



## **"Interspace Studio" – A new artist studio available at Burrinja**

The Interspace Studio is one of eight studios for lease at Burrinja. The environment is ideal for artists/designers/makers to nurture their creative practice and serves as a platform for collaboration and networking. Interspace Studio is a large open plan space fitted with gallery hanging rails, a lockable cupboard for storage and is carpeted with white walls. It is a central access point to the majority of Burrinja's Artist Studios offering easy access to a creative community of other artists and practitioners.

It is suitable for designers, illustrators, artists, web designers, jewellery makers, fashion designers, textile artists and the like. The Interspace Studio has direct access to the car park and is required to remain accessible to Burrinja patrons, staff and studio artists. A base-rate amenity and utility fee of \$178 p/month for an individual artist is payable. The interspace studio is shared with another artist who has been situated in the studio for 18 months. We are looking at a lease of up to 12 months starting in January 2018. As we have recently applied to renovate the studios in the venue, we cannot commit to anything longer.

There is no bond or other upfront entry fee or outgoing costs. A one off refundable payment of \$20 is required to receive a security access card.

To make an expression of interest for this space, please request an application form from Toni Main, [projects@burrinja.org.au](mailto:projects@burrinja.org.au) or go to our website <https://burrinja.org.au/art/studios>. We recommend a site visit before an application is submitted.

## **STUDIO INFORMATION PACK**

### **ABOUT BURRINJA**

Burrinja (the Dandenong Ranges Community Cultural Centre Inc) is a vibrant cultural centre in Upwey offering a broad range of arts, cultural, performance, education and community related experiences that work toward its mission: Building community through arts.

Burrinja encompasses arts activities and events , multiple gallery spaces, cultural education, 400 seat theatre, arts incubator studios, live music, community cultural development projects, rehearsal, making and meeting spaces, venue hire, and Burrinja Cafe + Bar. Burrinja is also home to an extensive public collection of Indigenous and oceanic art.

The centre is a not-for-profit cultural association with a volunteer Committee of Management who employ staff to manage daily operations. Burrinja works in partnership with Yarra Ranges Council to deliver cultural services to the Dandenong Ranges.

### **ABOUT THE STUDIOS**

Burrinja provides up to seven artist's studios for arts -related practice and business from most disciplines. Arts tenants have 7 day a week access to their studios and a range of other facilities at Burrinja, including wet area, exhibition, display and workshop spaces, artists' common area and kitchen.

The studios are available to artists within the guidelines set out in the 'Burrinja Studio Tenancy Criteria Policy' – see attached.

Being an arts tenant at Burrinja is an opportunity to become part of a vibrant network of fellow artists in a creative atmosphere, at the region's cultural hub. Be a part of and soak up the vibe - and did we mention there is a fabulous café and licensed bar here as well?

### **AVAILABILITY – APPLICATIONS**

Studios become available from time to time, and prospective arts tenants may submit an expression of interest via a written application.

Burrinja will evaluate initial studio applications from artists based on the selection criteria policy, and with regard to the mix of artists interested. An offer of a studio place will be made to those selected.

Those initially unsuccessful will be placed on a waiting list. Upon acceptance of an offer, a licence agreement will be provided.

## **TENANCY FEES**

The fees of Burrinja arts studios have been set at affordable rates for new and developing arts enterprises, and are based upon the size of the office/studio to be occupied.

Rates range from \$15 to \$98 per week before GST, depending on the size of the space.

The monthly fee covers:

- Access to a lockable office/studio/work-space, on monthly tenancy terms.
- Fixed lighting
- Air conditioning
- Regular cleaning of all public areas.
- Access from 7am to midnight, seven days per week.
- Shared kitchen facilities.
- Listing on Burrinja web site.
- Opportunity to sell a limited range of work through the Burrinja Arts Shop (on commission)
- Use of a variety of Centre equipment
- Support and advice from the Centre Manager (Executive Officer)
- Interaction/networking opportunities with other tenants.
- The option to install telephone lines at tenant's cost.
- Easy-in/easy-out terms mean that no long-term commitments or large up-front payment are required.

## **TENANTS ARE RESPONSIBLE FOR:**

- Compulsory Public Liability Insurance. (Excellent rates are available through Regional Arts Victoria, [duckforcover.com](http://duckforcover.com) and NAVA)
- Provision of own furniture and equipment. (Electrical equipment must be 'test and tagged')
- Cleaning of own premises, emptying of own waste bins.
- Promotion and marketing of your art business is up to you. We will help where we can and when appropriate.
- Phone installation plus rental and calls should you opt to install land line/s.
- Keeping kitchens and common areas clean and tidy.
- Keeping rental payments up-to-date

## **ARE THERE OTHER COSTS?**

- Lease fees are paid monthly and in advance.
- We ask tenant's to pay an extra \$15 per month towards the provision of milk, tea and coffee in the shared kitchen should you choose to use these facilities.

- A deposit is payable for security card and keys, refundable on return at end of tenancy.
- Removal of excess rubbish over and above the usual weekly bin collections.

### **TENANCY PERIOD**

Burrinja's Studios are available to any one tenant for a maximum of three (3) years only; designed to encourage rotation of tenancy benefits and opportunities. License agreements are offered for an initial twelve (12) month period only, with 2 further 12 month options available at the discretion of the Licensor (Burrinja).

### **MONTHLY RENTAL PERIOD**

Tenants will receive an invoice for the next month's rent at the end of each month. This will cover rent in advance for the period. Accounts must be paid within 14 days, from the commencement of the month. No discounts or extensions will be available.

## **GENERAL CONDITIONS OF TENANCY**

### **SAFETY AND SECURITY**

Tenants are required to be extremely safety and security conscious at all times. This will help Burrinja to prevent any problems that may cause loss and disruption to your arts business or to the other activities at the cultural centre. You may be responsible for ensuring the security of the centre if last to leave, and being aware of your personal safety in the evening.

### **KEYS / ACCESS**

Each tenant will be issued with a set of keys to their studio/workspace. Additional sets can be made available at cost. You will be given a security access card and your own alarm code to access the building. You must keep these secure and report and any loss immediately. Your alarm code only turns off the studio / common areas of the centre.

### **CLEANING**

Tenants are responsible for cleaning their own office/studio/workspace and are expected to maintain a high standard of presentation.

- Public areas will be cleaned regularly by Burrinja.
- Removal of excess rubbish, large boxes, cartons, etc from studios may incur a charge.
- No rubbish is to be left in corridors, outside buildings, in foyers, tea-rooms, or toilets.

### **GENERAL MAINTENANCE**

Any general maintenance requirements or requests should be discussed with the Venue Manager. No modifications should be made to studios without prior permission of the Venue Manager.

## **MAIL**

Mail can be addressed to your studio at Burrinja and accessed at reception.

## **KITCHEN / TEA ROOMS**

Kitchen equipment is provided for the benefit and convenience of all tenants and centre staff, so please clear up after use. Remember it is your responsibility to play your part in maintaining your studio and common areas/ facilities in the condition in which you would be proud to present it to your patrons, clients, guests and friends.

## **ATTITUDE / We are all in this together!**

Your success is our success, and vice versa. Please assist your fellow arts studio tenants in every possible way - share ideas, experiences and opportunities with others for the benefit of us all. The nature of the “community” provides regular opportunities for networking with fellow tenants and others.

## **TENANT MIX**

Burrinja strives to maintain the most appropriate tenant mix from the applications received. We aim for a mixture of arts businesses and stages of development, selecting those which show the best potential for successful growth. We look for arts activities and tenants that have obvious synergy and demonstrate a willingness to benefit each other.

## **SMOKING**

No smoking is permitted inside any of the buildings, or within 12 metres of any doorway.

## **SIGNAGE**

Appropriate directional signage is provided for the studios at Burrinja. An on-line directory is also provided on the Burrinja web site. If you are considering any additional signage, you must discuss this with Burrinja’s manager prior to proceeding. Burrinja will consider the overall aesthetic of the centre and studio area when considering any request for additional signage.

## **ADDITIONAL SUPPORT**

From time to time, Burrinja provides occasional professional development workshops and seminars for arts businesses, where possible, and refers on other economic development and networking information that may be of interest to tenants.