



Expression of Interest for hiring space at Belconnen Arts Centre

BELCONNEN ARTS CENTRE
INCORPORATED
ABN: 63254459205
Ph: 02 6163 3300
Fax: 02 6173 3301
118 Emu Bank BELCONNEN ACT
PO Box 183 BELCONNEN ACT 2616
info@belconnenartscentre.com.au
www.belconnenartscentre.com.au

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

There have been many expressions of interest since our initial invitation early in 2009 and the Dance Studio and Gallery spaces particularly are in high demand.

If you are interested in using any of the spaces at the centre, please complete this form and attach further details and evidence of your work. Belconnen based artists and groups will be prioritised. All applications will be reviewed and follow-up made in due course.

Please use separate forms if submitting for multiple different events, groups or individuals. Requests for further information or feedback will be undertaken during the intervening period where required.

Please complete the attached form and attach further details such as copies of cvs, previous similar activities you have undertaken, promotional and marketing material or anything relevant to inform us of what you want to do. Copies of insurance policies will be required to accompany any agreement as requested. We have taken advice from many other centres and are endeavouring to offer the centre at accessible and affordable rates.

Venue specifications, costings and terms and conditions for each of the spaces are now available on Belconnen Arts Centre's website, www.belconnenartscentre.com.au. You will need to access this information in order to prepare your submission. If you do not have internet access, please call 02 6173 3300 during opening hours.

Belconnen Arts Centre is primarily a centre for the promotion, display and education of the arts. To this end, all activities that take place must have a strong arts component unless otherwise agreed and negotiated.

Program development and hiring agreements

For exhibitions and ongoing activities and events, Belconnen Arts Centre operates on a seasonal basis and planning is required 6-12 months in advance. Please ensure you are in contact with the Program Coordinator, Christine Watson as soon as possible.

A quotation and hiring agreements will be provided to you once your submission has been received and deemed suitable, and once specific terms are further negotiated where necessary. 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.

Hannah Semler
Director
Belconnen Arts Centre Incorporated

Services provided by Belconnen Art Centre Inc.

Belconnen Arts Centre is ACT Government facility and Belconnen Arts Centre Incorporated is supported by the ACT Government to manage and operate the centre and its programs. The following core and specialist services will be undertaken by 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
 - d) Volunteers program
- 2) Facility & event management
 - a) Maintenance and cleaning.
 - b) Technical support as required and agreed within the contract, including the provision of lighting and sound equipment/staff. This may incur additional costs.
 - c) Event support will be provided as part of the conditions of use, or to engaged artists and contractors. Additional setup including layout of seating or staging may incur additional costs.
 - d) In case of events, catering should be discussed with centre management.
 - e) Risk management & insurance is maintained by centre management however all users must adhere to the contract conditions of use and provide evidence of insurance where appropriate.
 - 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.
- 3) Program management

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

Casual hirers 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.

4) Media and marketing

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

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

Expression of Interest Submission for
Hiring of Spaces
at
Belconnen Arts Centre



Name

.....

Contact: Phone

Mobile

Email

.....

Organisation/Business (if relevant)

.....

Postal address

.....

Town

Postcode

.....

I/We would like to rent / hire / use

(name of space)

.....

on the following basis:

Weekly

Once off

Fortnightly

Consecutive days (detail)

Monthly

.....

For the following purpose:

Meeting

Exhibition

Presentation/talk

Installation

Rehearsal

Social Gathering

Performance

Class

Launch

Workshop

Other

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

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)

.....

.....

.....

.....

.....

Indicative price for activity (tick relevant)

I/we will be charging \$..... per person (session/month/term/ year/other)

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

Bookings and reservations

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

Or I do not wish to have BAC accept bookings for the above activity/ies

Business structure (tick relevant)

Incorporated not for profit

Government agency

Commercial business

Other

Unincorporated group

.....

Individual sole trader

Insurance (tick relevant)

- I/We carry Public Liability cover of \$.... million for (activity)
- I/We carry commercial insurance cover for all goods and services
- I/We carry workers compensation/personal accident cover
- I/We carry volunteers accident insurance

Services required

I/we need the following additional services, facilities or equipment (fees may apply)

.....

I/we can provide the following additional services facilities or equipment

.....

Please provide the details of two referees

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

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

User type (tick relevant)

- I/We have understood the Terms and Conditions and hiring costs of the space and offer our submission as a potential hirer/tenant.
- I/We offer the above described activity to be part of the Belconnen Arts Centre program to be promoted to the community

I/Our organisation have 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

.....
