

## Woods Street Arts Space - Selection Criteria and Terms and Conditions of Use

### About Woods Street Arts Space

*Woods Street Arts Space* is a flexible creative space in the Lohse and Woods Street shopping precinct in Laverton. The building, a former post office, is a street level shopfront on a corner site, and a short distance to Laverton Train Station.

The building is leased by Hobsons Bay City Council and has been managed by the Arts and Culture unit since 2012. The space is flexible and suitable for many creative uses including workshops, rehearsals, exhibitions, etc. and only to be used for arts or creative based activities. It is provided free of charge; however, Council reserves the right to charge a deposit bond.

#### Contact details for all enquiries and notifications:

Arts and Culture unit, Hobsons Bay City Council [arts@hobsonsbay.vic.gov.au](mailto:arts@hobsonsbay.vic.gov.au) or 1300 179 944

### Booking the Space

- Bookings will be taken at the discretion of the Arts and Culture unit based on the selection criteria.
- All applications (new and existing users) must be made via the Smarty Grants online form.
- Bookings are taken in response to two expressions of interest periods held each year.
- Casual bookings may be possible. Enquiries should be directed to the Arts and Culture unit via [arts@hobsonsbay.vic.gov.au](mailto:arts@hobsonsbay.vic.gov.au).
- Bookings are not confirmed until the applicant receives email confirmation and agree to the spaces Terms & Conditions.

#### Please note:

- The venue is not staffed on a regular basis. Each user group is responsible for organising staffing of the space if open to the public (e.g., when it is used as a gallery or for a project launch) and inducting other members of their group to the space and ensuring they abide by the Terms & Conditions.
- Users are responsible for opening and closing the building including gates when it is in use, keeping the space secure during use, ensuring alarms are activated and deactivated when entering and exiting and keeping the space clean and tidy. Council reserves the right to cancel programs if user groups are not using the space responsibly.

### Selection criteria

#### What are we looking for?

- Low cost and/or free to the community
- A well-considered proposal that shows clear management processes and is self-managed.
- A proven track record of successful and innovative outcomes and an ability to engage with diverse audiences.
- Assists Woods Street Arts Space build a reputation of high-quality community arts practice.
- Accessibility to all skill levels and ability.
- Priority will be given to Hobsons Bay applicants, but we welcome applications from outside the municipality.
- Applications for new initiatives and programs applying to run a 'taster' activity or trial new ideas to gauge community response will be accepted.

### What won't be accepted?

- Proposals that do not meet the above objectives.
- Private business proposals or tuition.
- Programs that have no community participation or engagement.
- Programs that involve excessive noise or do not meet restrictions outlined in the lease.
- agreement with Council. Contact the Arts and Culture unit if you have queries regarding to what is acceptable.

**Please note:** There is no guarantee that your proposal will be continued on a long-term basis. All proposals will undergo a regular review process to ensure *Woods Street Arts Space* continues to develop and engage the community and offer diverse opportunities.

### Terms and Conditions

#### Woods Street Arts Space is a Child Safe Organisation

##### Child Safe Organisation

*Woods Street Arts Space* is committed to 'Be a Child Safe organisation'. Event organisers must comply with the new Child Safe Standards the Victorian Government announced on 1 July 2022, replacing the section 17(1) of the Child Wellbeing and Safety Act 2005 (Vic). A child safe organisation is one that meets the new child safe standards by proactively taking measures to protect children from abuse. Visit [CCYP | New Child Safe Standards start in Victoria on 1 July 2022 to better protect children](#) for more information.

#### COVID-19 Terms and Conditions of Use of Woods Street Arts Space

##### COVID-19 Safety Planning

All users must agree to operate in accordance with COVID-19 safety requirements applicable at the time. The purpose of the directions is to enable *Woods Street Arts Space* to operate safely and ensure compliance by all users and visitors accessing the building.

**Under the Chief Health Officers' Restricted Activity Directions and current DHHS COVID-19 Guidelines managed venues will:**

- Operate in accordance with COVID-19 safety requirements applicable at the time.
- Provide clear directional signage when appropriate.
- Support user groups to operate safely in the space.
- Be responsible for managing the day-to-day operations of the community facility.
- Provide *Woods Street Arts Space* users with applicable information and support relevant to the use of the site.
- Cancel bookings when user groups do not abide by the conditions set out in this agreement.
- At any given time, due to unforeseen circumstances, or if required by authorities or as a result of Restricted Activity Directions (as they may alter) Council reserves the right to cancel bookings or close facilities with immediate notice to ensure staff and community safety.

Any additional requests for information should be directed to Tania Blackwell, Arts, Culture and Heritage Coordinator via email: [tblackwell@hobsonsby.vic.gov.au](mailto:tblackwell@hobsonsby.vic.gov.au).

## 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 Culture and Heritage. For further information please contact 1300 179 944 or email [arts@hobsonsbay.vic.gov.au](mailto:arts@hobsonsbay.vic.gov.au).

## **Fees and Charges**

- Use of the space is currently free of charge, although we reserve the right to charge a security and cleaning bond of \$100.
- Additional cleaning costs of \$150 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. If they do not have Public Liability Insurance, they are eligible for assistance through our **CAPACITY** insurance scheme.

## **Communication**

- Clear communication is integral to the smooth running of *Woods Street Arts Space*. It is important that all issues (maintenance or security) are documented and reported as soon as possible.
- A *Woods Street Arts Space* Information Manual for users is located at the front desk in the reception area. This book also contains OH&S and emergency procedures.
- If access to the venue is required outside of allocated times, users must contact Council on [arts@hobsonsbay.vic.gov.au](mailto:arts@hobsonsbay.vic.gov.au).

## **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 Culture and Heritage unit on 1300 179 944.

## **Keys and Access**

- A \$100 refundable bond may apply for the issue of a key. If the Terms and Conditions are breached, or on request, the key must be returned to Hobsons Bay City Council.
- Keys are not transferable and must remain with the individual or organisation listed on the application. Please request an extra key if required.
- Please do not store the key with the address in case it is 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.

## **Damage or Loss of Property**

- The user is responsible for all equipment and the building during their period of use. All equipment and materials MUST be returned as users have found it.
- Removal of or damage (other than accidental or wear and tear) to furniture, equipment or the building may result in the user being financially liable for replacement or repair costs.
- Users are responsible for reporting to Council any removal or damage to furniture, equipment or the building.
- Users exhibit work and/or facilitate activities at their own risk. Council does not accept responsibility for damaged or stolen works or equipment. Council takes appropriate measures to ensure artworks and equipment are secured through providing an alarmed building and conditions of use as stated in this document.
- Artworks may be unattended during activities 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

It is a requirement there is always two people on site, at any one time to assist in personal security in an unstaffed building. Use your best judgement when using the space if opening the building for visitors and participants.

These two people could be:

1. One facilitator and one adult workshop participant (if you are taking bookings and know that people are coming, etc)
2. Two facilitators
3. A facilitator and companion

**It is the user's responsibility to ensure all group facilitators are inducted and aware of the venue's safety and space usage requirements.**

**User's are responsible for the safety of their groups participants and for ensuring safety procedures and practices are implemented at all times.**

- There is no public telephone line so there MUST be at least one person on site with a mobile phone that can be used in the event of an emergency.
- The building has an alarm system.
- The front gates should never be locked when people are on the site as they are an emergency exit.
- Users are required to undertake a Safety Induction and be given information about safety, keys, and alarm codes when they run programs at *Woods Street Arts Space*.
- Access to the building is only permitted with prior permission or with an existing booking. This includes just visiting the space, picking up equipment, storing equipment or using the space for any unauthorised use. If the space is used for an unauthorised purpose all future access to the space may be denied.
- During activities the building must be made secure from the street (the front and side doors must be locked). Access can be obtained via the front doorbell. Entrances are clearly marked.
- The front doors can only be left open if someone is permanently stationed in the reception area, to ensure the security of the building is maintained. If no one is able to staff or maintain the front area, please ensure the doors are closed and locked at all times.
- There are two emergency evacuation diagrams in the building, in the front room and kitchen areas of the building. It is users' responsibility to ensure all group members and program participants are aware of emergency evacuation procedures.

### In an emergency phone 000

#### Accessibility

The building has an accessible toilet in the backyard; this does not include a hoist. Other toilet facilities are located on the first floor. There are accessible toilets in the adjacent Woods and Lohse Street Park. Facilitators should inform workshop participants of toilet accessibility options. There is a portable ramp available at the venue, which can be used if required.

## Amenities, Cleaning and Maintenance

### General Amenities

- Tea, coffee, sugar, and milo are provided at no charge.
- Milk must be provided by the user and any out-of-date milk and food in the fridge needs to be thrown out at end of activities or event.
- All food scraps MUST be removed from the building at the completion of activities.

### Storage

- Limited storage and shelving can be made available to groups that use the space. No valuables should be stored on site. If valuable equipment is stored the user group needs to ensure that they have appropriate insurance. If you wish to store materials, you must keep them in a labelled plastic container that you provide. Items left out in the space may be thrown out without prior notification.

### Cleaning and Maintenance

- Please keep the space clean and tidy at ALL times.
- All users are required to clean after themselves; this may include vacuuming, mopping floors and removal of rubbish.
- All used surfaces MUST be wiped down at program completion, including chairs.
- All dishes must be washed and returned to shelving.
- Kitchen benches must be wiped down after use.
- All toilets are to be checked on completion of use and left in a clean and tidy state.
- Cleaning equipment and rubbish bags are available in the storeroom.
- Instructions are available onsite regarding cleaning procedures.
- Council reserves the right to charge for additional cleaning costs if a reasonable standard is not maintained during the period of use.
- All users are required to notify Council of any maintenance or Occupational Health and Safety issues ASAP.
- Recycling rubbish is important. The rubbish bins have been labelled with what items are to go in what bin. Rubbish such as empty paint cans and other toxic materials (i.e., turpentine) should be removed from the site and not into the outside drain.
- Paintbrushes, containers etc. are not to be cleaned in the kitchen sink and must only be cleaned in the outdoor sink.
- Food scraps and waste must be emptied daily and placed in the outside bins located at the front of the building behind the timber wall.
- Waste collection day in Laverton is Monday (morning). Please assess if the bins need to be put out the front to be emptied. If bins are outside, please return them to the rear of the building.
- Council arranges regular cleaning services in the building twice weekly.

### Event Management

- User groups are responsible for the coordination of their program's bookings and registration processes. This includes obtaining participant details, including parental or guardian consent when working with people under 18 years of age. Council recommends using platforms such as Eventbrite, Trybooking or Humanitrix.
- If facilitating an event, user groups MUST develop an Event Risk Management Plan and send to Council representatives at least 4 weeks prior to the event. Council can support user groups develop this. For further information please contact 1300 179 944 or email [arts@hobsonsabay.vic.gov.au](mailto:arts@hobsonsabay.vic.gov.au).

### Marketing and Promotions

- Users' groups are responsible for the promotion of their own individual activities.
- If taking photos or videos, user groups MUST obtain written consent from participants before sharing images publicly.
- All collateral requires approval from Council's Arts Culture and Heritage unit.

Hobsons Bay City Council provides in-kind support to user groups by:

- Produces a half-yearly program for *Woods Street Arts Space* activities.
- List events on Councils website.
- Social media posts and events listings on Councils [Woods Street Arts Space Facebook](#) page. The page is only to be used for promoting activities in the *Woods Streets Arts Space* or other arts-based activities in Laverton. Posts may be removed by the administrator.
- Promote events through Councils Arts & Events eNewsletters.
- Support with individual marketing through Woods Street Arts Space's Meet & Greet workshop.
- Promoting Woods Street Arts Space's program at various expo's and events (internal & external).

### Liquor Licences

- A liquor licence may be required if you are serving alcohol at your event. Please check details and requirements with the Victorian Commission for Gambling and Liquor Regulation [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au). You must inform the Arts Culture and Heritage unit if you are planning an activity that involves the consumption of alcohol.

### Review/ Evaluation

- From time to time, as a user you may be required to contribute towards program evaluations. By accepting these Terms and Conditions you agree to participate and support reviews and evaluations, which may include surveys, interviews, etc.

### **Woods Street Arts Space User's agree to:**

- The venues Terms and Conditions stated above, including the new Child Safe Standards announced by the Victorian Government on 1 July 2022, replacing the section 17(1) of the Child Wellbeing and Safety Act 2005 (Vic) and Safety Act and COVID-19 Conditions of Use applicable at the time.
- Complete an induction prior to commencing programming even if they have used the space previously.
- Not sublet the space during the times they have booked the building.
- If the space is booked and not used, future use of the space may be compromised. Users MUST advise if they no longer require use of the space.
- All bookings undergoing a regular review and that the Arts Culture and Heritage unit reserve the right to cancel bookings if objectives and selection criteria are not met and the space is not used responsibly or for intended purposes. Discussion regarding any concerns will be had with user groups prior to cancellation.
- The space is only to be used for arts and creative based activities at the agreed times unless approved by Tania Blackwell, Arts Culture and Heritage Coordinator.
- Provide a copy of the main facilitators/users current Working With Children Check.
- Comply with on-site signage regarding current health directions whilst in the building.
- Be responsible for any breaches of COVID-19 safety requirements applicable at the time and for any fines incurred for breaches.
- Participate in any measures Council deems necessary to protect the health of the community.
- Report any concerns about health and safety to the facility manager or duty staff as soon as possible or contact Tania Blackwell, Arts Culture and Heritage Coordinator on 0437 683 032.
- Advise Hobsons Bay City Council of any identified cases in user group immediately.
- Advise Hobsons Bay City Council if there is safety, security or maintenance concerns relating to the community facility.
- Keeping the space secure during use.

- All reapplying applicants MUST state alarm code and key number provided in application form.
- Only undertake activities outlined in your *Woods Street Arts Space* User application. Any variation to the agreed use of the space must be approved by Tania Blackwell, Arts Culture and Heritage Coordinator before being undertaken.
- Coordinate their program's bookings and registration processes, including parental or guardian consent when working with people under 18 years of age.
- If taking photos or videos, obtain written consent from participants before sharing images publicly.
- Return key at completion of program/project.

#### Key Dates

Action	Deadline
Expression of Interest open	Monday 8 April 2024
Submissions close	Monday 6 May at 3pm
Selection process	Week beginning Monday 20 May 2024
Shortlisted applicants advised	Week beginning Monday 27 May 2024
User Agreement signed	Friday 14 June 2024
Provision of project statements, booking links, marketing images and materials	Friday 14 June 2024

For further information please contact the Arts, Culture and Heritage team at [arts@hobsonsbay.vic.gov.au](mailto:arts@hobsonsbay.vic.gov.au).