

### Procedures to request for the use of space at BACC 2013

Bangkok Art and Culture Centre (BACC) welcomes any individuals or organisation that wishes to hold events related to art and culture like press conference, lecture, seminar, meeting, workshop, film screening, concert, performance, or small exhibition. Details of space and capacity are as followed:

#### Space and capacity

##### **Open space area**

This open space area is located in front of the building. It is 1,000 square meters with capacity to hold 500 - 700 people.

##### **Foyer on the L floor**

It is 520 square meters with capacity to hold 100 - 200 people. It is suitable for conference, press announcement, lecture, workshop, or small exhibition.

##### **Foyer on the 1<sup>st</sup> floor**

It is 180 square meters with capacity to hold 100-200 people. It is suitable for small exhibition.

##### **Multi-function room on the 1<sup>st</sup> floor**

It is 350 square meters with capacity to hold 100-200 people. It is suitable for conference, press announcement, lecture, workshop, concert, or performance.

##### **Auditorium on the 5<sup>th</sup> floor**

It is 270 square meters with seating slope holding 220 seats. It is suitable for conference, press announcement, lecture, workshop, concert, play, or film screening (DVD).

##### **Meeting room 401 on the 4<sup>th</sup> floor**

It is 70 square meters with capacity to hold 30 people. It is suitable for meeting, workshop, or small conference.

##### **Meeting room 402 on the 4<sup>th</sup> floor**

It is 27 square meters with capacity to hold 10 people. It is suitable for meeting, workshop, or small conference.

##### **Meeting room 501 on the 5<sup>th</sup> floor**

It is 80 square meters with capacity to hold 30 people. It is suitable for meeting, workshop, or small conference.

##### **Meeting room 502 on the 5<sup>th</sup> floor**

It is 40 square meters with capacity to hold 10 people. It is suitable for meeting, workshop, or small conference.

##### **People's Gallery on the 2<sup>nd</sup> floor**

This area is suitable for small exhibition. Applications are accepted twice a year, in March and October of every year. Please refer to People's Gallery terms and conditions for more details.

#### **Note:**

- We are not accepting any application for the use of Main galleries on 7<sup>th</sup>- 8<sup>th</sup>- 9<sup>th</sup> floor.
- We are no longer accepting any application for the use of Studio on the 4<sup>th</sup> and on the 3<sup>rd</sup>-4<sup>th</sup>-5<sup>th</sup> floor walls this year. We are booked for 2013.

#### Procedures to request for the use of space

1. Please submit a letter from your department or organisation or as individual to BACC director with useful details for consideration, for example, topic, date and time, schedule, portfolio and other details of your project. In case of a performance, please submit a brief storyline and full version. In case of an exhibition please submit a portfolio of the show that wishes to be exhibited, specify the amount, sizes, and technique used in the artworks. Do not forget to give us name, phone number, fax number and email address of your contact so we can contact you back.
2. BACC requests that all documents be submitted no less than 45 days and no more than 6 months prior to the exhibition date in order to ensure prompt coordination.
3. Please download "Application Forms" from <http://www.bacc.or.th/content/space-using.html> or pick it up at the information counter on the 5<sup>th</sup> floor. Please fill in the form and submit along with your letter.
4. Please submit the original request form directly to administration desk on the 6<sup>th</sup> floor, Tuesday-Saturday 10.00-18.00 OR post it to BACC 939 Rama I Road, Wang Mai, Pathumwan, Bangkok, 10330.
5. Once we receive your request form, our Arts Network Department will check for space availability and will forward your request for consideration. In the case of missing information, our staff will contact you according to the name, phone number, and email address stated in the letter.

#### **Note: BACC reserves the rights as follow:**

1. We will only consider original documents that are submitted in person or by postal.
2. We will not consider any proposal that request for the use of space outside our working hours.
3. We reserve the rights to make changes or cancel any approved proposal in case of exceptional circumstances that cannot be avoided.

## Frequently Asked Questions

**Q: Could I check for space and date availability at BACC?**

A: BACC reserves the right to not disclose space and date availability. All proposals will be checked by our Arts Network Department to find suitable space for your activity. If your activity does not match the available space, we will contact you back so please make sure that your name, phone number, and email address are included for prompt coordination.

**Q: Are there charges to use BACC space?**

A: Yes, there are. Charges include:

- 1) Security deposit (fully refunded after event is completed on the date and time stated in the document, cash only)
- 2) Fee (depends on your organisation, types of space, and the length of activity)
- 3) Equipment rental fee (depends on the amount and types of equipment borrowed)
- 4) Staff over-time (for installation or removal of exhibition outside working hours)

All expenses will go toward BACC Foundation to support other activities and maintain equipments and services)

**Q: Would it be possible to use the space without charges?**

A: BACC is a non-profit organisation, runs by Bangkok Art and Culture Centre Foundation. Therefore, all charges are not there to make profits. By paying for these charges, you are helping us to become stronger and be able to continue our work of providing knowledge and showcasing arts and culture.

**Q: How long does it take for BACC to approve the proposal and contact me back?**

A: Normally we take about 1 - 2 weeks for us to coordinate, consider, and proceed with the proposal. However, due to the fact that there are several proposals to be considered each day, it might take a bit longer so our Arts Network Department will contact you back within 1 month. Please include all your information with name, phone number, and email address for contact.

**Q: What types of activity would meet BACC's objectives? Is there any activity that might not consider suitable?**

A: BACC considers all contemporary arts or activity that relates to arts and cultures in order to meet our objectives.

**Q: I'm interested in having a wedding ceremony there, or other types of party, would BACC consider such events?**

A: We are very sorry to inform that BACC is not available for such activity or event.

**Q: Does BACC have any catering?**

A: We do not have catering business available at the moment, however outside catering is allowed without extra charges.

**Q: Would it be possible to film, shooting ads or soap opera at BACC?**

A: You may submit a letter to BACC director for consideration. Please include details of the shooting, brief storyline, story board, names of actor/actress and staff, the number of actor/actress and staff for consideration. If approved, the shooting can only be done on Monday when BACC closes.

**Q: If we would like to shoot a program showcasing activity and exhibition in BACC, what should we do?**

A: You may submit a letter to BACC director stating your media organisation and the name of exhibition or activity you wish to film, including date and time. You can contact our Media and Public Relation Department at 02-2146630-8 extension 501.

**Q: If I would like to film artHUB shops inside BACC, what should I do?**

A: You may submit a letter to BACC director stating your media organisation and the name of artHUB shops you wish to film, including date and time. You can contact our Media and Public Relation Department at 02-2146630-8 extension 501.

**Q: I'm a university students and would like information about BACC with photographs and video clips for educational purposes, what should I do?**

A: You may submit a letter to BACC director stating the name of your university and major, your purposes along with information you would like to know. You can contact our Education Department at 02-2146630-8 extension 518 for more details.

**Q: I would like to become an intern or volunteer for activity or exhibition that BACC organises, would it be possible? What should I do?**

A: You may submit a letter to BACC director stating the name of your university and major, and the reasons you wish to become an intern or volunteer along with your expected schedule. You can contact our Human Resource at 02-2146630-8 extension 524 for more details.

**Q: Would it be possible to hold an event on Monday or outside the hours?**

A: Our operating time is Tuesday - Sunday, from 10.00 - 21.00. We reserves the right to only hold events on that specific time.

**Q: I would like to invite BACC to become a joint organiser with my organisation in an event, what should I do?**

A: You may submit a letter to BACC director stating details of the event for consideration.

**Q: How much parking space does BACC have?**

A: We encourage our visitors to use public transportation to avoid traffic as we are located by BTS National Stadium Station. However, we do have a parking space available with capacity to hold 100 cars. Visitors can validate their parking tickets at the information counter on the 5<sup>th</sup> floor for 2 hours of free parking.

**Q: What kind of publicity would I get if I exhibit my work at BACC?**

A: For exhibition that has been approved, BACC will promote the exhibition via website [www.bacc.co.th](http://www.bacc.co.th) and [www.facebook.com/baccpage](https://www.facebook.com/baccpage). These are services provided by BACC without charge. Please submit information to Arts Network Department three weeks prior to your event and make sure you put information in both Thai and English as well as correct names of BACC and it will be forwarded to our Media and Public Relation Department.

**Q: May I use a big banner in front of the building as well as hang the banner from the 5<sup>th</sup> floor to the 1<sup>st</sup>?**

A: Big banner in front of BACC building is strictly for BACC public relations. As there are many organisations holding events inside the building, we also do not allow the hanging of banner inside BACC to keep the building presentable.

*For more information please contact Arts Network Department*

*Tel: 02-2146630-8 extension 534, Fax: 02-2146639, [artnetwork@bacc.or.th](mailto:artnetwork@bacc.or.th)*