



CASM WORKSHOP TERMS AND CONDITIONS

The terms and conditions, associated with **Workshop Access** at Contemporary Art Spaces Mandurah, 63 Ormsby Tce, Mandurah WA 6210, are as follows:

1. The Workshop space provided is determined for creative use by artists and artist groups including but not limited to studio use, short term arts project work and research, casual and regular workshop facilitation and casual and regular art class facilitation.
2. An invoice will be issued each calendar month via email from the City of Mandurah finance department. **Please note that rental arrears may result in eviction. Contemporary Art Spaces Mandurah is not in a position to allow accumulated debts.**
3. The Artist must be inducted to the CASM site and be familiar with the emergency evacuation procedures for the building before beginning the term of hire.
4. The Artist must familiarise themselves and maintain any current Department of Health Covid regulations that relate to local Government buildings.
5. The Artist will be required to carry out safe working practices in the workshop, being mindful of any risk to health or fire hazards. No smoking is allowed in the building. The Artist must not store dangerous or flammable materials on the premises. Flammable liquids and solvent-soaked material must be stored in self provided containers and removed from site after use.
6. The Artist will be responsible for reporting any maintenance issues in regards to the workshop or building to CASM.
7. The Artist will not be permitted to make any changes to the Workshop and its fittings without prior consultation with CASM.
8. The Artist must not cause undue nuisance or inconvenience to the public or other arts workers in the building by virtue of workshop activities or through noise. The Artist is not permitted to partake of any illegal activity while in the building.
9. The Artist will be responsible for the cleaning of the Workshop space after use and will be required to keep the area immediately outside and adjacent to the Workshop tidy and clear of any materials. The Artist must ensure that passageways, sinks and building amenities used by the Artist are kept clean and tidy.
10. All excess paint and other products must be wiped off with a paper towel and placed in the bin prior to cleaning palettes etc. in the sink. Please assist to reduce any paint, clay and other material stuff going down the sink.
11. Cleaning products and garbage bags are provided. The artist is required to bring their own t-towels and rags etc. and remove each session.

12. The artist will wash, wipe and put away in the shelving provided, any crockery or cutlery.
13. The artist will not leave any foodstuffs or milk in the fridge or cupboards at the end of their daily hire period.
14. Disposal of Workshop rubbish is the daily responsibility of the Artist.
15. The Artist will be responsible for helping to maintain security in the building. The Artist is not permitted to give keys or codes to any other persons or engage in any other activity which might put the building and/or its tenants at risk. All exterior doors to the Gallery are to be kept closed and locked, including the main entrance door outside of CASM office hours.
16. Insurance of personal property is the Artist's responsibility.
17. The Artist is not permitted to exhibit any placard, poster, sign, board or other advertisement on any part of the CASM Workshop building without the consent of CASM.
18. The Artist must, at any reasonable time, permit an officer of the City of Mandurah to enter and inspect the Workshop for the purpose of ascertaining whether the provisions of this agreement are being observed and carried out, or to allow maintenance personnel into the space.
19. CASM reserves the right to terminate the Workshop Hire Agreement if the Artist fails to comply with the terms and conditions of the agreement. In these circumstances, and if CASM should decide to terminate the Workshop Hire Agreement, CASM will do so in writing, whereupon the Artist will vacate the Workshop within one (1) week and pay all outstanding amounts owed to CASM up until the actual date of the Workshop being vacated.
20. If at any time and for any reason CASM's lease for the CASM building is terminated, then the agreement becomes null and void.
21. Under exceptional circumstances, as determined by CASM management in its absolute discretion, the Artist may be asked to leave the Workshop immediately.
22. Any notices required to be given under this agreement may be sent by ordinary post. Notices shall be deemed to be received two (2) working days after posting.
23. Any dispute as to the interpretation of this agreement will be settled by the CASM Executive Panel, whose decision will be final.
24. Access to the toilets are via the CASM gallery. Gallery admin hours are Mon – Fri, 8am – 5pm. Public open hours are Wed – Sun, 10am – 4pm during exhibition periods. The gallery doors may not be left unlocked when the gallery is unattended.
25. It is noted that the Workshop hire fee may alter at the end of each financial year due to annual fee increases within the City of Mandurah Fees and Charges Schedule.
26. Current hire fees for the CASM Workshop space can be found on the website.

Note: The initial booking administration fee is a once-off fee to set the Artist up in the system and covers the preparation of all future invoices and relevant workshop marketing assistance.
27. The hire fee is inclusive of electricity costs.
28. **A \$50 key replacement fee will be charged if the Artist loses or damages the CASM Workshop or Gallery key.**

29. If the Artist wishes to extend the Hire Agreement, this must be requested via email to the CASM Gallery Development Officer no less than two weeks prior to the Expiry date.
30. If the Artist wishes to alter or terminate their Agreement, two weeks' notice is required via email to the CASM Gallery Development Officer.
31. The Workshop Space is a **non-exclusive** premise. It is acknowledged that when not occupied the premises may be utilised by other complimentary services at the discretion of the CASM Gallery Development Officer.

CONTACT

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Gallery Development Officer

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