

## Bangkok Art and Culture Centre Space Rental Procedures

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:

### Details of Space

#### **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.

#### **Hall 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.

#### **Hall on the 1st floor**

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

#### **Multi-function Room on the 1st 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.

#### **Curved Walls on the 3rd, 4th and 5th floor**

The curved walls on the 3rd, 4th and 5th floor are 2.50 meters height. The lengths are different on each floor. They are suitable for photography exhibition.

#### **Studio on the 4<sup>th</sup> floor**

It is 380 square meters with capacity to hold 100-200 people. It is suitable for performance, exhibition, or concert.

#### **Auditorium on the 5th floor**

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

#### **Meeting room 401 on the 4th 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 4th 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 5th 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 5th 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 2nd 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's terms and conditions for more details.

**Note: We are not accepting any application for the use of Main Galleries on the 7th, 8th and 9th floor.**

### Submission Process

1. Please submit a proposal letter from your organisation or as an individual, addressing to the Director of Bangkok Art and Culture Centre with useful details for consideration including the name of the event, date and time, schedule, portfolio and other details of your project. In case of a performance, please submit both the synopsis and the full storyline. In case of an exhibition please submit the full details of the exhibition including the number of the artwork, size, and technique used. Do not forget to include the name, phone number, fax number and email address of the contact person so we can contact you back.

2. Fill in the "Application Form" which can be downloaded from <http://www.bacc.or.th/content/space-using.html> or you can collect it at the Information Counter on the 5th floor. Please fill in the form and submit it along with your proposal letter. All the documents should be submitted to BACC **at least 45 days but no more than 6 months** prior to the event date in order to ensure prompt coordination.
3. Please submit the original copy of the Application Form with the proposal letter and details to the Administration Staff at the office of BACC on the 6th floor on Tuesday-Saturday at 10.00-18.00 hrs. or post it to **Bangkok Art and Culture Centre, 939 Rama 1 Road, Wangmai, Pathumwan, Bangkok, 10330**
4. After receiving the document, BACC Arts Network Department will check for space availability and will process your request for consideration. If more information is needed, our staff will contact the contact person stated in the letter.

**Note: BACC reserves the right to:**

1. consider only the original copy of the document submitted in person or by post.
2. decline any proposal requesting the use of the space outside opening hours.
3. modify or cancel any approved event if unforeseen circumstances arise.

#### Frequently Asked Questions

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

A: BACC reserves the right not to disclose space and date availability. All proposals will be checked by the Arts Network Department to find the suitable space for your event. We will contact you if the requested space is not available, so make sure that your name, phone number, and email are included for prompt coordination.

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

A: Yes, there are. The charges include:

- 1) security deposit (fully refunded after the event is completed on the date and time stated in the document, cash only)
- 2) rental fee (depends on the type of organisation, the space, and the length of the event)
- 3) equipment rental fee (depends on the amount and the type of the equipment)
- 4) staff over-time (for installation or deinstallation outside working hours)

All proceeds will go toward BACC Foundation to support our activities and maintain equipment 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. By paying for these charges, you are helping us to be able continue our services as a public learning centre for art and culture.

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

A: Normally it will take about 1 - 2 weeks for us to consider the proposal. However, due to the high volume of proposals submitted, it is not practical to do so. Nevertheless our Arts Network Department will contact you within 1 month after receiving the proposal.

**Q: What type of event or activity would meet BACC's objectives?**

A: All contemporary art and culture related event or activity is eligible for our consideration.

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

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

**Q: Does BACC provide any catering service?**

A: We do not provide any catering service. However outside catering is allowed without any extra charges.

**Q: Is it be possible to shoot a movie or an advertisement at BACC?**

A: You may submit a letter to the Director for consideration with details of the shooting including a brief storyline, story board, credits, number of staff, etc. for consideration. If approved, the shooting can only be done on Monday when BACC is closed.

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

A: You may submit a letter to the Director stating your media organisation and the name of the exhibition or activity you wish to film, including date and time. You can contact our Media and Public Relation Department at 02 214 6630-8 ext. 501 for more information.

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

A: You may submit a letter to the Director stating your media organisation and the name of the artHUB shop you wish to film, including date and time. You can contact our Media and Public Relation Department at 02 214 6630-8 ext. 501 for more information.

**Q: I'm a student and would like to obtain information on BACC with photographs and video clips for educational purpose, what should I do?**

A: You may submit a letter to the Director with details about you, your school or university, your purpose along with the requested information. You can contact our Education Department at 02 214 6630-8 ext. 519 for more information.

**Q: I would like to apply for an intern or volunteer job at BACC, what should I do?**

A: You may submit a letter to the Director with details about you, your school or university, the reasons you wish to become an intern or volunteer with us along with your schedule. You can contact our Human Resource Department at 02 214 6630-8 ext. 524 for more information.

**Q: Is it possible to hold an event on Monday or outside opening hours?**

A: Our opening hours is Tuesday - Sunday, from 10.00 - 21.00 hrs. We reserve the right to decline any event outside of our opening hours.

**Q: I would like to ask BACC to be a partner in my event, what should I do?**

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

**Q: Does BACC have any parking space?**

A: We encourage our visitors to use public transportation to avoid the traffic as we are located next to the BTS Sky Train's National Stadium Station. However, we have parking space available which can accommodate up to 100 cars. Visitors can ask for the free 2 hour parking stamp at the Information Counter on the 5th floor.

**Q: Does BACC have any publicity channel to help publicise my event?**

A: The event or activity approved by BACC will be publicised via our website [www.bacc.co.th](http://www.bacc.co.th) and [www.facebook.com/baccpage](https://www.facebook.com/baccpage) without any charges. Please send the information in both Thai and English with the artwork and/or photos of the event to BACC Arts Network Department at least 3 weeks prior to your event.

**Q: Can I hang a big banner in front of BACC's building to promote my event?**

A: The big banner in front of BACC building is strictly for BACC events only. 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: 02 214 6630-8 ext. 526 and 534 Fax: 02-2146639 Email: [artsnetwork@bacc.or.th](mailto:artsnetwork@bacc.or.th)*