



Burrinja STUDIO TENANCY CRITERIA POLICY (2011)

Purpose:

To provide guidelines to the Committee of Management and Executive Officer on assessing and approving applications for tenancy / permanent lease of space within the Centre, including YREC (Arts Incubator studio) tenancy applications.

Objectives:

- To ensure that activities within the Centre meet with the objectives of the Centre's Vision and values
- To ensure that activities within the Centre are of an arts / cultural nature
- To ensure that activities complement existing arts businesses within the Centre

Approvals:

- Application forms will be made available to prospective tenants along with the Centre's terms and conditions of tenancy.
- All applications for tenancy within the Centre must meet the criteria set by the Committee of Management
- Activities must be consistent with Centre values as expressed in the Centre's vision statement: *Building Community through Arts*.
- Activities must be consistent with the vision of Yarra Ranges Enterprise Centres (YREC): *'nurturing great ideas – growing small businesses'*.
- Decisions on suitability of activities will be at the discretion of the Executive Officer and/or Committee of Management.
- The approval process will be completed within 14 working days of receipt of application and the applicant either advised of the result of their application, or in the event of any delays in the approval process.

Criteria for Approval:

1. Applicants must comply with all rules and regulations of the Centre, local and other relevant authorities and use of building as stated in the Centre's conditions of use and tenant's License Agreement.
2. The core activity undertaken by the tenant in the Burrinja studio space must be of an arts and / or cultural nature. This may include activities related to:

- Visual / Fine Arts
- Craft
- Arts related businesses
- Literature / Literary and/or Publishing related
- Music / Music related
- Performing Arts
- Performing Arts Production related businesses
- Indigenous/Ethnic Arts and Culture
- Local Historical
- Arts management
- Research and Education with an Environmental focus, preferably local in nature

3. Burrinja is a vibrant cultural space. The artist studios are an important element of the centre's activity and creativity. To ensure that all studio artists contribute to this activity management has set expectations that the studios will be utilized on a regular basis.

Accordingly, the following minimum expectations should be met:

- a. Tenants should be utilizing their studios no less than 18 hours per week.
 - b. Tenants should be present in their studio at a minimum of 3 days each week.
 - c. Tenants are encouraged to consider opening during major performance or other such public events – including evenings.
 - d. These expectations are based on 46 weeks per year
 - e. Burrinja reserves the right to review a tenant's license agreement should the space be underutilized.
4. Burrinja's Studios are available to any one tenant for a maximum of three (3) years only; in accordance with Business Incubator principals designed to encourage rotation of tenancy benefits and opportunities.
5. The monthly license fee will be increased each 12 months at a rate detailed in the license agreement.

Approval and Appeal Process:

The Committee may request further information or clarification from Applicants during the appraisal process. Applicants who wish to contest any decision regarding their application may do so by writing to the Executive Officer, Burrinja.