

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

Healesville Contemporary Artspace 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 HCAS 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 the venue.

Expression of Interest Submission for Hiring of Exhibition Space

Name
Contact: Phone.....Mobile
Email.....

Organisation/Business (if relevant)
Postal address
Town..... Postcode.....

I/We would like to Rent Hire Use
 Healesville Contemporary Artspace
 Mt Rael Sculpture Garden on the following basis:
 Weekly Fortnightly Monthly

For the following purpose:
 Meeting Presentation/talk Rehearsal Performance Launch

Describe art-form or other activity:.....
.....
.....

Once off Consecutive days (detail)
.....
.....
.....

Exhibition Installation Social Gathering Class Workshop
Other.....

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.....

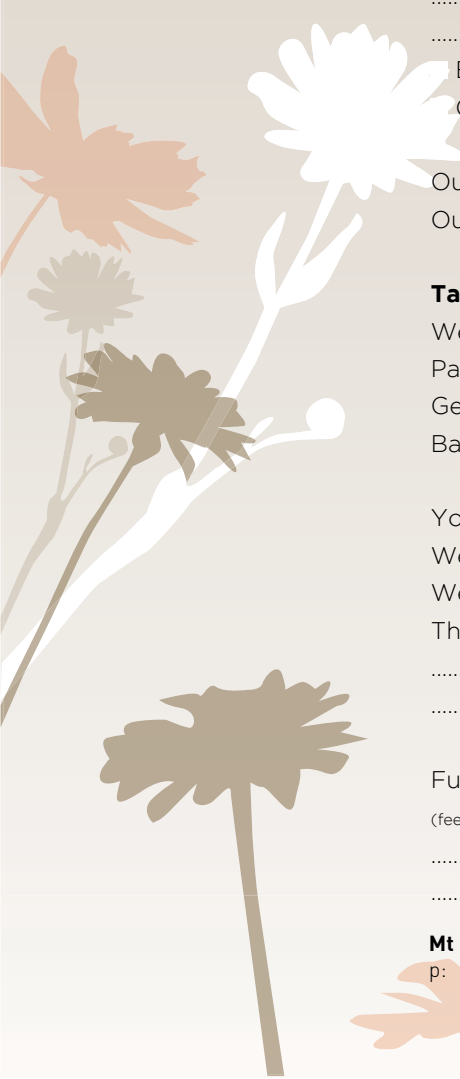
We employ (describe)

We have.....Volunteers

The main person/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

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 \$..... 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:
 - Healesville Contemporary Artspace program or the
 - Mt Rael Sculpture Garden 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

