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| **Shared Writers’ Space Application Form** |
| Email your completed application to **venuehire@writingnsw.org.au** |

**Hire information**

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| --- | --- | --- | --- | --- | --- |
| Applicant name |  | | | | |
| Email address |  | | | | |
| Phone number |  | | | | |
| Address |  | | | | |
|  | | | | |
| NSW |  | | |  |
| Writing NSW member number: |  | | | | |
| Booking start date (first day of the month) |  | | Booking end date (last day of the month) |  | |
| Hire term in months (can be 1, 2, or 3 months) |  | | | | |
| Hire terms are currently 3 maximum. Please indicate if you would like to be considered for a Hire term extension. |  | | | | |
| Briefly describe your current writing project and how the space would help your writing career (200 words max) |  | | | | |
| Bank details (for security deposit refund) | | | | | |
| Account name: |  | | | | |
| BSB number: |  | | | | |
| Account number: |  | | | | |

I acknowledge that I have read the terms and conditions of hiring a space in the Writing NSW Shared Writers’ Space.

The hire involves sharing the room with 2 to 3 other fellow writers in a quiet space with the following furniture supplied by Writing NSW:

* your assigned desk and chair
* bookcase
* pedestal drawers
* room divider

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Signed: Applicant Date

**ROOM HIRE (Shared Writers’ Space) WRITING NSW TERMS AND CONDITIONS OF HIRE**

**Definitions and interpretations**

* WNSW means The New South Wales Writers’ Centre Inc. operating under the business name Writing NSW.

**Quiet enjoyment of the Shared Writers’ Space**

* All Hirers must respect the importance of a quiet space with all electronic devices including phones, headphones and laptops set to silent (non-vibrating) so as not to disturb fellow writers.
* All Hirers are to respect the privacy of their fellow writers.

**Sharing the Writers’ Space**

* All Hirers are to keep their area, and the shared parts of the room, clean, neat and tidy.
* Writing NSW caretakers will vacuum the space but all other cleaning will be the responsibility of the hirers.
* Hirers are responsible for emptying their paper bins provided, with waste and recycling bins located in the car park at the rear of Garry Owen House.

**Hire rates**

* Monthly hire is $250 per month, payable in advance on the 1st of the month.
* Writing NSW will issue invoices for payment.
* Hire rates are for a full month and are non-refundable if the hire is cancelled during that month.

**Refundable bond deposit**

* All Hirers are required to pay a refundable bond and key deposit of $250.
* Bond deposits will be refunded upon the shared space being left in a satisfactory condition as determined by the WNSW.
* Costs associated with failure to meet the terms and conditions of hire will be deducted from your bond deposit prior to refunding.
* Refunds will be made by electronic fund transfer to your nominated bank account and may take up to 28 days after the last date of the hire period to be processed.

**Notice to end hire**

* Hirers shall indicate their hire end date on the application form.
* Any variations to the end date must be in writing and 2 weeks prior to the end date.
* WNSW reserves the right to cancel the hire at any time and will endeavour to provide as much notice as practicably possible of such a cancellation.
* It is a condition of all bookings that the Hirer shall hold Writing NSW indemnified against any claim of any kind arising as a result of a cancellation.

**Access and key return**

* The Hirer will be provided with a building security code and a key to the Shared Writers’ Space.
* Instructions on how to enter and exit the building and use of the alarm system will be provided when the security code and keys are collected.
* In the event the Hirer loses keys the cost of replacement keys or lock replacement will be deducted from the bond deposit refund.
* The Hirer agrees to pay costs associated with a security response if the alarm system is not correctly activated on departure.

**Use of venue**

* Smoking is prohibited inside the WNSW building, also known as Garry Owen House.
* Candles are prohibited inside Garry Owen House and outside in the grounds of WNSW.
* The Hirer agrees not to sub-let the hired space.
* WNSW accepts no responsibility for any goods or equipment stored on the premises.
* The Shared Writers’ Space is not to be used for storage.
* The Shared Writers’ Space is only to be used for writing and related work.

**Safety and emergency evacuation**

* The Hirer undertakes to comply with all safety precautions.
* The Hirer must comply with all legal and regulatory requirements.
* Common areas must not be used for any purpose other than access by pedestrians or unless special permission has been granted and safety precautions are met.
* Emergency exits must remain clear at all times.
* All fire doors must remain closed at all times.
* Non-compliance with these conditions may result in the Hirer’s bond deposit being withheld.

**COVID-19 safety and compliance**

* The Hirer must comply with WNSW COVID-19 safety measures.

**Damage to venue**

* The Hirer will indemnify WNSW against any loss or damage to any part of the premises, fittings, furniture, appliances or apparatus contained within the premises.
* The Hirer agrees to ensure the safe custody and the orderly, careful and proper use of the premises and all furniture.
* Any costs associated with damages to the building, carpets, fittings, furniture, appliances or missing fixtures or furnishings will be payable by the Hirer.
* In the event of any such damage, the matter must be reported to WNSW immediately during the organisation’s business hours.
* Where the cost of damage exceeds the amount of the bond deposit, the cost/s must be paid to Writing NSW within 28 days of the date of damage.
* Unpaid amounts may attract interest and enforcement costs.
* Nails, screws, tacks, sticky tape, masking tape, or any other fixing capable of marking or defacing the facility or its fittings are not to be used. Evidence of use of any of the above may result in a portion of the bond being forfeited.

**Equipment**

* Any furniture or equipment required other than those provided must be supplied by the Hirer at their own expense and liability.

**Prohibited items**

* If the fire alarm is activated unnecessarily for any reason the Hirer will be liable for the fine issued by the NSW Fire Brigade.
* Candles, sparking devices, gas cylinders, explosive devices, fireworks, firearms or any items with a naked flame are strictly prohibited.
* Animals are not permitted inside Garry Owen House with the exception of service animals.
* Chewing gum is not permitted inside Garry Owen House or outside in the grounds of Writing NSW.

**Conduct**

* Any instructions given by Writing NSW staff in relation to conduct of building occupants must be adhered to.
* The Hirer must not contact staff after-hours except in the case of an emergency that poses a risk to safety or the building.
* Writing NSW management have the authority to immediately terminate a hire arrangement if any instructions or conditions of hire are not observed.
* The Hirer confirms their acceptance of the WNSW Member & Community Code of Conduct and must comply with the Code at all times