



BELCONNEN ARTS CENTRE

INCORPORATED
118 Emu Bank BELCONNEN ACT 2614

Studio Conditions of Hire

The Belconnen Arts Centre studio spaces are available for hire by an arts organisation or individual arts practitioner in order to develop and manage their arts practice in a start-up phase or on a limited timeframe.

Definitions

“Tenant/s” refers to the person/s hiring the Belconnen Arts Centre office / studio space/s.

“Visitor/s”, “Associate/s” refers to persons visiting or doing business with the Tenant/s.

“Hire” is equivalent to a “sub-licence” whereby the hirer must adhere to the conditions of the Crown lease and the Licence Agreement between the ACT Government and the Manager.

“Manager” refers to Belconnen Arts Centre Incorporated.

Bookings

Bookings can be made via the Manager, interested parties may be asked to submit a proposal with relevant accompanying documents and images.

Applications will be assessed by the Manager on the basis of appropriate use, availability and diversity of arts practice and community relevance, between the 3 available studios.

Hire Rates and Bond

All prices quoted are in AUD and are GST INCLUSIVE.

Cost per day	\$22.00 for regular bookings
Cost per week	\$132.00 for regular bookings
Hirers must pay a bond equivalent to one (1) month’s rent.	

Licensees will be invoiced one month in advance, and monthly thereafter.

Extension of Lease

Should the Tenant wish to extend the original lease, then a new application must be submitted to the Manager at least one month before the termination of the current lease.

Opening Hours / Access

Tenants will have access during staff hours, which are generally Monday - Sunday generally between 9:00am – 6:00pm. The dance studio and creative workshops may be hired until 9:30pm in some cases, where this is the case, tenants will be permitted to remain until the end of the hire, and must leave the building with the facilitator of the class. The class schedule will change with ACT School terms, and tenants will be notified of the schedule. Access outside of the hours specified here is not possible unless by prior arrangement with the Manager.

If the Tenant will be absent for longer than two weeks, they must notify the Manager.

Keys

Access card and/or keys will be supplied by the Manager upon receipt of a \$200 deposit. Lost or damaged keys/cards can be replaced for \$100.00 each.

Cleaning

Hirers are expected to keep the Office / Studio clean and tidy at all times. It is the responsibility of the Tenant to dispose of all rubbish etc. in an appropriate manner. The offices can be cleaned by the Belconnen Arts Centre’s contracted cleaners by arrangement and at an extra monthly cost.

Kitchen

Hirers may use the Belconnen Arts Centre shared domestic style kitchenette in conjunction with Studio hire.

Storage

Lockable cupboard storage space may be made available to the Hirer at the discretion of Management. Storage space at Belconnen Arts Centre is limited, and extra storage (outside of the Studio) is not included or assumed in conjunction with any Studio hire.

Electrical Equipment

Any electrical equipment not belonging to Belconnen Arts Centre being used in the centre must be tested and tagged.

Insurance

Tenants are required to obtain and show evidence of their public liability insurance. The Tenant's insurance should include, but is not limited to, covering them and their students, members, volunteers, participants and anyone whom they engage for public liability, accident, and workers compensation.. The insurance should be appropriate for business they are conducting in the Office/Studio space.

Furthermore the tenant will not do anything, or keep anything on the premises, that would invalidate or breach the conditions of any insurance policies that the Manager holds.

Duty of Care

The duty of care for associates of Tenants, particularly children, will remain the responsibility of the hirer. Belconnen Arts Centre does not accept responsibility for associates before, during or after a program, appointment, engagement, or service being provided by the tenant.

Contribution to Belconnen Arts Centre

The workshop facilities of Belconnen Arts Centre are provided in order to assist in the creation of artistic works and community outcomes. It is anticipated that where possible and appropriate the Belconnen Arts Centre will be a preferred venue for performance or exhibition of these creative works.

Definitions

"Hirer", "Instructor", "Tutor" "Facilitator" refers to the person/s hiring the Belconnen Arts Centre creative workshop space/s.