

## Proposal for Use

Applicant (Name of Organisation/Person):

.....

(choose applicable)

Artist/Exhibitor  
Instructor/Trainer  
Speaker/ Facilitator

Community Group  
Non-Profit Organisation  
Commercial Entity

Private Individual  
Government Body  
Other (details) ...

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(please complete)

Q1: Our intention in using the space is (i.e. main purpose, outcome desired) .....

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Q2: The physical form this will take is (i.e. number of people, hours, date(s), activity etc.)..

.....

Q3: Our commitment with regard to the following will be (i.e. offer of responsibility):

Cleaning .....

.....

Care of Property .....

.....

Contribution to Costs .....

.....

Consideration of Other Users .....

.....

Q4: How will your use of the space contribute to the physical, social or mindful health and wellbeing of others and/or the community .....

.....

.....

I .....(insert full name) personally undertake the responsibilities of use and agree to the terms in this proposal.

Signed:

Witnessed:

..... Date:

..... Date:

Address for Contact Purposes: .....

Contact Numbers: (Home.....Work Phone.....Mobile.....)

Email: .....

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Responsibilities of Use:

- As the venue is used by multiple users for a dedicated time, to ensure your own dedicated use of the space access is given one hour prior until one hour after the dedicated time for use. There is one key only (accessible 24 hours a day) to be obtained immediately prior to, and returned immediately after, the dedicated time.
- A key deposit is payable if the key is lost, copied or returned late. This allows each user to know they can have the access they requested. Access even if agreed is not, however, guaranteed and users must be prepared to relocate if needed. The deposit is \$150.00 (being the cost of a locksmith’s call out, replacing locks and to re-cut keys).
- The space is primarily available for non-commercial use for unfunded users. A suggested nominal contribution towards fixed costs by funded/self-funding groups is \$3 per person (which covers less than 50% of the costs of water, power, strata levies, council rates, insurance etc.). Offers of other contributions are also welcomed.
- So as not to externalize hidden costs to others, food and beverage facilities and other consumables are not provided. Users are welcome to provide their own catering and materials (e.g. glassware) and are asked to remove all rubbish at the end of their use.
- With respect for the regular users, please leave the space cleaner than you found it and more ordered and in better condition than the last person left it. Appropriate cleaning materials are provided. Users are asked to take responsibility to make good any repairs for damages caused, to be completed promptly and prior to the next group’s use. Thanks to you for your conscious and worthwhile use of ‘the space’.