



BURRINJA

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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 (from July 2011), 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.

Burrinja also works in partnership with Yarra Ranges Enterprise Centres (YREC) to manage the arts business incubator studios.

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

After an 18month hiatus to allow a \$9.6m renovation and 400 seat theatre addition to Burrinja, the centre is re-opening its studios, performance and workshop spaces in late July 2011.

Burrinja is seeking expressions of interest from artists looking to take up residence in an arts studio from mid-July, being open to the public from the weekend of July 30.

All studios are currently vacant. Studios are available on an initial 12month licence agreement, with two further 12 month options; to a maximum of 3 years.

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 \$68 to \$90 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.
- 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 payments are required.

TENANTS ARE RESPONSIBLE FOR:

- Compulsory Public Liability Insurance. (Excellent rates are available through Regional Arts Victoria)
- Provision of own furniture and equipment.
- 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.
- A deposit is payable for security card and keys, refundable on return at end of tenancy.
- ADSL internet access is available at a monthly charge.
- Removal of excess rubbish over and above the usual weekly bin collections.

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.

OTHER BACKGROUND INFO...

YREC

The Yarra Ranges Enterprise Centres Ltd (YREC) is a not-for-profit organisation established in late 1998 to support the growth and development of small and micro businesses within the Shire of Yarra Ranges. We provide a range of services for new and developing enterprises including modern business premises at low cost in a number of locations; professional counselling and advice; and easy access to training and networking opportunities.

There are 'incubators' at Burrinja in Upwey, and at Warburton and Healesville.

The aim of Yarra Ranges Enterprise Centres (YREC) is to provide business premises, advice, assistance and a supportive and nurturing environment for new and developing businesses, in order to facilitate their business growth, financial independence, employment potential, and ultimate success.

THE DIRECTORS:

The Board of Directors includes representatives of the Shire, local educational institutions, and the business community. All the directors give their time, expertise and skills on a voluntary basis.