	Sell products (per day)	\$49.00
	Sell products (per week)	\$330.00
Commercial organisations	Display only (per week)	\$1,165.00
	Sell products (minimum weekly rate or 10% greater than Gross Revenue)	\$1,165.00

Parking permits

If you need a parking permit, contact the DCC on 03 477 4000 ahead of your booking to see what options are available.

The Hire Process

Bookings open in July for the next 12 months but can be made throughout the year. A booking can be made for up to 14 days.

Booking

- Enquiries and bookings can be made by emailing communitygallery@dcc.govt.nz.
- Once your event has been accepted, we will send you a hire agreement to sign and return.

Payment

- You need to pay in full for your booking as the final step of the confirmation process.
- We will send you an invoice, and payment can be made via internet banking.

Refunds

For a full refund, you must email communitygallery@dcc.govt.nz notice of cancellation **at least 4 weeks** before your booking start date.

Keys and Access

- The hire period includes any time needed for setting up and packing down. The gallery must be fully cleaned and vacated at the end of the hire period.
- Keys can be collected from the DCC Customer Service Centre which is located on the ground floor of the Civic Centre (50 The Octagon, Dunedin). The Civic Centre opening hours are:
8.30am - 5pm on Monday, Tuesday, Thursday, and Friday
9am - 5pm on Wednesday
- Keys must be held securely at all times.
- The main key works for the front door and for the door between the middle room and the corridor. The small key works for the storage room.
- Keys must be returned within a week of the return date.

Care & Cleaning

Display

- There is a picture rail with hooks for hanging pictures or other work. Additional picture hooks can be purchased at hardware stores.
- Use of fixtures (such as Blu Tack) must be approved by the Community Gallery and is to be removed and cleaned completely at the end of the booking. Any damage resulting remains the responsibility of the Hirer.

Floors

- Objects must be lifted when moving them around the gallery as dragging will damage the floors.
- The floor must be swept regularly with the broom and brush provided to keep it free of dirt, grit and stones which can cause damage.
- A spray mop is also provided for spot cleaning. Detergents, solvents, waxes, or polishes are not to be used.

Rubbish

Any rubbish must be removed from the gallery at the conclusion of your booking.

End of booking cleaning

Following the booking, you must leave the premises clean and tidy.

- The floor is to be swept and spot cleaned if there are visible stains.
- All surfaces, appliances, and dishes are to be left clean and hygienic for the next user.

Security & Insurance

Staffing of the gallery is the responsibility of the hirer at all times.

Security

- Gallery security is the hirer's responsibility.
- A security system to protect all doors and the front windows is in place. This is not an externally monitored alarm.
- An alarm code will be provided ahead of the hire period.
- All external access points must be locked when leaving the building unoccupied for any length of time.

- Hirers must turn off all lights, heaters, and electrical appliances at the wall when vacating the premises, including at the end of each day.
- At the end of each day, the hirer must lock the door between the middle room and the corridor as this corridor is shared with Te Whare o Rukutia.

Insurance

- Hirers are responsible for insurance of any items in the gallery and public liability insurance for the period of the booking. The Dunedin City Council, as building owner, is responsible for building insurance only.
- The DCC take no responsibility or liability for compensation for loss or damage to, or insurance of, any items belonging to or brought on-site by the hirer.
- No hazardous or flammable products are to be on site at any time.

Health & Safety

Alcohol and dangerous goods

- Alcohol is allowed in the gallery but cannot be sold or included in entry/ticket/koha fee unless you have a license and otherwise comply with the laws of New Zealand relating to alcohol.
- Liquor licenses can be requested from the DCC.
<https://www.dunedin.govt.nz/services/licensing/applying-for-licences>
- Dangerous goods or activities that create a fire risk are not allowed on site at any time.

Health and safety plan

Health and Safety at Work (General Risk and Workplace Management) Regulations 2015. The Hirer also agrees to provide an acceptable event hazard/risk management plan where required by the Community Gallery.

Evacuation Procedures

The Emergency Evacuation Plan on page 6 can also be found, and must always stay, in the gallery. It is the hirer's responsibility to ensure everyone is aware of the evacuation procedures.

- There are two exits – the front door, and a fire exit through the back door, both marked with green exit signs.
- In the case of an emergency, please leave the building and assemble in front of the Dunedin Public Art Gallery in The Octagon, or opposite the Rialto on Moray Place.

Fire Warden

There must always be a delegated fire warden on site. This should be the person named in the hire agreement. If they cannot be present, the named deputy fire warden must be present. The fire warden must always have a cell phone on them. Wardens' armbands are located next to each exit.

Fire Safety Regulations

1. Fire Safety Regulations state you must be aware of the evacuation procedures.
2. Maximum capacity of the Community Gallery is 160 people, including staff, guests, contractors, members of the public or any others. If alcohol is being consumed, the maximum capacity reduces to 120 people.
3. The hirer must appoint a Fire Warden who will be responsible for accounting for all occupants in the case of an evacuation. There must also be a Deputy Fire Warden on-site for any period of time the Fire Warden is off-site.
4. The hirer is responsible for any costs relating to emergency services call out or fire alarm activation for a non-emergency situation if caused during your hire.
5. If seating is to be used for more than 100 people, it should be joined together to prevent it being knocked over during an evacuation.

Additional Costs

Power

Power is included in the hire fee, including use of the gallery's heat pumps.

Damage

At the conclusion of the booking, the hirer will be invoiced for any necessary repairs to walls, floors, windows, or elsewhere in the gallery. Pre-existing damage must be reported to communitygallery@dcc.govt.nz at the start of your booking, preferably with photo evidence. The hirer will be invoiced for any damage not noted.

Cleaning

The hirer is responsible for leaving the gallery clean and tidy. If additional cleaning is required at the conclusion of a booking, the hirer will be invoiced for a commercial cleaner.

Keys

Any costs incurred from the loss of keys (such as replacement or changing locks) will be invoiced to the hirer.



- FIRE - AHI -



20-26 PRINCES STREET
CENTRAL DUNEDIN
DUNEDIN

THE DUNEDIN PUBLIC ART GALLERY

THE OCTAGON

PRINCES STREET

ASSEMBLE ON FOOTPATH
AT MORAY PLACE



IF YOU DISCOVER FIRE:
SET OFF THE NEAREST FIRE ALARM



CALL FIRE & EMERGENCY NZ BY DIALLING 111 AND GIVE BUILDING DETAILS



FIRE FIGHTING EQUIPMENT IS LOCATED THROUGHOUT THE BUILDING - USE ONLY IF SAFE



WHEN YOU HEAR THE FIRE ALARM:
LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT FOLLOWING EXIT SIGNS



IF YOU NEED HELP TO EXIT, GO TO THE NEAREST EXIT/STAIRWELL LANDING AND STAFF WILL ASSIST



GO TO THE ASSEMBLY AREA



SAFETYFIRST

Safety First New Zealand Ltd | 0800 252 253 | www.safetyfirst.co.nz

Floor Plan

Detailed floor plan (2D & 3D) can be found here:

<https://planner5d.com/v?key=44e1085f3444ada4c03fe200680019b3&viewMode=2d>

