CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

MEMBERSHIP APPLICATION FORM

ARTIST INFORMATION PACK

CAN Mission: To enhance the creative spirit of Napier by providing accessible and affordable arts opportunities.

Creative Arts Napier is a registered charity.

March 2025

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Thank you for your enquiry

Please find enclosed some information and images which provides an overview of who we are, what we do, and the spaces we have available for exhibitions, workshops, meetings and events.

We can cater for small meetings and events which support the Arts.

Contact our Bookings Team for further information:

Email: bookings@thecan.co.nz

Phone: 06-835-9448

Visit us at: 16 Byron Street, Napier

Website: www.thecan.co.nz

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A Short History of CAN

Corner of Tennyson and Herschel Streets, 1884. The building shows the original main entrance and weather board cladding. Some of the original panes of glass still survive in situ.

The building we now call **CAN** at 16 Byron Street, was built in the 1880's as the new Chambers for Napier's Borough Council, and was originally located on the corner of Tennyson Street and Marine Parade. Designed by renowned architect Robert Lamb, this is one of the few important public buildings to survive the Earthquake of 1931. Luckily, quake damage was minimal, and the building was spared from the fires that razed most of down-town Napier.
The weatherboard cladding was covered in stucco in 1950 when Napier officially became a City, and sadly many decorative features were removed to give it a modern look. 110 years, 12 mayors and many reincarnations later, the building was last used as the Education Discovery Centre attached to the old Museum.

Cut in half and loaded onto a flatbed trailer, this part, previously the Debating Chamber, is now the Main Gallery in the CAN.

In 2012 the building was chopped in half and went on a short but slow journey to its present location so that the old site could be used to build the new entrance to the MTG (Museum). In 2013, Creative Napier and Napier City Council agreed to refurbish the old chambers and create a much needed Community Art Space, the 'go to' place for all artists in Hawke's Bay.

The Education Discovery Centre from Marine Parade 2012. Many locals will remember their Earthquake Experience workshops and dressing up for Colonial Days, from their primary school visits.

Fundraising started in earnest, raising $500,000 for the complete rebuild and refit project, thanks to Lotteries, ECCT, NCC, Pub Charities, Infinity and Endeavour Trusts, and the Gwen Malden Trust, plus many other businesses and arts groups. CAN believes we have delivered on the expectations of our community, creating the model to inspire other community arts organisations across the country.

By a public vote, the Arts Centre was given a new name and the new identity of **Creative Arts Napier** was adopted by Creative Napier. We believe CAN is a jewel of which we can be proud – a valuable asset to the city of Napier and at long last, a home for community arts.

Contrary to popular belief, we are not employed by nor are we part of Napier City Council, although they do support us with an annual grant in exchange for delivering on their Arts policy. Whilst very grateful for their grants, we are still expected to generate 2/3 of our income from the Arts Centre, and in turn CAN is grateful to our community of artists for their ongoing support – without you we could not survive.

Napier's Community Arts Centre – Opened for business on 12 December 2014

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Fees Schedule 2024

CAN SPACES COMMUNITY FEES

SPACE	$Per week	$Per Month

Exhibitions:		
MAIN GALLERY Full Space	260	-
SMALL GALLERY Full Space	150	-
MICRO Foyer/Entrance	-	125
MICRO Under the Stairs	-	235
WORKSHOP Micro (Per Bay) & Inside Wall	-	100
WORKSHOP AREA All Walls	-	350
All Galleries Rate *OnApplication Only*	-	-
	Minimum 2 Weeks	

Workshops:	**$Per Day**	**$Per Hour**
WORKSHOP AREA / Workshops	150	35
WORKSHOP Printing Press		10

Other Space Hire:	**$Per Day**	**$Per Hour**
MEETING / CONFERENCE	200	35
KITCHEN use, including glasses, platters crockery, cutlery etc.	65	
Exhibition openings. bar, glasses & clean up – *Charged per event*	65	
After Hours Staff		35
Marketing Design Fee $60		
Hireage of TV $10 per use daily		

Commission Rate = 30%

Prices Include GST / Terms & Conditions Apply.

Contact: bookings@thecan.co.nz 06 835 9448

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Please read carefully before signing.

1. CAN reserves the right to change, decline or cancel any booking.
2. CAN also reserves the right to decline the exhibition of Artworks that do not meet our cultural safety policy.
3. No offensive material will be permitted. CAN reserves the right to place content advice notices warning visitors who may wish to avoid certain content.
4. CAN does not charge an entry fee, nor do we allow the hirer to do so.
5. You will be informed if the hired space is required for another short-term event i.e., evening meeting. This will not affect your fees.

Deposits and Fees:

6. The Hirer agrees to pay the fees as per CAN's Fee Schedule.
7. CAN reserves the right to amend our fees at any time without notice.
8. All bookings must be accepted and approved by the bookings manager and/or general manager.
9. No booking will be accepted and approved until details regarding your exhibition or event is received; and CAN's T&C's have been agreed.
10. Once accepted and approved, the Hirer agrees to pay a deposit of 50% of the total hire fee to confirm your booking.
11. All remaining fees are invoiced 8 weeks prior to the start date of your exhibition or event – unless:
12. The only exceptions will be for a late booking (less than 8 weeks commencement) OR the total fee is less than $200 – in each of these cases payment must be paid in full at time of booking.

Cancellation Policy: Your deposit is refundable if more than 6 weeks' written notice is given before commencement of hire.

Artworks and Retail:

13. A complete master list of all Artworks, including titles, retail prices and descriptions to be emailed to bookings@thecan.co.nz 2 weeks before your exhibition or event - or when invited to display in our retail space.
14. Artists will set the retail price of their own works. The Gallery takes 30% commission from the retail price.
15. One day before your exhibition, Artworks must be delivered to CAN by 2pm and all packaging taken away.
16. Works to be exhibited must be ready to hang – that is with hanging eyehooks and wire or string. If not, it won't be displayed. Alternatively, a charge may be made for materials and extra staff time required.
17. All work to be attached with a swing-tag identifying the Artwork by title and retail price. This may be stapled to the frame of the canvas or fastened on the rear of paintings. No sticky labels please as they fall off.
18. CAN is responsible for hanging / displaying the Artwork. The gallery technician will hang/curate your exhibition in conjunction with you.
19. Due to storage constraints, you may be asked to remove any un-displayed Artwork.
20. CAN will produce labels for each Artwork exhibited, however items for markets, retail or similar should be labelled by you.
21. While taking every care, CAN accepts no responsibility for theft or damage of Artworks in any of our premises. INSURANCE OF ARTWORKS IS THE HIRERS RESPONSIBILTY.
22. We have an opt out policy on photography. If you do not want your work photographed, please inform CAN.
23. CAN brokered sales will incur the usual commission.
24. Payments will be made to Artists nominated bank account by the 20th of the month following the sale.
25. Artists to email nominated bank account numbers to admin@thecan.co.nz 2 weeks prior to your exhibition or event.
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28. The hirer will remove all their property at cessation of rented period, ideally by 4pm on the last Thursday of your exhibition or event.
29. Artworks remaining at CAN 90 days after the end of your exhibition or hireage period will be considered CAN property and sold for charitable purposes.

Other Space Hire & Equipment:

30. The hirer is to include in their booking time any set-up and pack-down time that may be required.
31. CAN's equipment and furniture may be available to hire.
32. Hireage of the CAN kitchen incurs extra fees. This includes use of glasses, mugs, platters, cutlery, oven, and all kitchen equipment. This applies to all exhibition opening events.
33. The kitchen is to be always accessible to CAN staff members.
34. The hirer must leave the kitchen area clean and tidy, and ensure all rubbish is removed from the premises.
35. If the hired space is to be used for a workshop, you may be required to supply a proposal, CV, and evidence of previous tutoring experience before your booking is confirmed.
36. If using the workshop space for a workshop, this area must be left clean and tidy, all surfaces (including sink area and tabletops) wiped down and floor swept. Any spillages wiped up.
37. The hirer will be invoiced for any breakages, damage or loss, and any extra cleaning required.
38. The hirer may bring in any additional furniture or equipment *at their own risk*. This must be removed at the end of the hire period.

Promotional and Marketing Material

39. CAN will email you a Logo. This must be used on ALL promotional material that you produce.
40. ***CAN must proof read and approve*** all draft promotional material – remember to include details regarding any opening events if applicable.
41. Provide an Artist Profile. This is 1 or 2 paragraphs about yourself that we can use to help promote your exhibition or event in local media, our website and on social media. By Agreeing to these T&C's

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you are providing CAN with the permission to do so.

42. Your profile, exhibition/event title and description you have provided will be used to create promotional material as part of CANs regular marketing schedule.
43. CAN requires high resolution jpeg images of your work and yourself, emailed as separate attachments.

Health and Safety:

44. Exit doors are clearly marked and must always be kept clear of obstructions.
45. All CAN equipment and furniture should only be moved by CAN staff.
46. All hirers to be familiar with CAN's emergency evacuation procedures. Notices are kept at main exits.
47. If there is a fire or the alarm goes off, everyone must leave the building immediately and meet at the designated assembly area – the far side of the large car park furthest away from CAN.
48. Keyholders must undertake health & safety induction.

Catering and Event Openings:

49. No alcohol may be served/sold on site unless a CAN authorised and fully licenced bar manager is on site.
50. Catering and beverages for exhibition and event openings is the responsibility of the hirer. To be delivered by 3pm (Friday evening openings) or when advised.
51. Opening events usually held on the first Friday of your exhibition event from 5.00pm to 7.00pm. *Any changes to this may result in additional charges – also refer #59.*
52. You must confirm with the bookings manager if you are having an opening.

Noise:

53. Keep noise to a reasonable level, in consideration of nearby residents.
54. Any complaints / action taken because of noise will be the responsibility of the hirer at the time of the complaint.
55. To limit the noise from amplified music, please keep doors and windows closed.
56. CAN provides a licenced bar manager.
57. Refer to section 33 regarding catering equipment.
58. Please ensure guests leave your function at the agreed pre-arranged time. Charges will apply to functions *running overtime.*

Capacity for Seated Events:

59. Main Gallery maximum = 80
60. Small Gallery maximum = 20
61. Mezzanine maximum = 10
62. Workshop Space maximum = 50.

Friend of CAN Membership:

63. CAN encourages all users of CAN to become a Friend of CAN.

Cultural Safety Policy:

64. Cultural appropriation is the unacknowledged or inappropriate adoptions of the customs, practices, ideas and other cultural elements of one people or society by members of another and typically more dominant people or society, often for financial gain (Sian Montgomery- Neutze).
65. To ensure cultural safety CAN has a policy against Cultural Appropriation. If you feel that your works may fall into this category, please feel free to talk to us. If we are concerned about your work, we will talk to you and we reserve the right to reject any work that we consider inappropriate.

Content Disclaimer:

66. **Creative Arts Napier galleries are inclusive community spaces for the expression of artists. Content or themes depicted in the art of individuals do not by default represent the views of the Creative Arts Napier Team, Board or Volunteers.**

Force Majeure Clause:

67. **In an event outside the control of either party where your booking is unable to go ahead or be rescheduled, a full refund will be provided. This is in conjunction with the Fair Trading Act.**

I/we acknowledge and agree to these Terms and Conditions.

Signed by: _____

On behalf of: _____

Date: _____

Booking Checklist:

At Time of Booking

- ☐ Brief Description of Exhibition or Event (9/43)
- ☐ T&C's Confirmed (9)
- ☐ 50% Deposit Paid (10/12)
- ☐ Receive CAN Logo (40)

8 Weeks Prior

- ☐ Artists Profile & Photo (42/44)
- ☐ Marketing Material Approved (41)
- ☐ Title of Exhibition or Event (43)
- ☐ Images of Artwork (44)
- ☐ Confirm Opening Event Details (53)
- ☐ Balance of Hireage Fees Paid (11/12)

2 Weeks Prior

- ☐ Master List of All Artworks (14)
- ☐ Provide Bank Account Number (26)

1 Day Prior (Thursday)

- ☐ Deliver Artwork to CAN by 2pm (16)

Day of Exhibition Opening (Friday)

- ☐ Deliver Wine & Food by 3pm (51)
- ☐ Opening Event 5.00-7.00pm (52)

Last Day of Exhibition (Thursday)

- ☐ Collect Unsold Works by 3pm (29)
- ☐ Feedback Questionnaire

Post Exhibition

- ☐ Net Art Proceeds Paid by the 20th of the following month. (25)

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CAN Bookings, PO Box 1083, Napier 4110, or emailed to: bookings@thecan.co.nz

CREATIVE ARTS NAPIER
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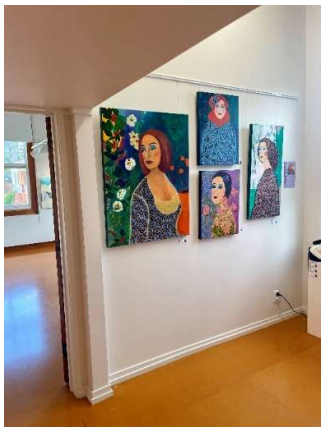
Our Spaces

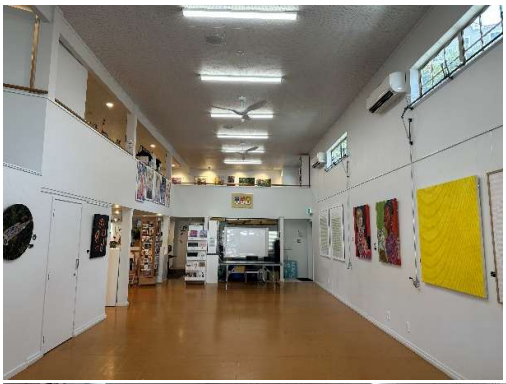
Main Gallery

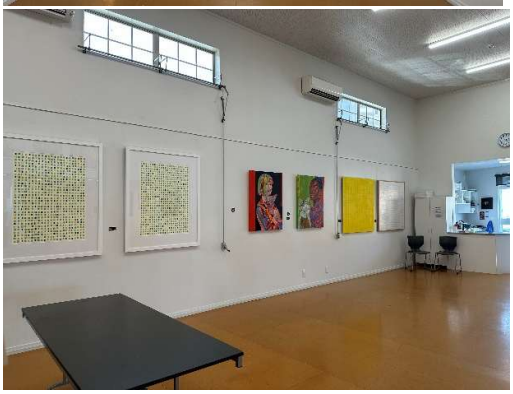
Small Gallery



Foyer

Under the Stairs



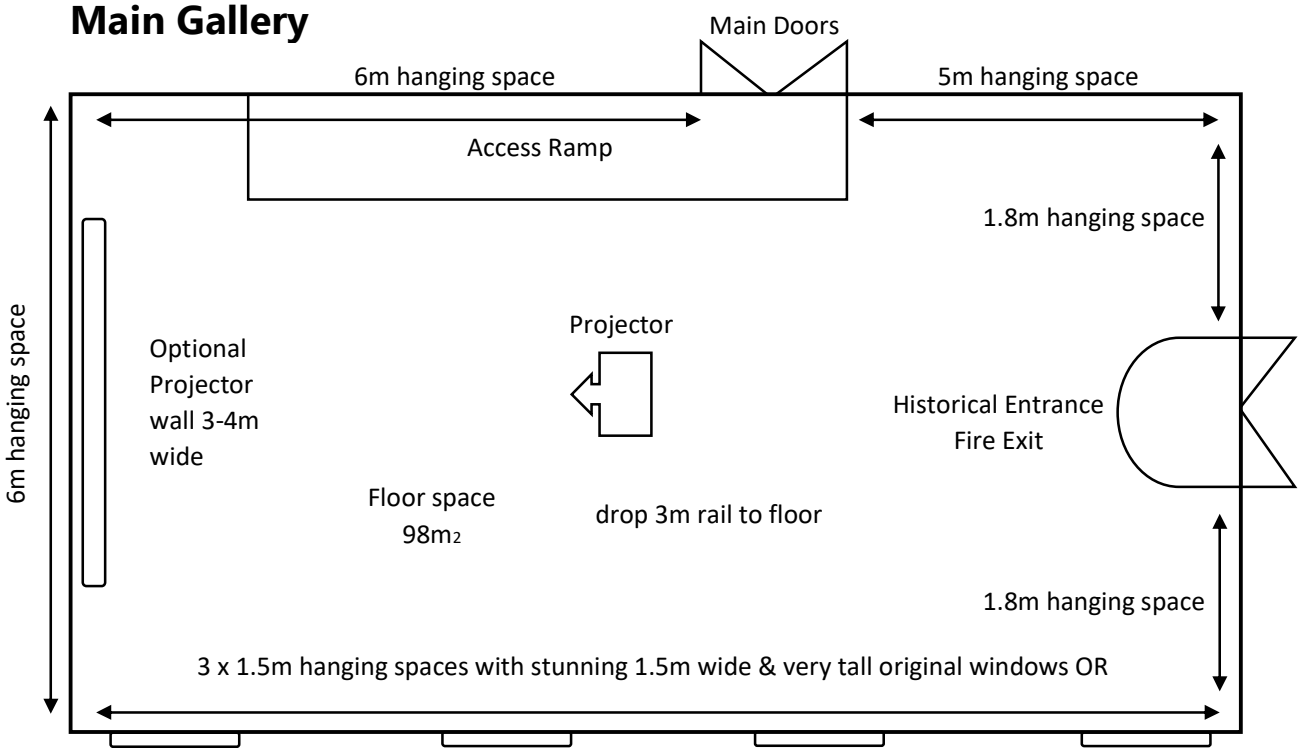


Workshop Gallery

Small Meeting Spaces

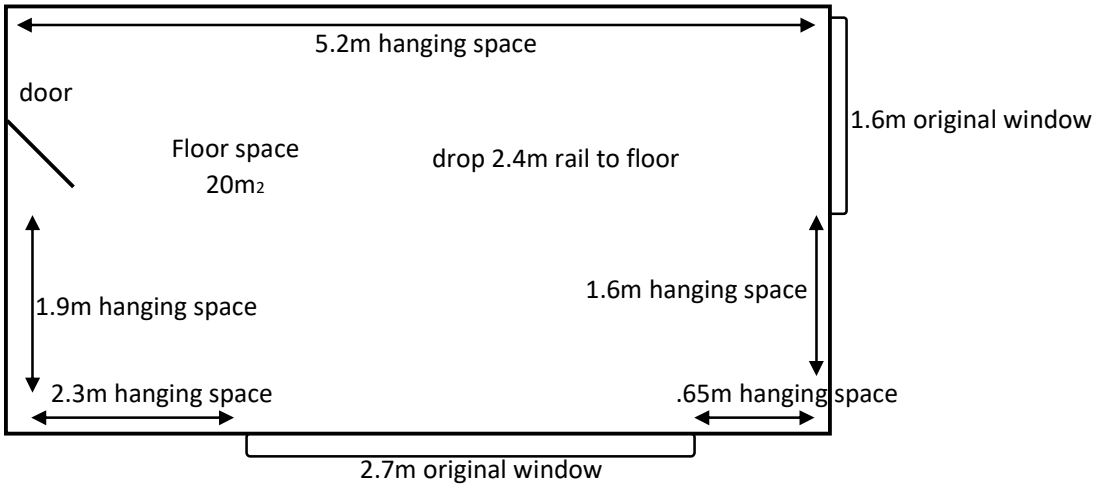
Larger Meeting Spaces

Main Gallery



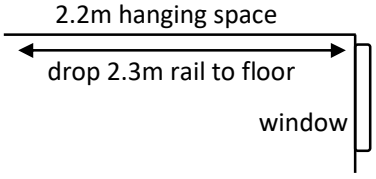
13m hanging space with window boards, decreased natural light but maximum wall space

Small Gallery

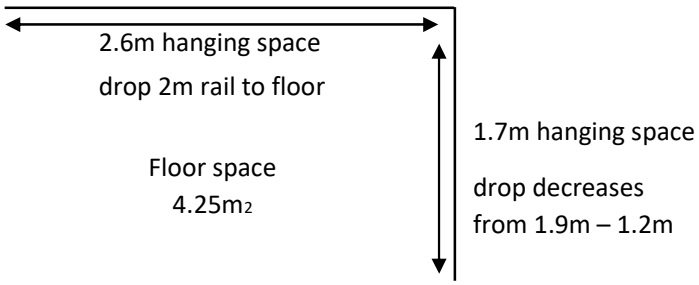


window boards can be placed in Small Gallery, decreased natural light but maximum wall space

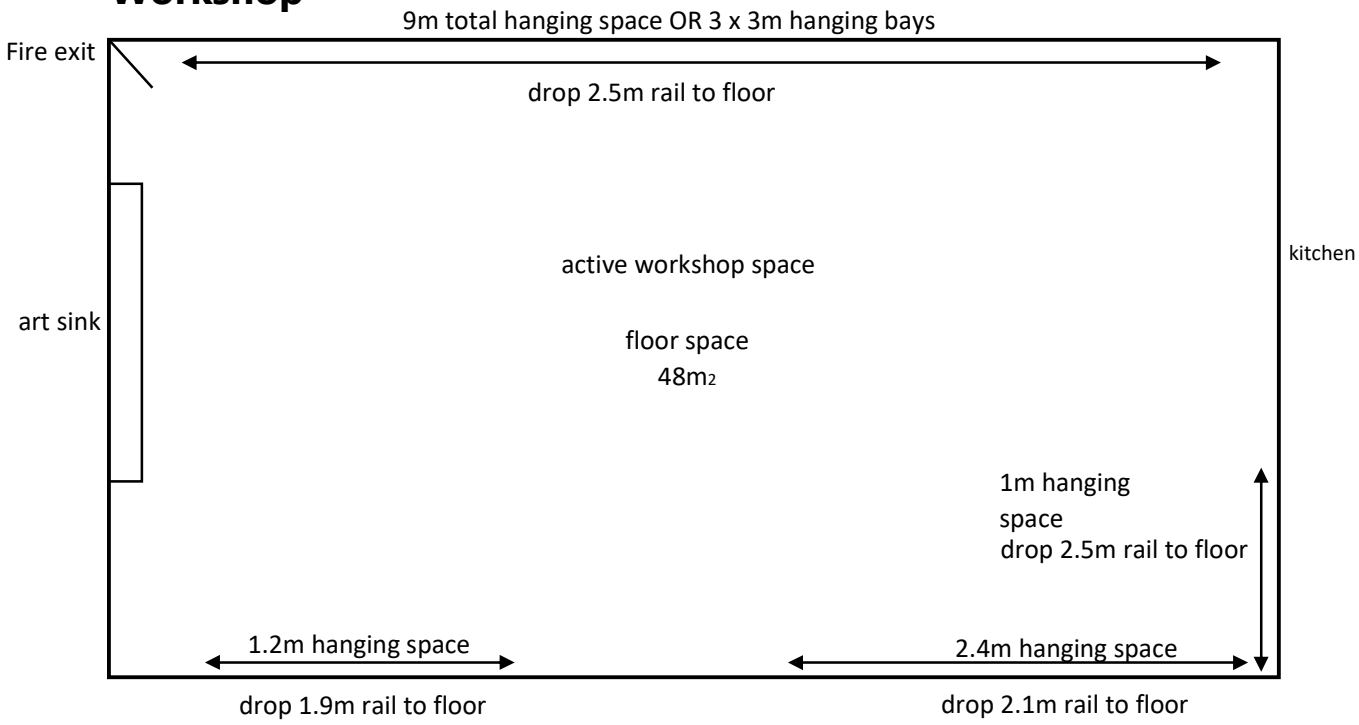
Foyer Micro Gallery



Stairs Micro Gallery



Workshop


9m total hanging space OR 3 x 3m hanging bays
Fire exit
drop 2.5m rail to floor
kitchen
art sink
active workshop space
floor space
48m2
1m hanging
space
drop 2.5m rail to floor
1.2m hanging space
2.4m hanging space
drop 1.9m rail to floor
drop 2.1m rail to floor

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BECOME A FRIEND OF CAN

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48. Keyholders must undertake health & safety induction.

Catering and Event Openings:

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Signed by: _____

On behalf of: _____

Date: _____

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- ☐ T&C's Confirmed (9)
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8 Weeks Prior

- ☐ Artists Profile & Photo (42/44)
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- ☐ Provide Bank Account Number (26)

1 Day Prior (Thursday)

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- ☐ Collect Unsold Works by 3pm (29)
- ☐ Feedback Questionnaire

Post Exhibition

- ☐ Net Art Proceeds Paid by the 20th of the following month. (25)

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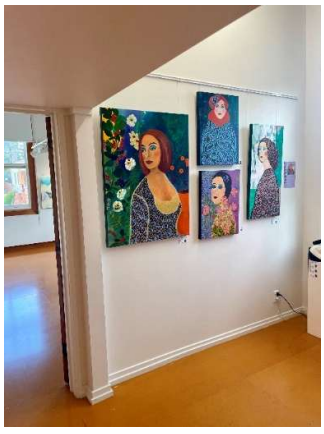
CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

Our Spaces

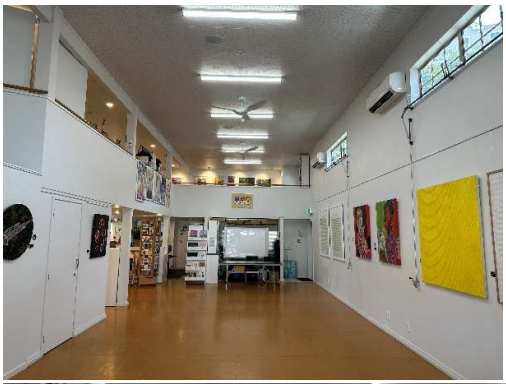
Main Gallery

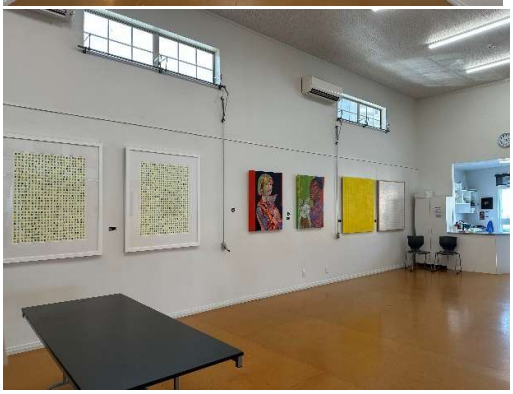
Small Gallery



Foyer

Under the Stairs



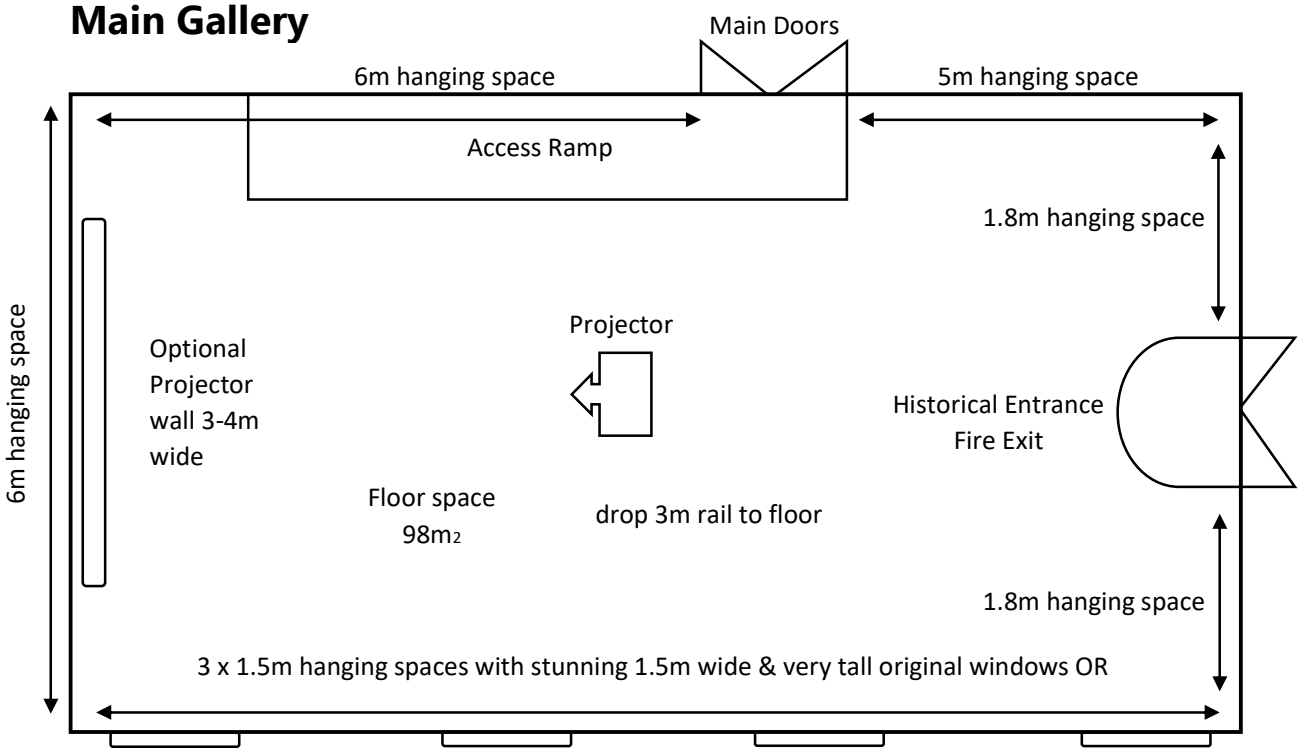


Workshop Gallery

Small Meeting Spaces

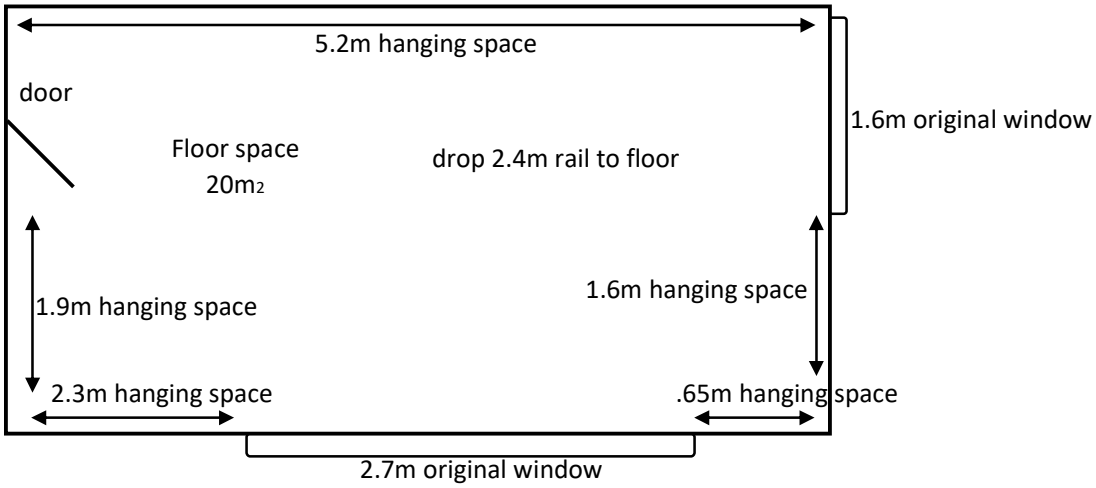
Larger Meeting Spaces

Main Gallery



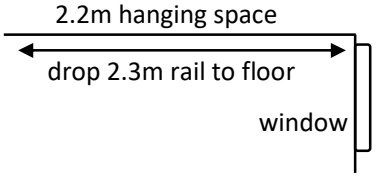
13m hanging space with window boards, decreased natural light but maximum wall space

Small Gallery

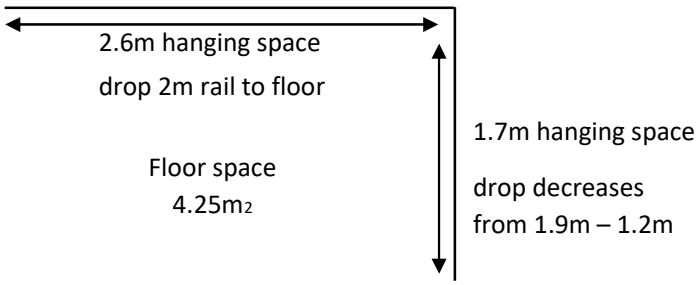


window boards can be placed in Small Gallery, decreased natural light but maximum wall space

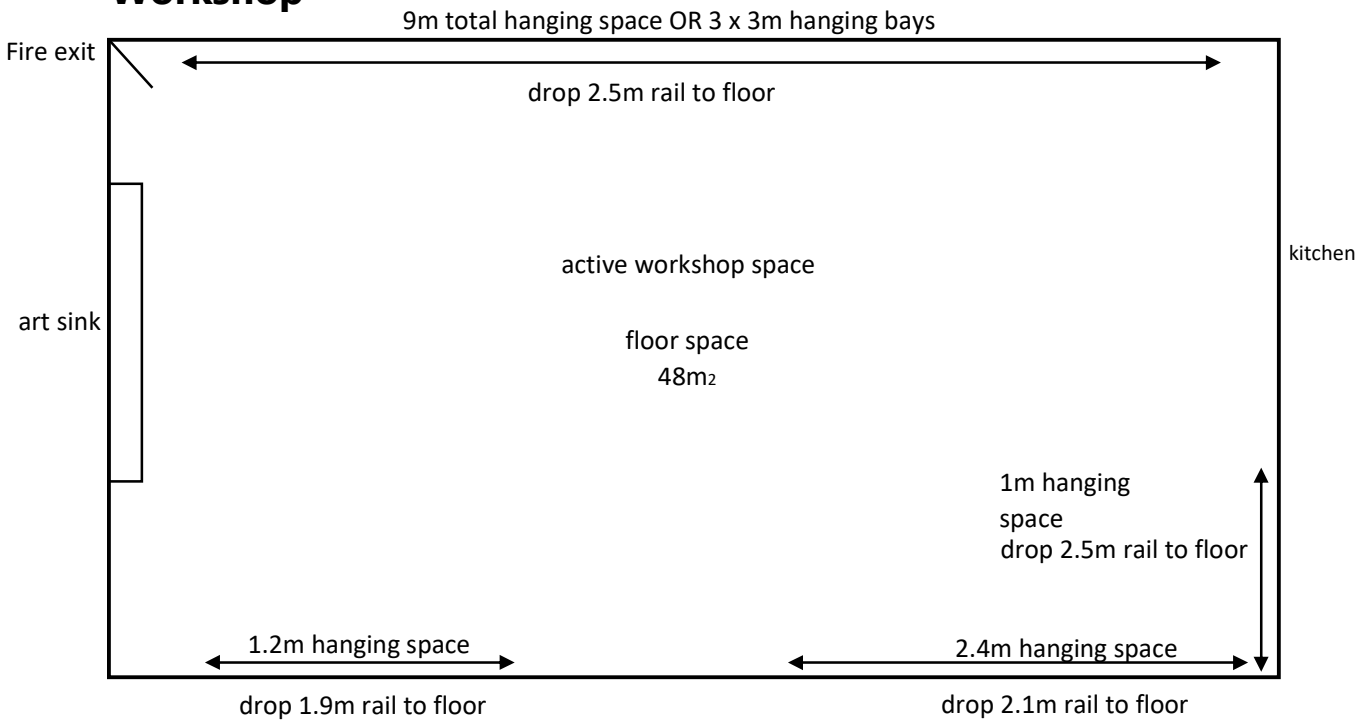
Foyer Micro Gallery



Stairs Micro Gallery



Workshop


9m total hanging space OR 3 x 3m hanging bays
Fire exit
drop 2.5m rail to floor
kitchen
art sink
active workshop space
floor space
48m2
1m hanging
space
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1.2m hanging space
2.4m hanging space
drop 1.9m rail to floor
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NGĀ RINGATOI AUAHA O AHURIRI

BECOME A FRIEND OF CAN

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Phone: 06-835-9448

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A Short History of CAN

Corner of Tennyson and Herschel Streets, 1884. The building shows the original main entrance and weather board cladding. Some of the original panes of glass still survive in situ.

The building we now call **CAN** at 16 Byron Street, was built in the 1880's as the new Chambers for Napier's Borough Council, and was originally located on the corner of Tennyson Street and Marine Parade. Designed by renowned architect Robert Lamb, this is one of the few important public buildings to survive the Earthquake of 1931. Luckily, quake damage was minimal, and the building was spared from the fires that razed most of down-town Napier.
The weatherboard cladding was covered in stucco in 1950 when Napier officially became a City, and sadly many decorative features were removed to give it a modern look. 110 years, 12 mayors and many reincarnations later, the building was last used as the Education Discovery Centre attached to the old Museum.

Cut in half and loaded onto a flatbed trailer, this part, previously the Debating Chamber, is now the Main Gallery in the CAN.

In 2012 the building was chopped in half and went on a short but slow journey to its present location so that the old site could be used to build the new entrance to the MTG (Museum). In 2013, Creative Napier and Napier City Council agreed to refurbish the old chambers and create a much needed Community Art Space, the 'go to' place for all artists in Hawke's Bay.

The Education Discovery Centre from Marine Parade 2012. Many locals will remember their Earthquake Experience workshops and dressing up for Colonial Days, from their primary school visits.

Fundraising started in earnest, raising $500,000 for the complete rebuild and refit project, thanks to Lotteries, ECCT, NCC, Pub Charities, Infinity and Endeavour Trusts, and the Gwen Malden Trust, plus many other businesses and arts groups. CAN believes we have delivered on the expectations of our community, creating the model to inspire other community arts organisations across the country.

By a public vote, the Arts Centre was given a new name and the new identity of **Creative Arts Napier** was adopted by Creative Napier. We believe CAN is a jewel of which we can be proud – a valuable asset to the city of Napier and at long last, a home for community arts.

Contrary to popular belief, we are not employed by nor are we part of Napier City Council, although they do support us with an annual grant in exchange for delivering on their Arts policy. Whilst very grateful for their grants, we are still expected to generate 2/3 of our income from the Arts Centre, and in turn CAN is grateful to our community of artists for their ongoing support – without you we could not survive.

Napier's Community Arts Centre – Opened for business on 12 December 2014

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

Fees Schedule 2024

CAN SPACES COMMUNITY FEES

SPACE	$Per week	$Per Month

Exhibitions:		
MAIN GALLERY Full Space	260	-
SMALL GALLERY Full Space	150	-
MICRO Foyer/Entrance	-	125
MICRO Under the Stairs	-	235
WORKSHOP Micro (Per Bay) & Inside Wall	-	100
WORKSHOP AREA All Walls	-	350
All Galleries Rate *OnApplication Only*	-	-
	Minimum 2 Weeks	

Workshops:	**$Per Day**	**$Per Hour**
WORKSHOP AREA / Workshops	150	35
WORKSHOP Printing Press		10

Other Space Hire:	**$Per Day**	**$Per Hour**
MEETING / CONFERENCE	200	35
KITCHEN use, including glasses, platters crockery, cutlery etc.	65	
Exhibition openings. bar, glasses & clean up – *Charged per event*	65	
After Hours Staff		35
Marketing Design Fee $60		
Hireage of TV $10 per use daily		

Commission Rate = 30%

Prices Include GST / Terms & Conditions Apply.

Contact: bookings@thecan.co.nz 06 835 9448

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

Terms & Conditions

The following terms and conditions apply to all bookings. The hiring of any space within CAN implies an understanding and acceptance of these terms and conditions. If a group booking is taken, it is the responsibility of the person booking to convey the terms & conditions to their group and by signing thereby acknowledge that this has been done. Agreement to the terms and conditions can be made by email.
Please read carefully before signing.

1. CAN reserves the right to change, decline or cancel any booking.
2. CAN also reserves the right to decline the exhibition of Artworks that do not meet our cultural safety policy.
3. No offensive material will be permitted. CAN reserves the right to place content advice notices warning visitors who may wish to avoid certain content.
4. CAN does not charge an entry fee, nor do we allow the hirer to do so.
5. You will be informed if the hired space is required for another short-term event i.e., evening meeting. This will not affect your fees.

Deposits and Fees:

6. The Hirer agrees to pay the fees as per CAN's Fee Schedule.
7. CAN reserves the right to amend our fees at any time without notice.
8. All bookings must be accepted and approved by the bookings manager and/or general manager.
9. No booking will be accepted and approved until details regarding your exhibition or event is received; and CAN's T&C's have been agreed.
10. Once accepted and approved, the Hirer agrees to pay a deposit of 50% of the total hire fee to confirm your booking.
11. All remaining fees are invoiced 8 weeks prior to the start date of your exhibition or event – unless:
12. The only exceptions will be for a late booking (less than 8 weeks commencement) OR the total fee is less than $200 – in each of these cases payment must be paid in full at time of booking.

Cancellation Policy: Your deposit is refundable if more than 6 weeks' written notice is given before commencement of hire.

Artworks and Retail:

13. A complete master list of all Artworks, including titles, retail prices and descriptions to be emailed to bookings@thecan.co.nz 2 weeks before your exhibition or event - or when invited to display in our retail space.
14. Artists will set the retail price of their own works. The Gallery takes 30% commission from the retail price.
15. One day before your exhibition, Artworks must be delivered to CAN by 2pm and all packaging taken away.
16. Works to be exhibited must be ready to hang – that is with hanging eyehooks and wire or string. If not, it won't be displayed. Alternatively, a charge may be made for materials and extra staff time required.
17. All work to be attached with a swing-tag identifying the Artwork by title and retail price. This may be stapled to the frame of the canvas or fastened on the rear of paintings. No sticky labels please as they fall off.
18. CAN is responsible for hanging / displaying the Artwork. The gallery technician will hang/curate your exhibition in conjunction with you.
19. Due to storage constraints, you may be asked to remove any un-displayed Artwork.
20. CAN will produce labels for each Artwork exhibited, however items for markets, retail or similar should be labelled by you.
21. While taking every care, CAN accepts no responsibility for theft or damage of Artworks in any of our premises. INSURANCE OF ARTWORKS IS THE HIRERS RESPONSIBILTY.
22. We have an opt out policy on photography. If you do not want your work photographed, please inform CAN.
23. CAN brokered sales will incur the usual commission.
24. Payments will be made to Artists nominated bank account by the 20th of the month following the sale.
25. Artists to email nominated bank account numbers to admin@thecan.co.nz 2 weeks prior to your exhibition or event.
26. One nominated bank account must be provided for groups or 3 or more artists.
27. Exhibitions are taken down on Thursdays by 2.00pm – an exception may apply if extra setup time is required for an exhibition or event taking place immediately afterwards.
28. The hirer will remove all their property at cessation of rented period, ideally by 4pm on the last Thursday of your exhibition or event.
29. Artworks remaining at CAN 90 days after the end of your exhibition or hireage period will be considered CAN property and sold for charitable purposes.

Other Space Hire & Equipment:

30. The hirer is to include in their booking time any set-up and pack-down time that may be required.
31. CAN's equipment and furniture may be available to hire.
32. Hireage of the CAN kitchen incurs extra fees. This includes use of glasses, mugs, platters, cutlery, oven, and all kitchen equipment. This applies to all exhibition opening events.
33. The kitchen is to be always accessible to CAN staff members.
34. The hirer must leave the kitchen area clean and tidy, and ensure all rubbish is removed from the premises.
35. If the hired space is to be used for a workshop, you may be required to supply a proposal, CV, and evidence of previous tutoring experience before your booking is confirmed.
36. If using the workshop space for a workshop, this area must be left clean and tidy, all surfaces (including sink area and tabletops) wiped down and floor swept. Any spillages wiped up.
37. The hirer will be invoiced for any breakages, damage or loss, and any extra cleaning required.
38. The hirer may bring in any additional furniture or equipment *at their own risk*. This must be removed at the end of the hire period.

Promotional and Marketing Material

39. CAN will email you a Logo. This must be used on ALL promotional material that you produce.
40. ***CAN must proof read and approve*** all draft promotional material – remember to include details regarding any opening events if applicable.
41. Provide an Artist Profile. This is 1 or 2 paragraphs about yourself that we can use to help promote your exhibition or event in local media, our website and on social media. By Agreeing to these T&C's

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you are providing CAN with the permission to do so.

42. Your profile, exhibition/event title and description you have provided will be used to create promotional material as part of CANs regular marketing schedule.
43. CAN requires high resolution jpeg images of your work and yourself, emailed as separate attachments.

Health and Safety:

44. Exit doors are clearly marked and must always be kept clear of obstructions.
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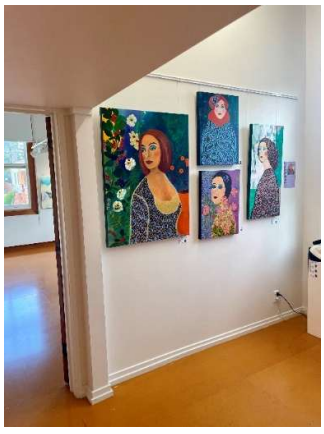
Small Gallery



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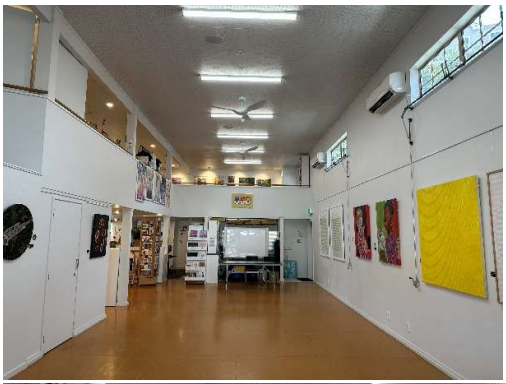

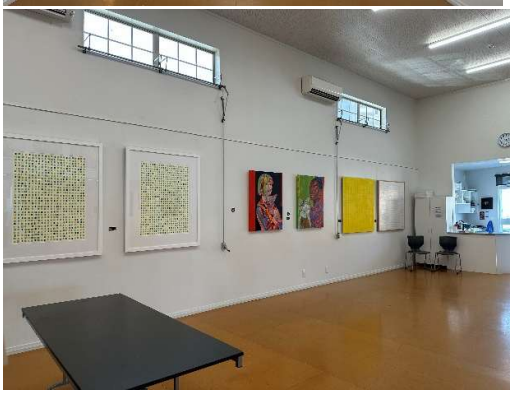

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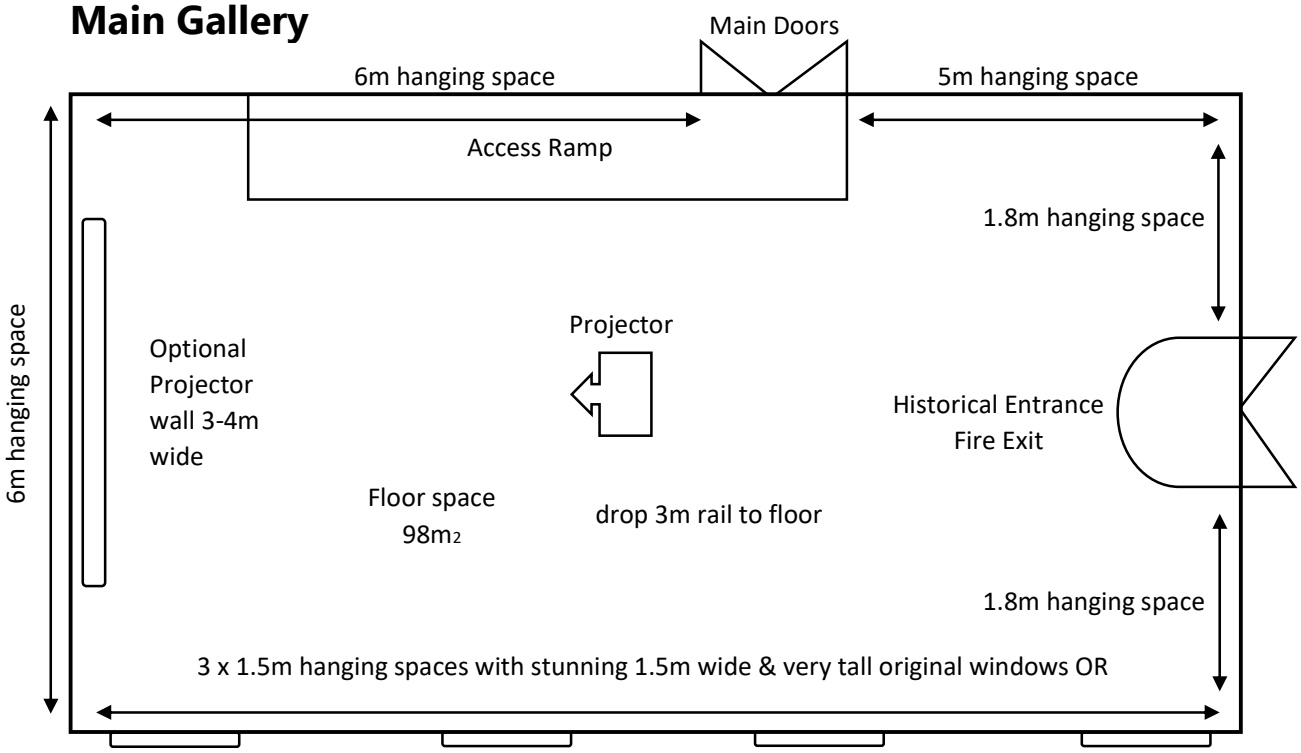

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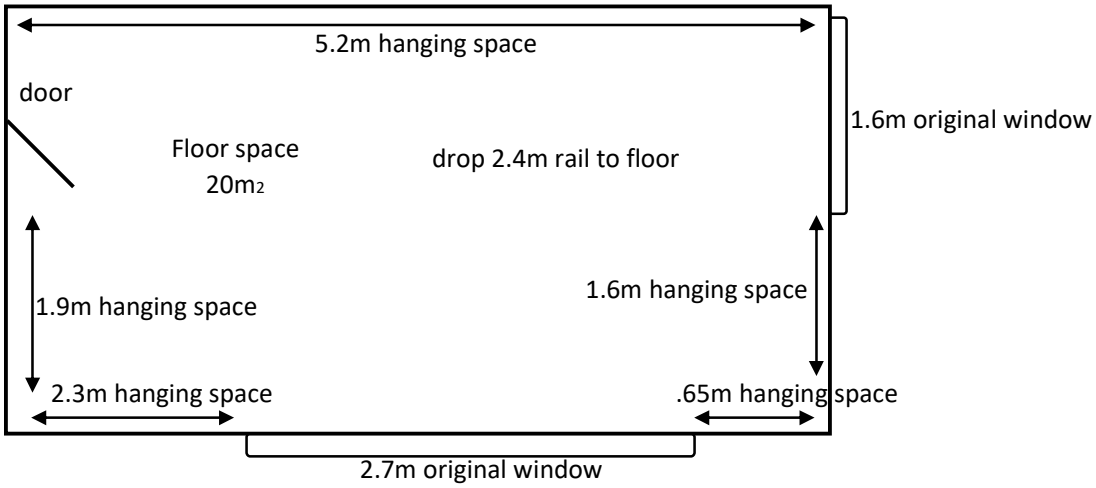

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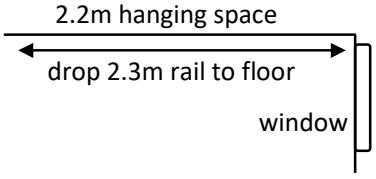

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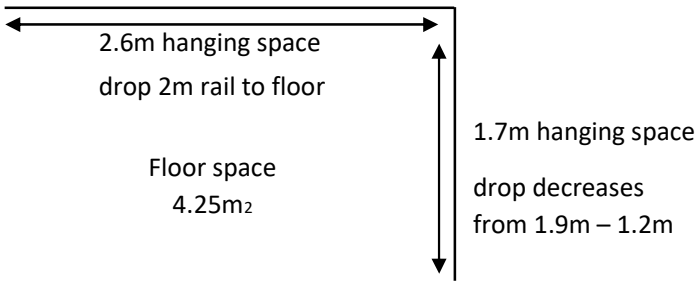

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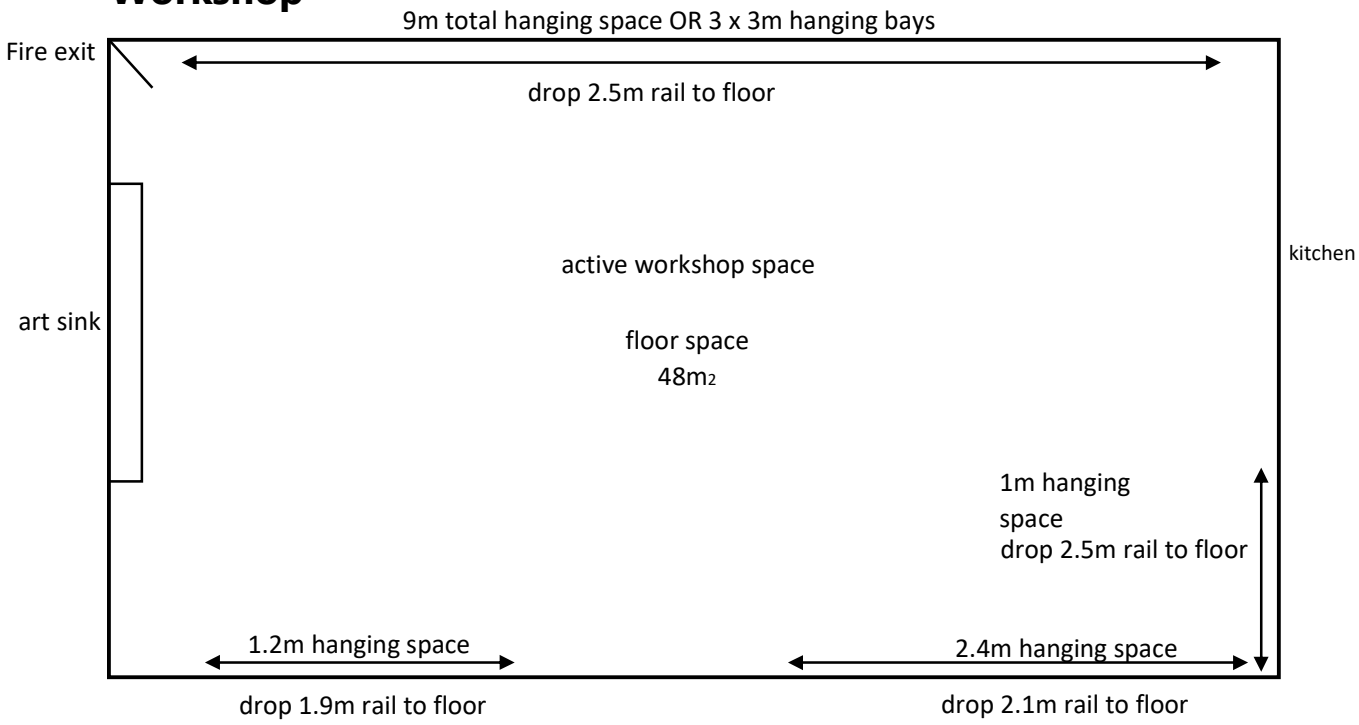
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The weatherboard cladding was covered in stucco in 1950 when Napier officially became a City, and sadly many decorative features were removed to give it a modern look. 110 years, 12 mayors and many reincarnations later, the building was last used as the Education Discovery Centre attached to the old Museum.

Cut in half and loaded onto a flatbed trailer, this part, previously the Debating Chamber, is now the Main Gallery in the CAN.

In 2012 the building was chopped in half and went on a short but slow journey to its present location so that the old site could be used to build the new entrance to the MTG (Museum). In 2013, Creative Napier and Napier City Council agreed to refurbish the old chambers and create a much needed Community Art Space, the 'go to' place for all artists in Hawke's Bay.

The Education Discovery Centre from Marine Parade 2012. Many locals will remember their Earthquake Experience workshops and dressing up for Colonial Days, from their primary school visits.

Fundraising started in earnest, raising $500,000 for the complete rebuild and refit project, thanks to Lotteries, ECCT, NCC, Pub Charities, Infinity and Endeavour Trusts, and the Gwen Malden Trust, plus many other businesses and arts groups. CAN believes we have delivered on the expectations of our community, creating the model to inspire other community arts organisations across the country.

By a public vote, the Arts Centre was given a new name and the new identity of **Creative Arts Napier** was adopted by Creative Napier. We believe CAN is a jewel of which we can be proud – a valuable asset to the city of Napier and at long last, a home for community arts.

Contrary to popular belief, we are not employed by nor are we part of Napier City Council, although they do support us with an annual grant in exchange for delivering on their Arts policy. Whilst very grateful for their grants, we are still expected to generate 2/3 of our income from the Arts Centre, and in turn CAN is grateful to our community of artists for their ongoing support – without you we could not survive.

Napier's Community Arts Centre – Opened for business on 12 December 2014

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

Fees Schedule 2024

CAN SPACES COMMUNITY FEES

SPACE	$Per week	$Per Month

Exhibitions:		
MAIN GALLERY Full Space	260	-
SMALL GALLERY Full Space	150	-
MICRO Foyer/Entrance	-	125
MICRO Under the Stairs	-	235
WORKSHOP Micro (Per Bay) & Inside Wall	-	100
WORKSHOP AREA All Walls	-	350
All Galleries Rate *OnApplication Only*	-	-
	Minimum 2 Weeks	

Workshops:	**$Per Day**	**$Per Hour**
WORKSHOP AREA / Workshops	150	35
WORKSHOP Printing Press		10

Other Space Hire:	**$Per Day**	**$Per Hour**
MEETING / CONFERENCE	200	35
KITCHEN use, including glasses, platters crockery, cutlery etc.	65	
Exhibition openings. bar, glasses & clean up – *Charged per event*	65	
After Hours Staff		35
Marketing Design Fee $60		
Hireage of TV $10 per use daily		

Commission Rate = 30%

Prices Include GST / Terms & Conditions Apply.

Contact: bookings@thecan.co.nz 06 835 9448

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

Terms & Conditions

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Please read carefully before signing.

1. CAN reserves the right to change, decline or cancel any booking.
2. CAN also reserves the right to decline the exhibition of Artworks that do not meet our cultural safety policy.
3. No offensive material will be permitted. CAN reserves the right to place content advice notices warning visitors who may wish to avoid certain content.
4. CAN does not charge an entry fee, nor do we allow the hirer to do so.
5. You will be informed if the hired space is required for another short-term event i.e., evening meeting. This will not affect your fees.

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6. The Hirer agrees to pay the fees as per CAN's Fee Schedule.
7. CAN reserves the right to amend our fees at any time without notice.
8. All bookings must be accepted and approved by the bookings manager and/or general manager.
9. No booking will be accepted and approved until details regarding your exhibition or event is received; and CAN's T&C's have been agreed.
10. Once accepted and approved, the Hirer agrees to pay a deposit of 50% of the total hire fee to confirm your booking.
11. All remaining fees are invoiced 8 weeks prior to the start date of your exhibition or event – unless:
12. The only exceptions will be for a late booking (less than 8 weeks commencement) OR the total fee is less than $200 – in each of these cases payment must be paid in full at time of booking.

Cancellation Policy: Your deposit is refundable if more than 6 weeks' written notice is given before commencement of hire.

Artworks and Retail:

13. A complete master list of all Artworks, including titles, retail prices and descriptions to be emailed to bookings@thecan.co.nz 2 weeks before your exhibition or event - or when invited to display in our retail space.
14. Artists will set the retail price of their own works. The Gallery takes 30% commission from the retail price.
15. One day before your exhibition, Artworks must be delivered to CAN by 2pm and all packaging taken away.
16. Works to be exhibited must be ready to hang – that is with hanging eyehooks and wire or string. If not, it won't be displayed. Alternatively, a charge may be made for materials and extra staff time required.
17. All work to be attached with a swing-tag identifying the Artwork by title and retail price. This may be stapled to the frame of the canvas or fastened on the rear of paintings. No sticky labels please as they fall off.
18. CAN is responsible for hanging / displaying the Artwork. The gallery technician will hang/curate your exhibition in conjunction with you.
19. Due to storage constraints, you may be asked to remove any un-displayed Artwork.
20. CAN will produce labels for each Artwork exhibited, however items for markets, retail or similar should be labelled by you.
21. While taking every care, CAN accepts no responsibility for theft or damage of Artworks in any of our premises. INSURANCE OF ARTWORKS IS THE HIRERS RESPONSIBILTY.
22. We have an opt out policy on photography. If you do not want your work photographed, please inform CAN.
23. CAN brokered sales will incur the usual commission.
24. Payments will be made to Artists nominated bank account by the 20th of the month following the sale.
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28. The hirer will remove all their property at cessation of rented period, ideally by 4pm on the last Thursday of your exhibition or event.
29. Artworks remaining at CAN 90 days after the end of your exhibition or hireage period will be considered CAN property and sold for charitable purposes.

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30. The hirer is to include in their booking time any set-up and pack-down time that may be required.
31. CAN's equipment and furniture may be available to hire.
32. Hireage of the CAN kitchen incurs extra fees. This includes use of glasses, mugs, platters, cutlery, oven, and all kitchen equipment. This applies to all exhibition opening events.
33. The kitchen is to be always accessible to CAN staff members.
34. The hirer must leave the kitchen area clean and tidy, and ensure all rubbish is removed from the premises.
35. If the hired space is to be used for a workshop, you may be required to supply a proposal, CV, and evidence of previous tutoring experience before your booking is confirmed.
36. If using the workshop space for a workshop, this area must be left clean and tidy, all surfaces (including sink area and tabletops) wiped down and floor swept. Any spillages wiped up.
37. The hirer will be invoiced for any breakages, damage or loss, and any extra cleaning required.
38. The hirer may bring in any additional furniture or equipment *at their own risk*. This must be removed at the end of the hire period.

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39. CAN will email you a Logo. This must be used on ALL promotional material that you produce.
40. ***CAN must proof read and approve*** all draft promotional material – remember to include details regarding any opening events if applicable.
41. Provide an Artist Profile. This is 1 or 2 paragraphs about yourself that we can use to help promote your exhibition or event in local media, our website and on social media. By Agreeing to these T&C's

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

Terms & Conditions

you are providing CAN with the permission to do so.

42. Your profile, exhibition/event title and description you have provided will be used to create promotional material as part of CANs regular marketing schedule.
43. CAN requires high resolution jpeg images of your work and yourself, emailed as separate attachments.

Health and Safety:

44. Exit doors are clearly marked and must always be kept clear of obstructions.
45. All CAN equipment and furniture should only be moved by CAN staff.
46. All hirers to be familiar with CAN's emergency evacuation procedures. Notices are kept at main exits.
47. If there is a fire or the alarm goes off, everyone must leave the building immediately and meet at the designated assembly area – the far side of the large car park furthest away from CAN.
48. Keyholders must undertake health & safety induction.

Catering and Event Openings:

49. No alcohol may be served/sold on site unless a CAN authorised and fully licenced bar manager is on site.
50. Catering and beverages for exhibition and event openings is the responsibility of the hirer. To be delivered by 3pm (Friday evening openings) or when advised.
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52. You must confirm with the bookings manager if you are having an opening.

Noise:

53. Keep noise to a reasonable level, in consideration of nearby residents.
54. Any complaints / action taken because of noise will be the responsibility of the hirer at the time of the complaint.
55. To limit the noise from amplified music, please keep doors and windows closed.
56. CAN provides a licenced bar manager.
57. Refer to section 33 regarding catering equipment.
58. Please ensure guests leave your function at the agreed pre-arranged time. Charges will apply to functions *running overtime.*

Capacity for Seated Events:

59. Main Gallery maximum = 80
60. Small Gallery maximum = 20
61. Mezzanine maximum = 10
62. Workshop Space maximum = 50.

Friend of CAN Membership:

63. CAN encourages all users of CAN to become a Friend of CAN.

Cultural Safety Policy:

64. Cultural appropriation is the unacknowledged or inappropriate adoptions of the customs, practices, ideas and other cultural elements of one people or society by members of another and typically more dominant people or society, often for financial gain (Sian Montgomery- Neutze).
65. To ensure cultural safety CAN has a policy against Cultural Appropriation. If you feel that your works may fall into this category, please feel free to talk to us. If we are concerned about your work, we will talk to you and we reserve the right to reject any work that we consider inappropriate.

Content Disclaimer:

66. **Creative Arts Napier galleries are inclusive community spaces for the expression of artists. Content or themes depicted in the art of individuals do not by default represent the views of the Creative Arts Napier Team, Board or Volunteers.**

Force Majeure Clause:

67. **In an event outside the control of either party where your booking is unable to go ahead or be rescheduled, a full refund will be provided. This is in conjunction with the Fair Trading Act.**

I/we acknowledge and agree to these Terms and Conditions.

Signed by: _____

On behalf of: _____

Date: _____

Booking Checklist:

At Time of Booking

- ☐ Brief Description of Exhibition or Event (9/43)
- ☐ T&C's Confirmed (9)
- ☐ 50% Deposit Paid (10/12)
- ☐ Receive CAN Logo (40)

8 Weeks Prior

- ☐ Artists Profile & Photo (42/44)
- ☐ Marketing Material Approved (41)
- ☐ Title of Exhibition or Event (43)
- ☐ Images of Artwork (44)
- ☐ Confirm Opening Event Details (53)
- ☐ Balance of Hireage Fees Paid (11/12)

2 Weeks Prior

- ☐ Master List of All Artworks (14)
- ☐ Provide Bank Account Number (26)

1 Day Prior (Thursday)

- ☐ Deliver Artwork to CAN by 2pm (16)

Day of Exhibition Opening (Friday)

- ☐ Deliver Wine & Food by 3pm (51)
- ☐ Opening Event 5.00-7.00pm (52)

Last Day of Exhibition (Thursday)

- ☐ Collect Unsold Works by 3pm (29)
- ☐ Feedback Questionnaire

Post Exhibition

- ☐ Net Art Proceeds Paid by the 20th of the following month. (25)

Please keep these terms and conditions for reference. Acknowledgment and agreement of these terms and conditions must to be sent to:

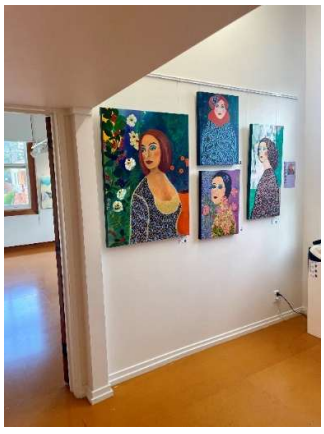
CAN Bookings, PO Box 1083, Napier 4110, or emailed to: bookings@thecan.co.nz

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

Our Spaces

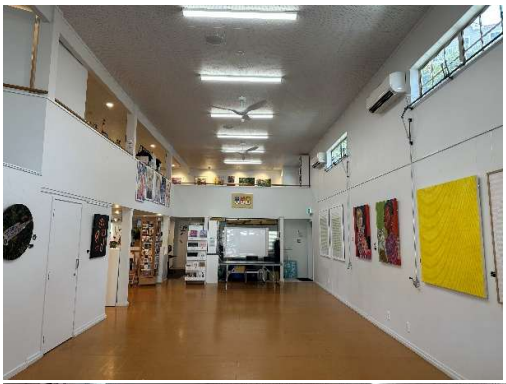
Main Gallery

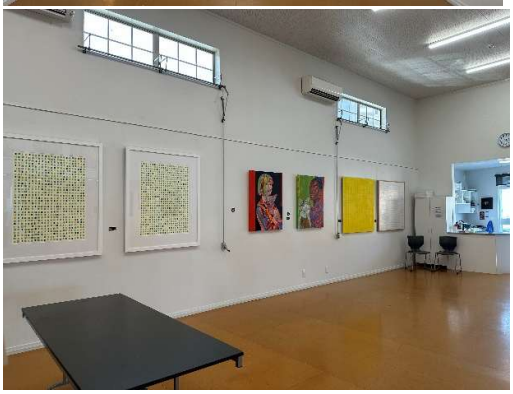
Small Gallery



Foyer

Under the Stairs



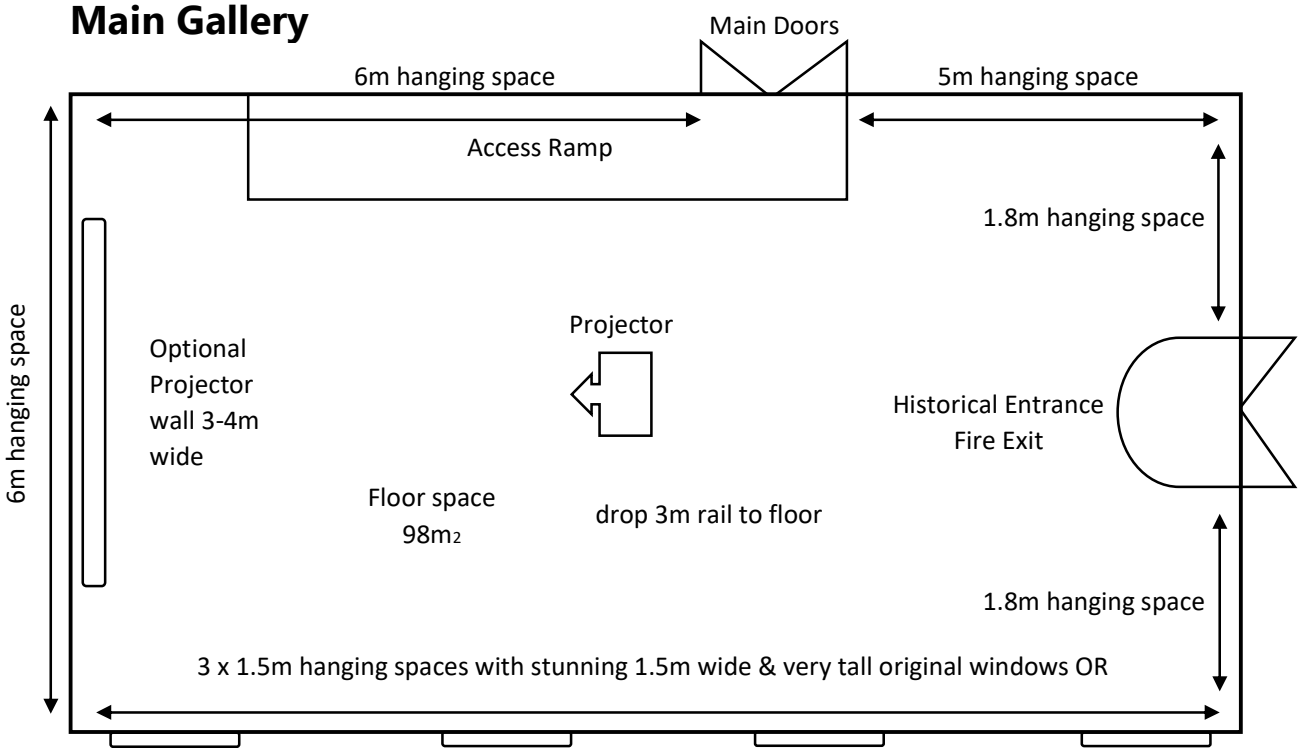


Workshop Gallery

Small Meeting Spaces

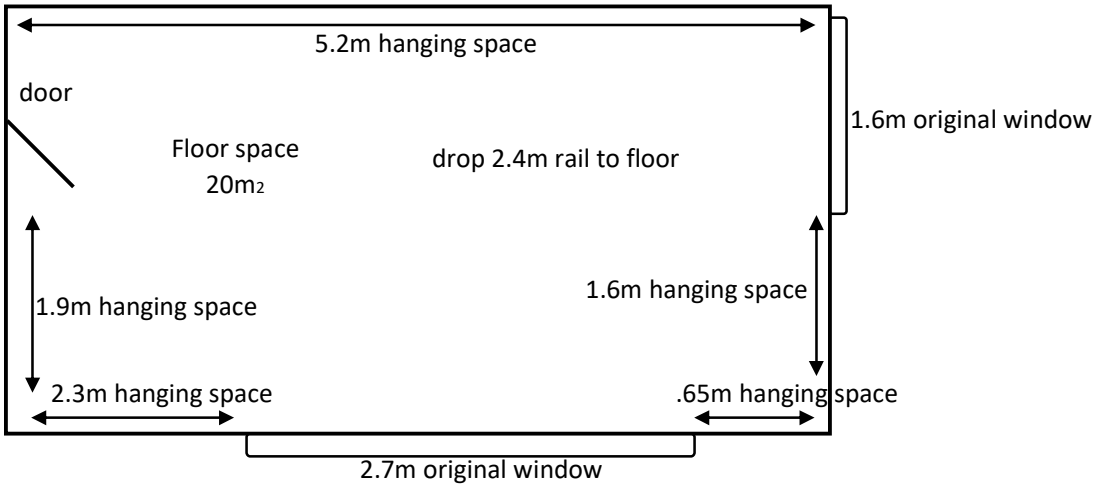
Larger Meeting Spaces

Main Gallery



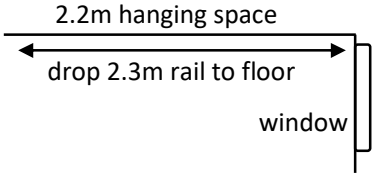
13m hanging space with window boards, decreased natural light but maximum wall space

Small Gallery

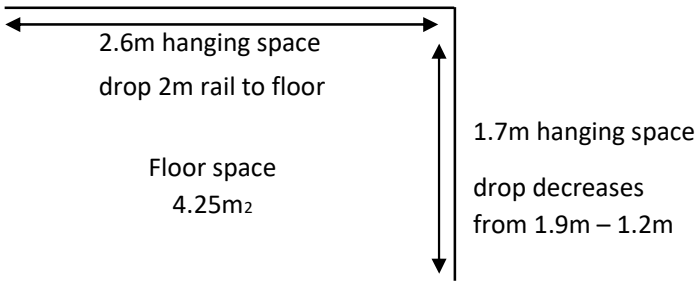


window boards can be placed in Small Gallery, decreased natural light but maximum wall space

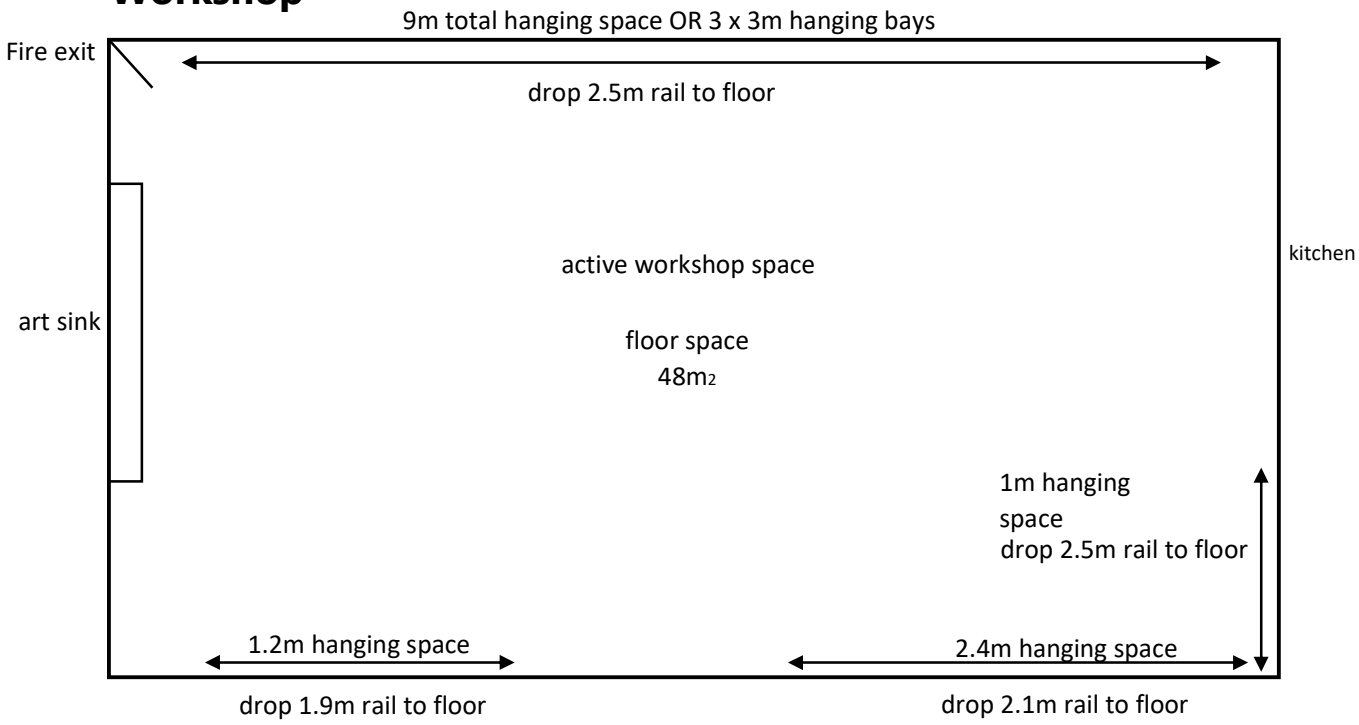
Foyer Micro Gallery



Stairs Micro Gallery



Workshop


9m total hanging space OR 3 x 3m hanging bays
Fire exit
drop 2.5m rail to floor
kitchen
art sink
active workshop space
floor space
48m2
1m hanging
space
drop 2.5m rail to floor
1.2m hanging space
2.4m hanging space
drop 1.9m rail to floor
drop 2.1m rail to floor

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

BECOME A FRIEND OF CAN

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

MEMBERSHIP APPLICATION FORM

ARTIST INFORMATION PACK

CAN Mission: To enhance the creative spirit of Napier by providing accessible and affordable arts opportunities.

Creative Arts Napier is a registered charity.

March 2025

March 2025

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

Thank you for your enquiry

Please find enclosed some information and images which provides an overview of who we are, what we do, and the spaces we have available for exhibitions, workshops, meetings and events.

We can cater for small meetings and events which support the Arts.

Contact our Bookings Team for further information:

Email: bookings@thecan.co.nz

Phone: 06-835-9448

Visit us at: 16 Byron Street, Napier

Website: www.thecan.co.nz

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

A Short History of CAN

Corner of Tennyson and Herschel Streets, 1884. The building shows the original main entrance and weather board cladding. Some of the original panes of glass still survive in situ.

The building we now call **CAN** at 16 Byron Street, was built in the 1880's as the new Chambers for Napier's Borough Council, and was originally located on the corner of Tennyson Street and Marine Parade. Designed by renowned architect Robert Lamb, this is one of the few important public buildings to survive the Earthquake of 1931. Luckily, quake damage was minimal, and the building was spared from the fires that razed most of down-town Napier.
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Napier's Community Arts Centre – Opened for business on 12 December 2014

CREATIVE ARTS NAPIER
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57. Refer to section 33 regarding catering equipment.
58. Please ensure guests leave your function at the agreed pre-arranged time. Charges will apply to functions *running overtime.*

Capacity for Seated Events:

59. Main Gallery maximum = 80
60. Small Gallery maximum = 20
61. Mezzanine maximum = 10
62. Workshop Space maximum = 50.

Friend of CAN Membership:

63. CAN encourages all users of CAN to become a Friend of CAN.

Cultural Safety Policy:

64. Cultural appropriation is the unacknowledged or inappropriate adoptions of the customs, practices, ideas and other cultural elements of one people or society by members of another and typically more dominant people or society, often for financial gain (Sian Montgomery- Neutze).
65. To ensure cultural safety CAN has a policy against Cultural Appropriation. If you feel that your works may fall into this category, please feel free to talk to us. If we are concerned about your work, we will talk to you and we reserve the right to reject any work that we consider inappropriate.

Content Disclaimer:

66. **Creative Arts Napier galleries are inclusive community spaces for the expression of artists. Content or themes depicted in the art of individuals do not by default represent the views of the Creative Arts Napier Team, Board or Volunteers.**

Force Majeure Clause:

67. **In an event outside the control of either party where your booking is unable to go ahead or be rescheduled, a full refund will be provided. This is in conjunction with the Fair Trading Act.**

I/we acknowledge and agree to these Terms and Conditions.

Signed by: _____

On behalf of: _____

Date: _____

Booking Checklist:

At Time of Booking

- ☐ Brief Description of Exhibition or Event (9/43)
- ☐ T&C's Confirmed (9)
- ☐ 50% Deposit Paid (10/12)
- ☐ Receive CAN Logo (40)

8 Weeks Prior

- ☐ Artists Profile & Photo (42/44)
- ☐ Marketing Material Approved (41)
- ☐ Title of Exhibition or Event (43)
- ☐ Images of Artwork (44)
- ☐ Confirm Opening Event Details (53)
- ☐ Balance of Hireage Fees Paid (11/12)

2 Weeks Prior

- ☐ Master List of All Artworks (14)
- ☐ Provide Bank Account Number (26)

1 Day Prior (Thursday)

- ☐ Deliver Artwork to CAN by 2pm (16)

Day of Exhibition Opening (Friday)

- ☐ Deliver Wine & Food by 3pm (51)
- ☐ Opening Event 5.00-7.00pm (52)

Last Day of Exhibition (Thursday)

- ☐ Collect Unsold Works by 3pm (29)
- ☐ Feedback Questionnaire

Post Exhibition

- ☐ Net Art Proceeds Paid by the 20th of the following month. (25)

Please keep these terms and conditions for reference. Acknowledgment and agreement of these terms and conditions must to be sent to:

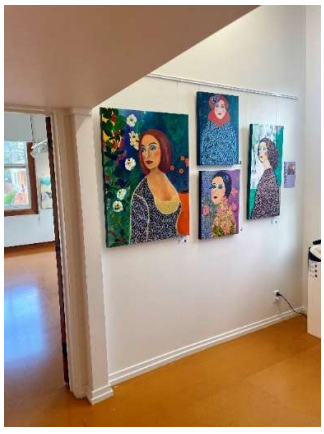
CAN Bookings, PO Box 1083, Napier 4110, or emailed to: bookings@thecan.co.nz

CREATIVE ARTS NAPIER
NGĀ RINGATOI AUAHA O AHURIRI

Our Spaces

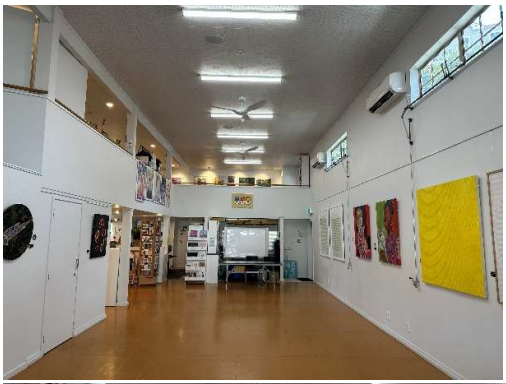
Main Gallery

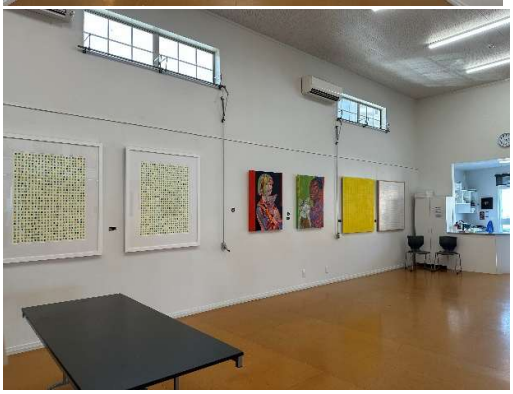
Small Gallery



Foyer

Under the Stairs



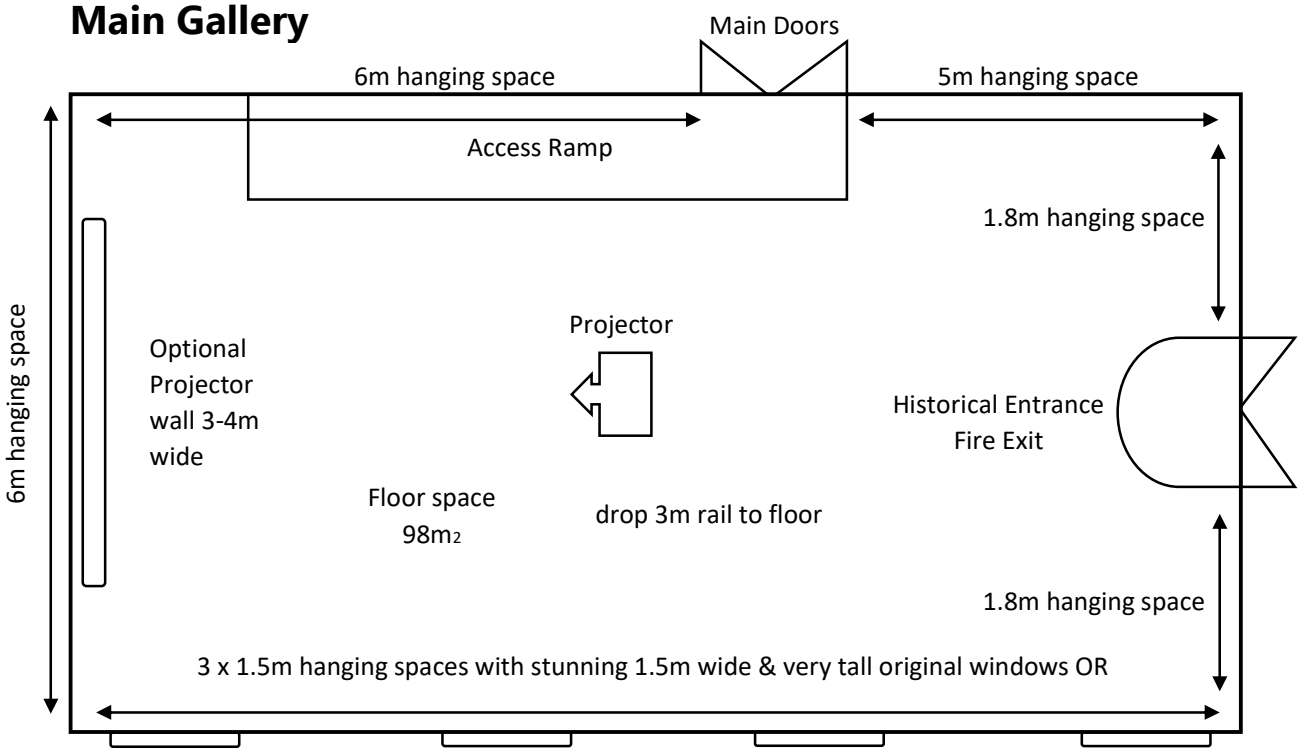


Workshop Gallery

Small Meeting Spaces

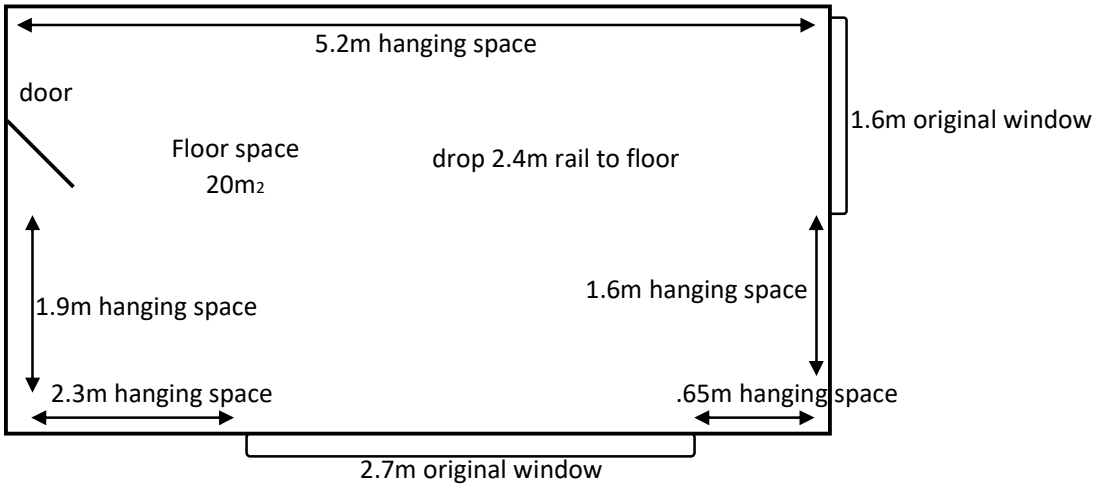
Larger Meeting Spaces

Main Gallery



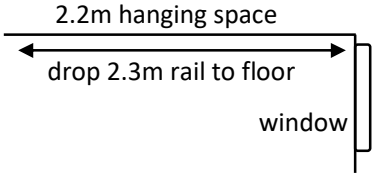
13m hanging space with window boards, decreased natural light but maximum wall space

Small Gallery

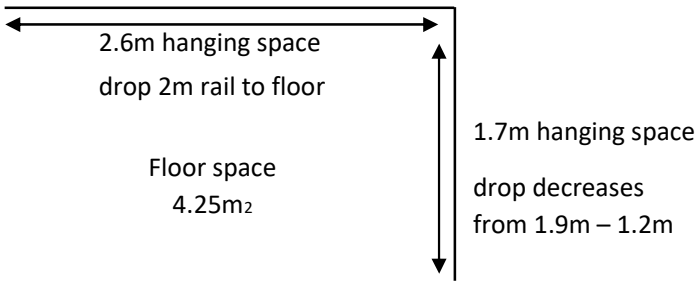


window boards can be placed in Small Gallery, decreased natural light but maximum wall space

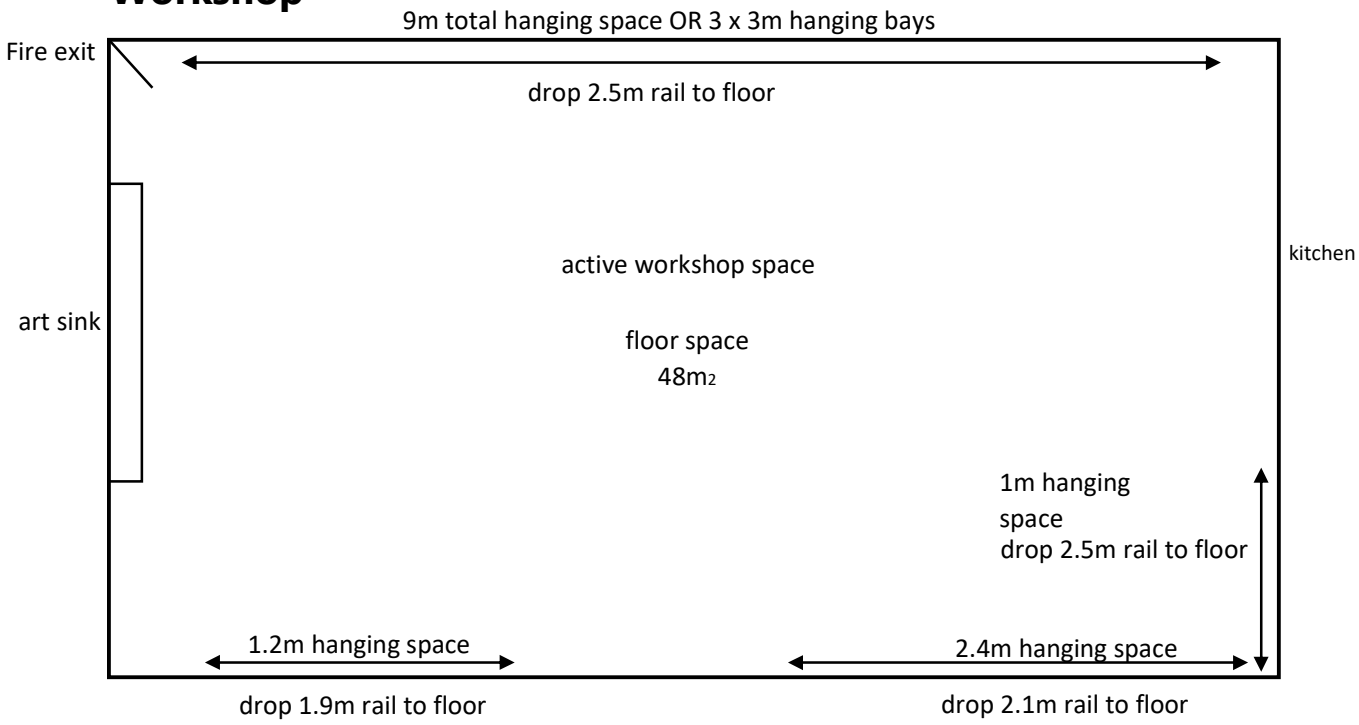
Foyer Micro Gallery



Stairs Micro Gallery



Workshop


9m total hanging space OR 3 x 3m hanging bays
Fire exit
drop 2.5m rail to floor
kitchen
art sink
active workshop space
floor space
48m2
1m hanging
space
drop 2.5m rail to floor
1.2m hanging space
2.4m hanging space
drop 1.9m rail to floor
drop 2.1m rail to floor

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