

ARTIST RUN INITIATIVE

8 Gap Rd | PO Box 8405

Alice Springs NT 0870

ABN 97 802 366 496

T 08 8952 1949

E wts@wts.org.au

W wts.org.au

**STUDIO CONTRACT**

THIS IS AN AGREEMENT BETWEEN:

**WATCH THIS SPACE  Inc.**

8 Gap Rd, Alice Springs, NT 0870  |  08 8952 1949  |  wts@wts.org.au  |  wts.org.au

(hereafter “the Gallery”)

AND

**ROSY MURPHY**

*See pg. 7 for Artist contact details*

(hereafter “the Artist”)

Whereby both parties agree as follows:

1.      RENT

This contract is to lease an artist studio space at 8 Gap Rd for duration as outlined on page 4 of this contract. (Note tenure: clause 2).

Payment of a monthly amount is required in advance with bond amount on the start date of this contract. Subsequent payments are due for each month in advance and can be made via bank transfer. **Payment is due on the 1st of each month.**

All studio lessees are **required to become financial members** of the organisation.Membership is $35 per year, the payment of which is due on the signing of this contract.This means the Artist is a member of the organisation, can make suggestions to the Board and vote on Board Member Nominations at the WTS AGM, i.e.: you get to influence the direction of the organisation.

A bond of one month’s rent is due on the signing of this contract and will be returned to the lessee at the end of the lease. This bond may be withheld if no notice of termination is given as payment to cover any damages to the studio space, or if any conditions in this contract are not met.

The Gallery provides **one** key per space. This key is not to be re-cut and is for the lessee's use *only*. If the key is lost, the Artist should notify the Gallery staff who will arrange a replacement key to be issued as soon as possible at a cost of $50 payable to the Gallery.

2.      TENURE

Tenure for a studio at the Gallery is **six months**.

If the Artist wishes to continue leasing the studio they will need to fill out the [Studio Artist Review Form](https://www.wts.org.au/studio-assessment-form?rq=studio%20assess) at least four weeks prior to the end of the tenure if they wish to continue leasing a studio.

This form will be emailed to the Gallery who will pass it on to the Curatorial Committee for review. The Gallery will notify the Artist of the outcome within 2 weeks of submission.

If the Artist does not submit this form they will need to **move out of their studio by the end of the month**. The studio will then be available for other artists to use the space (via an open Call Out application process to be assessed by the Curatorial Committee).

3.      GIVING NOTICE

A period of **four weeks** in writing is required via letter or email to terminate this contract. Payment is required to cover this period, and the Artist must notify the Gallery of their leaving date.

The Gallery retains the right to evict studio lessees if payments fall more than four weeks behind.

Damages and repairs: Studios must be left in the original state they were leased.

* Walls: Holes must be filled and patched. Walls must be painted where marked. The Gallery will supply paint for these repairs as long as the damage is not in excess. If excessive, the Artist must pay for paint to repair the studio.
* Floors: Paint and other marks must be scrubbed away and restored to original state.
* The Gallery’s items: If furniture/other items have been damaged, the Artist must cover cost of repairs or replacement.

4.      USE OF PREMISES

Studios are to be treated as such, and are not to be used for overnight stays or in any way as a place of residence or for storing personal items not required for the Artist’s studio use.

The outside areas can be utilised on occasion by any studio artist for art making. This is an event space and needs to be maintained for such occasions. Speak to the Gallery staff if unsure about the use of outdoor areas.

Gallery Space and Outdoor Area:

* Studio artists are welcome to use the gallery space or outdoor area when it is *available*. If the Artist intends to use these spaces they are required to let the Gallery staff know in advance and to notify the other studio artists as a courtesy.
* These areas are *not* to be used during opening hours without prior permission from the Gallery staff.
* If the Artist uses the gallery space or outdoor area they must ensure that all items are removed and the space is returned to a clean and ready condition once they have finished with the space.
* Corridors and doorways are not to be obstructed.
* **Gallery hours** are 12-5pm Wednesday-Friday and Saturday 10am-2pm when an exhibition is on.
* The Artist should be mindful and careful of artwork installed in the space to avoid damage or disturbance. Report damage and incidences to the Gallery.

Parking:

The undercover carport is to remain accessible at all times. The Artist can load/unload here but must remove their vehicle when finished. This is so the Gallery maintains a professional and welcoming front of house for visitors and access.

Use of the Gallery’s equipment:

The Artist must register their details on the Equipment Use document supplied at the space if they wish to use the Gallery’s tools/appliances/gear. The Artist must return them to where they belong. Do not take any gear/appliances/tools off-site without making arrangements with the Gallery in advance. The Artist must discuss all arrangements with Gallery – equipment hire may be required.

The Gallery provides coffee and tea to the onsite staff and artists.

5.      RESPONSIBILITIES

Cleaning & General upkeep:

* It is the responsibility of the Gallery staff *and* studio artists to maintain cleanliness on the premises. This is often difficult for staff to maintain by themselves on top of all other duties. The Artist is expected to assist with the general upkeep at the Gallery, including removing rubbish. The kitchen and common areas of the Gallery must be kept tidy and the Artist’s property is not to be stored outside of their studio space. The Artist can also assist by helping to clean the corridors/kitchen/front area/gallery where they can.
* The Artist must fulfill their cleaning durties as identified on the Kitchen and Bathroom Cleaning Rosters
* Rubbish is collected on **Monday mornings.** The Gallery has 1 x general waste bin. The Artist should assist when possible to make sure the bins are out by Monday morning. If the Artist has larger items from studio activities it is their responsibility to take them to the tip at their own cost. **Do not leave items out the back.**

Building and improvements:

* Since the Gallery leases the building, the Artist must notify the Gallery of any improvements, maintenance or alterations they would like to make in the space before they attempt them - the Artist could be jeopardising the Gallery - and in turn, their own - lease agreement.
* If the Artist alters the space without approval they may not be entitled to their bond refund and may be evicted from the space.
* Faults and maintenance must be reported to the Gallery.
* The Gallery appreciates studio artists being available when tradies attend the property if staff are unable to be there.

Creative contribution:

* The Artist is strongly encouraged to contribute to the Gallery’s Creative Program. This may include writing exhibition reviews, hosting workshops or taking part in open studio or other onsite or offsite events. The Artist is invited to contribute in other ways as relevant to their skill set and interests.
* The Artist is expected to contribute to the organisation’s activities by regularly assisting with gallery sitting, working bees and volunteering at events and exhibition openings held onsite.
* The Artist is expected to attend all exhibition openings, artist talks and other events connected with the Gallery’s Creative Program.

6.      RESPECTFUL CONDUCT AND ACCOUNTABILITY

The Artist must adhere to safe working practices, be respectful of all other studio artists and employees of the Gallery and contribute to a harmonious and friendly work atmosphere.

* The Gallery likes to encourage visitors/collaborators for studio activities.
* If the Artist invites visitors to the studio space they are responsible for them. Please encourage those invited onsite to be respectful and mindful of the other artists and their activities.
* Introductions are encouraged.
* As a “WTS studio artist”, the Artist is encouraged to see themselves as an ambassador for the Gallery. This includes letting people know about activities, exhibitions and events – it's a way to support and give back to the space that supports you.
* The Gallery staff have the right to ask someone to leave or deny entry to a person/s if they are behaving disrespectfully or disruptively.
* If the Artist or visitors behave disrespectfully, disruptively or are conducting unsafe or illegal activities, the Gallery is to be notified immediately so that action may be taken.
* The Artist is required to maintain good communication with the Gallery staff. They must:
  + - Read and respond to emails from the Gallery to stay up to date with information regarding studios and the studio community.
    - Be aware of activities and schedules by reading the “WTS e-newsletter”.

Inability to use studio:

In the case that the Artist has a trip out of town planned or they are aware of work commitments that will mean it is unlikely they will be able to utilise the studio for an extended period of time (e.g. 2+ weeks), they should consider offering their studio to a local artist without a studio at the Gallery. This is to ensure the space is being utilised as much as possible and gives other local artists opportunities to access resources to develop work. The Artist can do this either by:

* Personal invitation to a local artist of their choosing, ensuring the Gallery has been consulted, OR
* Giving permission to the Gallery to advertise the vacancy

The Artist is not required to move their belongings out of the studio during this time, however should ensure the local artist accessing the space has been given a key, knows how to arm/disarm the alarm, is aware of respectful conduct and OH&S policies and procedures.

Travelling Artist Residency Program:

Visiting artists have a studio at the Gallery on a monthly basis between February and November. The Artist is encouraged to make these artists feel welcome and assist them where they can.

Dispute procedure:

In the case of a grievance the Artist should first talk to the Gallery Director or make contact via email wts@wts.org.au. If a resolution cannot be made to the satisfaction of the Artist and the Gallery Director, either party may contact the Chairperson to determine the next course of action.

7.      WORK HEALTH & SAFETY

Work Health & Safety practices are to be adhered to. On signing this contract, the Gallery staff will take you through the Work Health & Safety Procedures.

Being conscious of excessive noise, paint fumes, toxic substances etc, is necessary to ensure the safety and comfort of the Artist, other studio artists and staff.

The Artist is to maintain strict security at all times to ensure the care of property belonging to the Gallery, exhibiting and studio artists. The front office door should be locked at all times. If the Artist is the last person on the premises, they must ensure all other entrances are locked before leaving and the alarm is set.

The Artist is responsible for insuring all personal property. The Gallery is not responsible for the theft of or damage to any belongings left on the premises.

The consumption of alcohol is permitted on site, however the Artist and any visitors must drink responsibly.

**WTS STUDIO CONTRACT DETAILS**

ARTIST DETAILS

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred pronouns: He / She / They

*This information has been asked so the Gallery can respectfully address/refer to you in informal and formal situations (e.g. speaking with you in person or referring to you and your practice online). This personal information will be respected and not used in any other context.*

Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Relationship to Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARTIST BANK DETAILS (for reimbursement of bond)

Account name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank (e.g. Bendigo):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BSB:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LEASE DATES

8th June 2020 to                   8th December 2020

**(start date)                                           (end date)**

**Bond due (one month’s rent):** $155 (inc. GST)

**Monthly rent due for the month in advance:** $155 (inc. GST)

**Studio:** Regular Studio

|  |  |  |
| --- | --- | --- |
| **Monthly Studio Rates:** | Regular Studio | $155 |
|  | Shared Studio | $85 |
|  | Sound Studio | $350 |
|  | Travelling Artist in Residence Studio | $250 |

**I have read and agree to the conditions of the Watch This Space Studio Contract.**

**Tenant name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Watch This Space Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPRESSION OF INTEREST PROCESS FOR WTS STUDIO SPACE**

When a studio space becomes available, WTS undergoes an EOI process to advertise, receive application submissions and select the studio artist.

ADVERTISING

The studio availability will be advertised on the WTS:

* Website: www.wts.org.au
* e-Newsletter
* Social media networks (Facebook, Instagram)

Director will also directly notify any artists who have recently expressed an interest in leasing a studio space who were previously unable to do so as all studios were occupied.

APPLICATION SUBMISSION

Artists will need to submit an application to the Director via email wts@wts.org.au.

Artists must submit:

* Document (max. 1 page) including:

1. Name and contact details: phone, email, address, website.
2. Details about artist’s work
3. How artist intends to use the studio, i.e: are they working on a specific project, exploring a concept, experimenting, using a particular media, etc.
4. Why artist is interested in Watch This Space

* 3-8 images of artist’s work

SELECTION PROCESS

The Director will pass all applications on to the Curatorial Committee\* for assessment.

Committee will assess applications based on the relevance of the artist’s practice to Watch This Space’s aims as a contemporary experimental art space:

* To create opportunities for local artists’ work to be discovered and made visible through hosting contemporary art exhibitions.
* To provide opportunities for local, interstate and international artists to enrich the artistic and cultural life of Alice Springs through the delivery of high quality contemporary art activities.
* To foster an inclusive creative community of artists who share skills and experiences with each other by accessing the onsite gallery and studio space.
* To offer professional development opportunities for artists including artistic/cultural collaborations and skills development.
* To nurture the full breadth of contemporary art activities including multi-disciplinary art forms, new media and installation work.

Decisions will be finalised and applicants notified of outcome within 4 weeks of application closing date.

\*All programming decisions are made by the WTS Curatorial Committee. The committee is made up of three to four Alice Springs based artists and arts workers.