

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 including: press conference, lecture, seminar, meeting, workshop, film screening, concert, performance, or small exhibition. Details of space and capacity are as follows.

Space Details and Capacity

Open Space Area

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

Hall, L floor

520 square meters in size with capacity to hold 100 - 200 people. It is suitable for conferences, press announcements, lectures, workshops, or small exhibitions.

Hall, 1st floor

180 square meters in size with capacity to hold 100-200 people. It is suitable for small – medium size exhibitions.

Corner Space, 1st Floor

100 square meters in size with capacity to hold 20 - 30 people. It is suitable for small exhibitions or workshops.

Multi-function Room, 1st floor

350 square meters in size with capacity to hold 100-200 people. It is suitable for conferences, press announcements, lectures, workshops, concerts, or performances.

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

The curved walls on the 3rd, 4th and 5th floor are 2.50 meters in height. The lengths are different on each floor. They are suitable for exhibitions. (Especially 2D art)

Studio, 4th floor

380 square meters in size with capacity to hold 100-200 people. It is suitable for performances, exhibitions, or concerts.

Auditorium, 5th floor

270 square meters in size with seating slope holding 220 seats. It is suitable for conferences, press announcements, lectures, workshops, concerts, performances, or film screenings.

Meeting Room 401, 4th floor

70 square meters in size with capacity to hold 30 people. It is suitable for meetings, workshops, or small conferences.

Meeting Room 402, 4th floor

27 square meters in size with capacity to hold 10 people. It is suitable for meetings, workshops, or small conferences.

Meeting Room 501, 5th floor

80 square meters in size with capacity to hold 30 people. It is suitable for meetings, workshops, or small conferences.

Meeting Room 502, 5th floor

40 square meters in size 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 exhibitions. Applications are open in March each 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 send via post to Bangkok Art and Culture Centre, 939 Rama 1 Road, Wangmai, Pathumwan, Bangkok, 10330, or scan and send through email to artsnetworkbacc@gmail.com.
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: Yes, you can contact to inquire about activity possibilities and space availability with the Arts Network Team Tel: 02 214 6630-8 ext. 534 or send an email to artsnetworkbacc@gmail.com. However, the space will not be reserved until the full application is received. After the application documents are received, the Arts Network Department will issue a confirmation document and contact you to coordinate in more details.

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

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.)
- 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 Fee (for installation and deinstallation outside working hours)

All proceeds will go towards 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. Due to high volume of proposals submitted there might be some delays; 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 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 is often 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 at 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 position 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 – 20.00 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: Yes 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 with 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.or.th and our official Facebook page without any charges. Please send the information in both Thai and English with the artwork and/or photos of the event to the BACC Arts Network Department within the date agreed with the coordinator, and the coordinator will further submit the documents to the Media and Public Relation Department accordingly.

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

A: The big banner in front of the BACC building is strictly reserved for BACC events only. The hanging of banners inside the BACC's building is upon the Arts Network Department's decision. Since the BACC holds various events on all floors, hanging or putting banners in the building needs to be approved beforehand to keep the building presentable.

Q: Can I hold an exhibition at the People's Gallery on the 2nd floor?

A: People's Gallery is a project to support new solo artists and group artists which opens for application in March every year. For more information please contact Mr.Pichairat, the project coordinator at 02 214 6630-8 ext. 534.

For more information please contact Arts Network Department

Tel: 02 214 6630-8 ext. 534, 526 or 528 Fax: 02 214 6639 Email: artsnetworkbacc@gmail.com