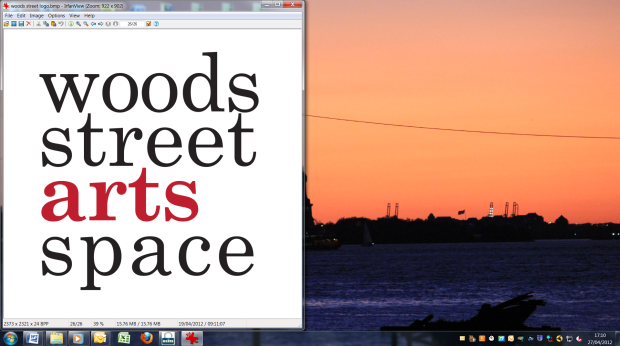
**WOODS STREET ARTS SPACE**

Last updated: 9th July 2012

**Expression of Interest and Terms of Use Agreement**

**About Woods Street Arts Space**

*Woods Street Arts Space* is a flexible workshop and exhibition space in the Lohse and Woods Street shopping precinct in Laverton. The building, a former post office which up until April 2012 had been sitting empty, comprises a street level shopfront on a corner site not far from Laverton Train Station.

The building is currently leased by Hobsons Bay City Council and is managed by the Arts and Culture Unit. Woods Street with its large bank of windows provides a useful space for arts and design based exhibition and display material. The ground floor area is suited for a gallery and workshop space. The space is only to be used for arts or creative based activities. The space is provided free of charge but we reserve the right to charge a deposit bond.

Booking the Space

* Bookings will be taken at the discretion of the Arts and Culture Unit based on the selection criteria.
* New initiatives and programs must provide a detailed proposal including a marketing and promotion plan and how the activity will be funded.
* Bookings are taken in response to two expressions of interest periods held each year. Bookings can also be taken throughout the year, however may miss out on some of the marketing opportunities available.
* All users are required to complete the *Wood Street Arts Space* user agreement and adhere to all terms and conditions of use.
* If you are a new user, a representative will be required to attend an induction meeting on site prior to using the space.
* Enquiries can be made through emailing [arts@hobsonsbay.vic.gov.au](mailto:arts@hobsonsbay.vic.gov.au) or by phoning Hobsons Bay City Council Arts and Culture Unit on 9932 2001.
* A booking should not be considered confirmed until the applicant receives confirmation of their booking from Council.

The venue is not staffed on a regular basis. Each user group is responsible for organising its own roster of staffing if the space is open to the public (e.g. when it is used as a gallery or for a project launch). Users are responsible for opening and closing the building when it is in use, keeping the space secure during use and ensuring alarms are activated and deactivated when entering and exiting and keeping the space clean and tidy.

**Terms of Use**

* Users are not permitted to sublet the space during the times they have booked the building.
* If the space is booked and not used, future bookings or use of the space may be compromised. Please keep the Arts and Culture Unit informed if you no longer require your booking,
* All bookings will undergo a regular review and the Arts and Culture Unit reserve the right to cancel bookings if the objectives outlined in the selection criteria are not met. If this is to occur a discussion will take place with the workshop facilitator prior to cancellation.
* The space is only to be used for arts and creative based activities.

|  |
| --- |
| **Child Safe Organisation**  Woods Street Arts Space is committed to ‘Be a Child Safe organisation’. The event organiser must comply with all Child Safe Standards made under section 17(1) of the Child Wellbeing and Safety Act 2005 (Vic). A child safe organisation is one that meets the child safe standards by proactively taking measures to protect children from abuse. Visit <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards-resources> for more information) |

**Selection criteria**

**What we are looking for?**

* Low cost and/or free to the community.
* A proven track record of successful outcomes and ability to engage with diverse audiences.
* A well-considered proposal that shows clear management process and will be self-managing.
* Innovation in practice, *Woods Street Arts Space* aims to model itself for excellence and innovation, helping create a reputation of high quality community arts practice.
* Accessible to all skill levels in the community.
* Priority will be given to Hobsons Bay artists/arts groups
* Exhibitions or major events will open on Friday evenings so please be mindful of this when applying for the space.
* **It is acceptable for new initiatives and programs to apply to run a taster activity in the first instance to trial ideas and gauge community response.**

**What won’t be accepted?**

* Proposals that do not meet the above objectives.
* Private business proposals/ or tuition.
* Permanent or ongoing artist studio spaces.
* Programs that involve loud noise or that do not meet restrictions outlined in the lease agreement with Council (discuss with Arts and Culture Unit if you have queries as to what is acceptable).

All proposals will undergo a regular review process to enable freshness of ideas as *Woods Street Arts Space* continues to develop and engage with the community. There is no guarantee that your proposal will be continued in the long term at the *Woods Street Arts Space*, this will be assessed based on the objectives met through the review process.

**Review/ Evaluation**

A brief one page evaluation form must be completed at the conclusion of all workshop/event programs. Forms are available at the space and are to be placed in the evaluation tray after each session. From time to time, as a user you may be required to contribute towards further program evaluations. By signing this user agreement you agree to participate and support user and audience evaluation, i.e. through sharing surveys with your participants or participating in vox-pop interviews.

**Management**

The *Woods Street Arts Space* is managed by Hobsons Bay City Council. The contact person for the management of the space is Tania Blackwell, Coordinator Arts and Culture, 9932 2001 or email [arts@hobsonsbay.vic.gov.au](mailto:arts@hobsonsbay.vic.gov.au).

**Fees and Charges**

* There is not currently any fee to use the space; this may be reviewed in the future.
* We may require a deposit bond of $100; this may be forfeit if keys are lost or programs are cancelled without notice or proper reason.
* If specialised equipment is required or particular installation needs are required, there may be a fee associated with this service depending on costs. Please speak with management about specific needs.
* Cleaning costs of $150.00 may be charged to the user group if the space has not been left in a clean and tidy manner.
* Users are required to hold a certificate of currency for Public Liability Insurance, or may be eligible for assistance through the **CAPACITY** scheme at a subsided cost. For further information about the **CAPACITY** scheme contact [arts@hobsonsbay.vic.gov.au](mailto:arts@hobsonsbay.vic.gov.au)

**Communication**

* Clear communication is integral to the smooth running of *Woods Street Arts Space*. There are three options available to report any maintenance or security issues encountered while using the space. It is important that all issues are documented no matter how minor they may seem at the time; this will enable Council to act on fixing any problems before they escalate.
* A communication book for users is located at the front desk in the reception area. This book also contains OHS and emergency procedures.

**Emergency Telephone Contacts**

* In the event of an emergency, contact Police/ Fire Ambulance phone 000
* For assistance during business hours contact Hobsons Bay City Council Arts and Culture Unit on 9932 2001
* For all other emergencies after hours contact Councils after hours service on 9947 4685

**Keys and Access**

A $100 refundable bond will apply for the issue of a key. The bond can either be refunded once the key is returned, or the bond can be held for approved recurrent users who retain the key once issued. If the user agreement is breached, or on request, the key must be returned to Hobsons Bay City Council.

* Keys are not transferable between organisation or group. If an extra key is required, please contact management to see if one can be issued on a casual basis.
* Please do not store the key with the address in case they are lost or stolen.
* Please do not store the access alarm code with the key.
* Each group/ user will be provided with an individual alarm code. The alarm code is not transferable. The purpose for having different alarm codes is so that usage can be monitored.

**Damage or Loss of Property**

* The user/ workshop facilitator is responsible for all equipment and the building during their period of use. Removal of or damage (other than accidental or wear and tear) to the furniture or equipment of the building may result in the person(s) or group facilitating the workshop or event being financially liable for replacement or repair costs.
* Artists exhibit work and/ or facilitate workshops at own risk. The Council does not accept responsibility for damaged or stolen works or artist’s equipment. The Council takes appropriate measures to ensure the artworks and equipment are secured through providing an alarmed building and conditions of use as stated in the user agreement.
* Artworks may be unattended during workshop programs if exhibitions are on at the same time. It is the responsibility of the workshop facilitator to ensure any exhibited works are secure and that the building is secure, e.g. doors are locked, during workshops.

**Access Security and Safety**

**The two person rule**

A minimum of two people are required in the premises at any one time.

These two people could be:

* One facilitator and one workshop participant (if you are taking bookings and know that people are coming etc)
* Or two workshop facilitators (if you are offering an open session without bookings)
* Or a workshop facilitator and companion.

I.e. there is no rule as to who the two people are, but as a condition of use, it is a requirement, to assist in personal security in what is an unstaffed building. Use your best judgement when using the space if opening the building for people.

* There is no public telephone line so there MUST be at least one person on the premises with a mobile phone that can be used in the event of an emergency.
* The building has an alarm system. It also includes duress alarm that can be activated from within the building.
* The front gates should never be locked when people are on the premises, which includes rear courtyard to ensure all emergency exists can be utilised.

In the event of an emergency the preferred option is to phone 000. If you are unable to phone 000 there are two duress alarms in the building. (More information on this will be provided at the induction). If the panic/ duress alarm is activated inappropriately as a false alarm, the user group/ facilitator will be charged $100 - $500 to cover the costs. If the panic/ duress alarm is pressed it will signal all of the alarms in the building; the alarm is not silent and emergency services will attend the building.

**Only press the duress alarm if the situation is considered serious and you cannot access your mobile phone. Where possible call 000.**

* An access document that outlines access entry points and alarm code information will be provided.
* Access to the building is only permitted with prior permission or with an existing booking to use the space; this can include access over a period of time if setting up for an exhibition for example. Access is not permitted without permission to just visit the space, pick up equipment, store equipment or use the space for any unauthorised use. If the space is used for an unauthorised purpose all future access to the space will be denied.
* During workshops the building must be made secure from the street (i.e. the front door will be locked), and people can be granted entry using the doorbell located at the front glass doors. Entrances are marked clearly.
* The front doors can only be left open if someone is permanently stationed in the reception area of the arts space, to ensure the security of the building is maintained. If no one is manning the front space, please ensure the doors are closed and securely locked.

**Accessibility**The building currently has a portable accessible toilet; however this does not include a hoist. The toilet facilities are currently located on the first floor. There are also accessible toilets in the adjacent Woods and Lohse Street Park. Workshop facilitators may be required to inform workshop participants of this. There is also a portable ramp available at the venue, which can be used if required.

**General Amenities**

* Tea, coffee, sugar and Milo are provided at no charge.
* Milk must be provided by the user/ workshop facilitator and any out of date milk and food in the fridge needs to be thrown out.
* All food scraps MUST be removed from the building at the completion of workshop/ events.

**Storage**

Limited storage and shelving can be made available to groups that conduct activity within the space. No valuables should be stored on the premises. If valuable equipment is stored it is up to the user group to cover the personal property with insurance. If you wish to store materials you must provide a labelled plastic container to keep your items in. Items left out of storage tubs and unlabelled may be thrown out without prior notification. Lockers are available to store personal items and there are secure rooms in the building if you wish to use these secure rooms, please contact management.

**Cleaning and Maintenance**

* Please use discretion and good judgement to keep the arts space clean at all times.
* All users are required to clean after themselves every day; this may include vacuuming, wiping tables, mopping floors, cleaning dishes and removal of rubbish
* Cleaning equipment and rubbish bags will be available.
* Follow instructions within the building on rules and regulations with cleaning.
* The Council reserves the right to on-charge cleaning costs if a reasonable standard is not maintained during the period of use.
* All users are required to notify Council of any maintenance and/or Occupational Health and Safety issues.
* Rubbish bins are provided and labelled clearly. Recycling is encouraged where possible and bins will be labelled for specific materials.
* Rubbish such as empty paint cans and other toxic materials are required to be disposed such as turps in one of the allocated bins provided.
* Food bins must be emptied daily and placed in the outside bins.
* Waste collection day in Laverton is Monday (morning). Please assess if the bins need to be put out the front to be emptied when you are in the space. Similarly if you are using the space and bins are outside please return them to the rear of the building.
* Council arranges regular weekly cleaning service in the building. Cleaning takes place every Monday between 9am-11am, the space is not to be used at this time.

**Equipment Inventory**

An equipment inventory is available upon request. This is updated regularly.

**Marketing and Promotions**

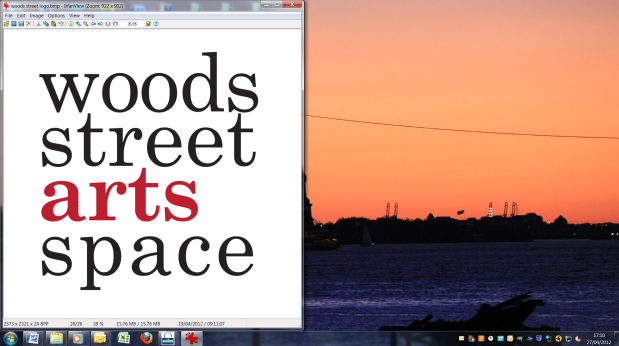
Hobsons Bay City Council produces a quarterly printed flyer for *Woods Street Arts Space* activities. This promotes the program as a whole. Users are responsible for the promotion of their own individual activities in addition to this.

A Facebook page to promote activities and events in *Woods Street Arts Space* is administered through the Arts and Culture department. The page is only to be used for promoting activities in the *Woods Streets Arts Space* or relative to other arts based activities in Laverton. Posts may be removed by the administrator. [www.facebook.com/woodsstreetarts](http://www.facebook.com/woodsstreetarts)

* All collateral produced that is associated with the *Woods Street Arts Space* must include the Woods Street Arts Space logo and adhere to its communication guidelines.
* All collateral requires approval from the *Woods Street Arts Space* management.

**Liquor Licences**

A liquor licence may be required if you are serving alcohol at your event. Please discuss with management prior. A temporary liquor licence may be available if the event organisation provides up to 12 weeks notice prior to the event. Hobsons Bay City Council can assist with this request. There may be permit charges applicable.

**Woods Street Arts Space**

|  |  |
| --- | --- |
| Name | |
| Address | |
| Email | |
| Phone | Mobile |

*Please note the name provide on the application form will be responsible for the key and alarm code and all other responsibilities associated with this**agreement.*

**Secondary contact:**

|  |  |
| --- | --- |
| Name | |
| Email | Mobile |

**The following information may be used to promote your activity so please ensure that it is as accurate and detailed as possible. Your information may be edited for promotional purposes.**

|  |
| --- |
| **Do you have current Public Liability Insurance to cover this activity?** |

Yes **❒** *Please provide a copy of current certificate of insurance with this application*

No **❒** *You may be eligible to join our CAPACITY insurance scheme. Please contact us for further information.*

|  |
| --- |
| **Have you run activities at Woods Street Arts Space before?** |

Yes **❒**

No **❒**

|  |
| --- |
| **Does your activity involve working with children? If yes, then you will be required to produce a valid Working with Children Check card. Please include your card registration number below.** |
|  |

|  |
| --- |
| **Are you affiliated with a Hobsons Bay arts group or organisation? Is so please provide details here.** |
|  |

|  |
| --- |
| **Proposed days, dates and times of activity. If you are proposing an exhibition, then what days and hours will it be open to the public? Please provide your first, second and third preferences for dates and times as we may not always be able to accommodate your first choice.** |
|  |

|  |
| --- |
| **Are you proposing one –off or ongoing use? (please specify) If a one-off activity then you will be issued with a casual key or be required to discuss opening and closing with a key holder.** |
|  |

|  |
| --- |
| **Outline of activity. This information may be used to promote your event so please provide accurate information.** |
|  |

|  |
| --- |
| **Will you charge for your activity? If so, please specify how much. How is your activity funded?** |
|  |

|  |
| --- |
| **Who are your intended audience or what are the demographics of your group?** |
|  |

|  |
| --- |
| **How will you manage the exhibition/workshop during its opening hours? i.e. opening and closing the building, how you will meet the two person rule. Please include booking information.** A *minimum of 2 people must be in the building, so ensure your opening hours can meet the commitment of your volunteers* |
|  |

|  |
| --- |
| **Will you have a launch or any public outcome associated with your activity or workshop? Please specify.** *Please refer to selection criteria. It is stipulated that Friday evenings are the preferred launch time, unless negotiated otherwise* |
|  |

|  |
| --- |
| **Please provide an image and short promotional statement (max 40 words) for your activity that we can use in our promotions? The image must be good quality (1-5mb) that represents your activity and is suitable for use in printed material.** *This may be edited to fit the format of the brochure and other publicity* |
|  |

**Please ensure you have fully completed this form before submitting. *Failure to complete this form in detail may lead to you not being able to use the space.***

**Declaration**

I....................................... of group......................................... agree to the terms and conditions outlined in this agreement and as the representative of the group agree to ensure that all due care will be taken while using the space and all regulations will be adhered to. I understand that I or the organisation I represent may be liable for any costs incurred if guidelines for use are not met as outlined in this agreement.

Signed............................................................................................................................................

Print name:....................................................................................................................................

Date:...............................................................................................................................................