

TOUKLEY AND DISTRICTS ART SOCIETY

**ART AND INFORMATION CENTRE
WALLARAH POINT PARK
WALLARAH ROAD, GOROKAN NSW 2263
PHONE: 4392 4666**

**GALLERY
PROCEDURES**



REVISED APRIL 2018

OPENING THE GALLERY

- Collect the key from the Fish Co-op and sign the book.
- With key pad directed at alarm, push button no. 1 to de-activate the alarm – you should hear 1 beep – then unlock front door.
- When there are 2 or more people on duty remove the cash tin from the safe and count the money, filling out the cash tally docket with today's date and amounts.
- Transfer the money to the cash till on the desk for the day.
- Open the window blinds, put the sandwich board and flags outside and unlock library door.
- Turn on lighting, music and TV plus fans and air conditioning if required. Open windows if weather permits.

DUTY

- There must be at least two people on duty.
- Make sure your name appears in the roster book for one whole day or two half days a month.
- If you find yourself unable to do duty, please advise gallery ASAP.
- Inexperienced members or volunteers are rostered with experienced people. It is the duty of the experienced person to teach the inexperienced all the procedures.
- The morning team on duty has the responsibility of reminding all the people rostered for the next day that they are on duty by calling them by phone. Tell them whether they are rostered in the morning, afternoon or all day. Leave a message if your call is answered by a machine. Place a tick next to their name in the roster book when the call has been placed.
- The roster book is to be signed by you when on duty.
- When on duty, you are welcome to work on your art. Set yourself up with a table to paint or sketch. Visitors are always interested to see an artist at work but customer service is your priority.
- Wear your badge while on duty.
- Greet all visitors, welcome them to our gallery and invite them to browse.
- Invite visitors to participate in 'People's Choice'.
- The cleaning of the gallery area is the responsibility of the members and volunteers.

MAKING A SALE

- AS PER INSTRUCTIONS ON NOTICEBOARD IN OFFICE AND SUMMARY ATTACHED TO TILL

BALANCING THE BOOKS

- At the end of each day the donation, raffle & photocopy containers are to be checked. If money is found in any of these, it is to be entered on the till.
- AS PER INSTRUCTIONS ON NOTICEBOARD IN OFFICE

LIBRARY

Borrowing period one month.

As a member you can borrow any book, magazine or DVD from the library, except the latest 3 issues of magazines which are to remain for perusal of all members in the library.

Record in the library register:

- Your name
- the number of the item you wish to borrow
- the date removed from the library.
- When returning items, leave them in the basket provided and record the date of return in the book.

KIOSK

Tea, coffee and biscuits are available to all on duty free of charge. You may purchase cappuccino, latte, soft drinks and bottled water from the Kiosk.

MAKING PHOTO COPIES

50 cents per sheet for personal use.

MEMBERSHIP

The subscription is \$25 per year for a single membership and \$40 per year for a couple.

Memberships are valid until the end of the financial year, to be renewed every July. A joining fee of \$10 is payable for first time subscribers. All membership fees are to be paid at the gallery office.

Members year is from 1 July to 30 June. Anyone joining from 1 January will pay the joining fee plus half (1/2) the annual membership fee. Anyone joining from 1 June will pay the joining fee & a full years membership fee, which will give them a full years membership to the subsequent year.

TOURIST INFORMATION

Wyong Council permits the Society to use the building in return for looking after the Tourist Information. Information is supplied to the public free of charge either through leaflets, brochures or the internet. Familiarise yourself with brochures to enable the dissemination of up to date information.

CLOSING THE GALLERY

- Rubbish bins are to be emptied at the end of day, that is when you leave for the day, and placed in outside Council bins; no rubbish is to be left on the premises.
- After the money in till has been reconciled return the cash box to the safe, lock the safe, lock the door between the rear gallery and the kiosk annex and lock the door to the store room from the kitchen.
- Lock the library door and check that the door to the storeroom in back gallery is locked.
- Check that all the windows are closed and locked and close all blinds.
- Make sure the computer has been shut down and mouse switched off. Check fans and photocopiers in office and library are off.
- Check that heaters and the air conditioning have been switched off.
- Switch off all the lights, except the security light.
- Bring in flags and sandwich board from outside.
- Ensure that the second panel of the front door is latched both top and bottom and the door is locked.
- With key pad directed at alarm, push the button no. 1 to re-activate the alarm – you should hear 2 beeps.
- Take the key back to the Fish Co-op and sign the book. Fish Co-op hours vary according to season: on winter Sundays, they may close earlier.

SECURITY

- At least two people to be on duty at all times.
- No cash removed from safe unless there are 2 members present
- If you feel threatened or something serious happens, there is a panic button under the front desk. Make yourself familiar with it. The red button needs to be pushed three times for an alarm to ring at the nearest police station. If an incident occurs, call 000 if urgent or the Police Assistance Line: 131444, or Toukley Police 4390 1299.
- Any damage to the building or surrounding area should be reported to the Council on 4350 5500.

- Any sharps (needles used to administer drugs, legal or not) are not to be accepted into the gallery. There is a sharps bin in the public toilets. If any visitor to the park insists you remove the sharp, please inform them that the council is responsible for removal and either ask them to call council or you may call council 4350 5500
- If anything else occurs requiring the attention of a Committee Member, call only if the situation absolutely requires an immediate response, otherwise, send an email. A list of contacts is on the wall in front of the desk. Above the office desk, in a folder called “PHONE LIST AND ROSTER” is a list of all members’ telephone numbers.
- If the alarm is activated by mistake or something goes wrong with it, you need to contact the Security company on 1300 130 515.

NEWSLETTERS

A newsletter is produced every month by the Newsletter Editor. It features the dates of events that members should remember, reports from various Committee members, a list of contacts, general information. If any member wishes to make a contribution or has an event to promote, contact the Newsletter Editor.

EXHIBITION AND BI-MONTHLY CHANGEOVERS

- Entry form must be in by the due date printed on the back.
- Entry form is two (2) pages and both pages must be submitted.
- Entries may be submitted by email