



# EXPRESSION OF INTEREST

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## CREATIVE WORKSPACE AT BRISBANE FESTIVAL, FORTITUDE VALLEY

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Brisbane Festival is dedicated to supporting the creative sector, so we're making our space available to those in the arts community who are looking for office or meeting space until the end of March – **for free**.

Brisbane Festival surges from a full-time staff of 20 over summer to more than 70 when we move into Festival-delivery mode. This means from November to the end of March each year we can make some space available. Facilities include a large meeting room with full AV capability (capacity up to 100 in lecture mode), up to 36 individual work spaces and a full shared kitchen. Work spaces and amenities on level 3 are wheelchair accessible. Smaller meeting rooms on level 2 are wheelchair accessible. The space is not suitable for rehearsals. We can also offer free internet access, and printing and photocopying at cost.

Festival House is located in Fortitude Valley at 381 Brunswick Street, across the road from the Judith Wright Centre of Contemporary Arts, a five-minute walk from the train station and on two busy bus routes (199, 196). The air-conditioned office space is available Monday to Friday from 9am-5pm. Our office will be closed over the Christmas and New Year period from 5pm, Friday 21 December, until 9am, Monday 7 January.

Please see the following page for terms and conditions.

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**To express interest in using this space, please contact:**

Marcia Ferreira

Administration Coordinator

**E:** [office@brisbanefestival.com.au](mailto:office@brisbanefestival.com.au)

**P:** 3833 5400

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## **Terms and Conditions**

A simple Use of Space agreement will be undertaken with users.

### **Suitability**

Spaces are suitable for general office work, meetings, lectures, training and similar workshops.

### **Inclusions**

Use of the space includes air-conditioned, open-plan carpeted office space with desks, chairs, whiteboards and pinboards. Limited storage space is available.

### **Accessibility**

General workspaces, amenities, kitchen and level 2 small meeting rooms (8-12 people) are wheelchair accessible. The level 3 large meeting room (up to 100 in lecture mode) is not wheelchair accessible. Assistive listening is available in the level 3 large meeting room.

### **Parking**

Parking is not included in this offer. Occasional parking may be available in some circumstances. Access to the car park for deliveries etc., can be arranged.

### **Costs**

Use of the space is at no charge.

Printing and photocopying will be charged at cost per impression, black and white \$0.006, colour \$0.06. Paper can be supplied at an additional cost. Users may make a nominal contribution for use of the espresso coffee machine.

### **Insurance**

Users must hold appropriate insurances, including public liability of not less than \$10 million. Users must carry Workcover or equivalent medical insurance. Your property will not be covered by Brisbane Festival, it is suggested your policy reflect your temporary residency. If this requirement is prohibitive, please speak to us.

### **Bond**

Bond will be determined based on agreed use and will not be payable in most circumstances. Users are responsible for keeping all areas clean and tidy.

### **Capacities**

There are up to 36 individual workstations with office chairs. Two standing desks are available. One large meeting room seats 12-24 in board room style and up to 100 in lecture mode. The large meeting room is accessed via five steps and is not wheelchair accessible. Two small meeting rooms are available on level 2 with capacity of 8-15, and are wheelchair accessible. The full-size kitchen includes dishwashers, fridges, oven and stove top, coffee machine and kitchenware, and is wheelchair accessible.

### **Considerations**

The space on offer is an open-plan, air-conditioned office space, with shared meeting rooms and shared kitchen and amenities. Brisbane Festival will continue to utilise areas as required.