

October 2009



BELCONNEN ARTS CENTRE
INCORPORATED

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Expressions of Interest for casual hiring of space at Belconnen Arts Centre

Thank you for your interest in hiring a space at the new Belconnen Arts Centre on Lake Ginninderra.

Please complete the attached form and attach further details as requested. Specifications on spaces, costings, terms and conditions, and hiring agreements for each of the spaces are now available on the Belconnen Art Centre's current website. www.belconnenartscentre.com.au. You will need to access this information in order to prepare your submission. If you do not have access to the website, please call 02 6173 3300.

We will require supporting information as requested in the form and further information such as copies of insurance policies to accompany any signed agreement.

We have taken advice from many other centres and are endeavouring to offer the centre at accessible and affordable rates. The centre offers a technologically capable and environmentally responsible arts facility in the Territory.

Belconnen Arts Centre is primarily a centre for the promotion, display and education in the arts. All activities that take place must have an arts component to them unless otherwise agreed and negotiated.
Access to the centre is for everyone in the community.

Quotations and Contracts

A Quotation will be provided to you once your submission has been received. Additional information may also be requested before a final contract is prepared for your signing.

Please do not hesitate to speak with any of our staff if you have any further questions.

We look forward to receiving your submission to be involved in the Belconnen Arts Centre

Hannah Semler
Director
Belconnen Arts Centre Incorporated

Services to be provided by Belconnen Art Centre Incorporated.

General Services and their cost

The centre is a new cultural facility of the ACT Government and is managed through a grant to, and under licence by Belconnen Arts Centre Inc. an independently incorporated association.

The following core and specialist services will be undertaken by core staff and volunteers to support your hire:

- 1) Administration
 - a) Rentals and hirers
 - i) Scheduling
 - ii) Contracts & Agreements
 - b) Financial management
 - i) Bookings and processing payments
 - ii) Administration fees
 - iii) Sales and commissions
 - c) Managing partnerships and sponsors management
 - d) Volunteers program
 - e) Donors program

2) Facility management

The Operations Manager is responsible for facility management.

- a) Maintenance and cleaning
- b) Technical support as required and agreed within the contracts
- c) Event support will be provided as part of the user's conditions of use or to engaged artists and contractors
- d) Risk management & insurance is maintained by the centre's management however all user's must adhere to the contract conditions of use and provide evidence of insurance where and where appropriate.
- e) Risk management and Occupational Health & Safety (OH&S).
- f) All users must undertake an appropriate induction relevant to the extent of their use of the centre and receive security access when and as required.
- g) Contractors and sub-contractors employed by BAC Inc. will work under instruction of core staff unless otherwise advised.

3) Program management

Belconnen arts Centre Incorporated offers a varied seasonal program. This is developed in advance by the program manager.

Casual hirer's are considered outside of this program and subject to pre-existing program activities taking place. Casual hirers must not interfere with pre-existing program activities and are to be respectful of other centre occupants, audiences and staff.

Media and marketing

The centre undertakes media and marketing activities for all program and where appropriate casual events and activities.

Any hirer undertaking separate media and marketing must first have this cleared by Belconnen Arts Centre and must include appropriate attribution of the centre and the ACT Government on all promotional material.

Expression of Interest Application for
Casual Hiring of Spaces
at
Belconnen Arts Centre



Name

.....

Contact Phone

Mobile

Email

.....

Organisation/Business (if relevant)

.....

ABN

.....

Postal address

.....

Town

Postcode

.....

I/We would like to rent / hire / use

name of space

.....

on the following basis:

Casually

Other

For the following purpose;

Meeting

Social Gathering

Presentation/talk

Launch

Rehearsal

Workshop/ Class

Performance

Other

Exhibition

(please describe)

Installation

.....

Describe art-form or other activity;

.....

Our preferred Date(s) is(are);

.....

Our preferred hours are

.....

Target participants and audiences

We anticipate the following numbers;

Participants

Paying audiences

General public (free)

Ages

Backgrounds

Your organisation / group / business

We employ (describe)

We have Volunteers age-group

The main people responsible will be

.....

.....

(repeat if for more than one space or activity)

Full description of activity / project feel free to attach any further information relating to your activity / project which does not fit here.

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.....

.....

Indicative ticketed price for activity (tick relevant)

I/we will be charging \$..... per person for this event/activity

I/we wish to offer this activity free and will not be charging

Bookings and reservations

I/we understand that it is preferred that all ticketed bookings and reservations are made by ourselves

I/we understand that it is preferred that all ticketed bookings and reservations are made through the Belconnen Arts Centre front desk and that the centre will be charging a small fee for this service

Business structure (tick relevant)

- Incorporated not for profit
- Commercial business
- Unincorporated group
- Individual sole trader
- Government agency
- Other
.....

Insurance (tick relevant)

- I/We carry Public Liability cover of \$....mill for activity
- I/We have commercial insurance cover for all goods and services
- I/We carry workers compensation/personal accident cover for our staff and engaged contractors
- I/we carry volunteers accident insurance for our volunteers

Services required

I/we will need the following additional services facilities or equipment;

.....
.....

I/we can offer the following additional services, facilities or equipment for this event/activity

.....
.....

Please provide the details of two referees

Include their full name, contact number, email address, and relationship.

- 1).....
- 2).....

I/our organisation has read the terms and conditions and costings as quoted
...../...../..... date

I/we attach supporting information on our organisation and examples of our artistic work/activities.

Signed **Date**
.....

Full Name
.....

Position
.....