

TOUKLEY AND DISTRICTS ART SOCIETY

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

**GALLERY
PROCEDURES**



OPENING THE GALLERY

- Collect the key from the Fish Co-op and sign the book.
- With key pad directed at alarm, push the button to de-activate the alarm – you should hear 1 beep – then unlock front door.
- 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.

DUTY

- There must be at least three 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 the next day 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 or call again throughout the day the people who do not have an answering service. 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 box is to be checked, as is the raffle ticket box and the photocopy money box. 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.

Milk can be obtained from the fish co-op by signing the book provided.

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.

There is an additional fee of \$6.50 for the magnetic badge

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

- Empty rubbish bins and place in outside Council bins.
- After the money in till has been reconciled return the cash box to the safe 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 photocopier in office 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 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 three people to be on duty at all times.
- 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: 13 144, 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 or leave a message if the phone is unanswered. A list of contacts is on the wall in front of the desk, another is on the last page of the newsletter. On the office desk 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 130 130 515.

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

- All entry forms in all categories must be in by the due date printed on the back.
- All entry forms are two (2)pages and both pages must be submitted.
- All entries (both pages) may be submitted by email, it will inferred that the terms and conditions have been accepted.