

Salamanca Arts Centre

SAC Office Spaces Information Kit

Salamanca Arts Centre (SAC) supports a vibrant, creative sector in a number of ways, including providing affordable space for Arts Organisations and Festivals.

Location

SAC Office Spaces are located on Level 1, 2 and 3 of the building.

All Offices have fluorescent or LED and natural light, with windows overlooking Salamanca Place, Kelly's Garden, Wooby's Lane or Salamanca Square.

Depending upon the location, some offices have barn doors that open onto Salamanca Place, sash windows, and exposed wooden beams within the Space. Most office spaces are carpeted.

There is full lift / level access to Offices located on Level 2 (with the exception of Space 229) making these offices wheelchair accessible. Unfortunately Offices on Level 3 can only be accessed via stairs.

Size

SAC Offices range in size from 48m² to 140m².

Cost

The rent for each Office is based on valuation in accordance with size, location and amenities offered.

Rent includes certain outgoings. CPI and Market Rent Valuation increases are applied to rent accordingly on 1st March of any relevant year.

Rent is payable monthly in advance, and is due on the first day of each month.

Bond equivalent of one month's rent is required.

Facilities

Office facilities include:

- NBN Connection Ready
- Fluorescent / LED and natural light, with at least one window
- 24 hour access
- Security Patrolled
- Shared kitchenette facilities
- Shared unisex toilet facilities
- Lift Access*
- Access to SAC Meeting Room at Not-for-Profit Rates
- Access to photocopying / laminating facilities via SAC Administration. Charged at reduced rates

**Restricted in some locations*

during business hours. Offices are not 100% sound proof, so there may be some sound bleed throughout the building as well as between adjacent Offices (particularly those above and below). Residents must ensure that noise is not excessive and does not disturb other residents.

- All SAC Offices are NBN Connection Ready. However it is the responsibility of the Resident to arrange connection and pay for phone / internet packages via their chosen provider.
- Residents must have standard Public Liability Insurance cover (\$10 million dollar cover), Glass Insurance, and are advised to have Contents Insurance for their personal items.

Conditions & Restrictions

- All Offices are work spaces – they are NOT residential.
- Smoking is NOT permitted anywhere inside the buildings.
- Residents are responsible for the cleaning of their own Office. Common areas will be cleaned by a SAC employed cleaner.
- As a multidisciplinary arts centre, there are arts events

Access & Keys

Residents have 24 hour access to their Offices and will be issued with one set of keys. Should keys be lost, this must be reported to SAC immediately. Replacement keys and all associated costs will be billed to the Resident.

SAC is Security Patrolled, but it is the Residents' responsibility to ensure that **all** doors and windows are secured.

Length of Residency

Successful Residents are initially offered a three-year term in which to consolidate their Organisation / Business within the context of the SAC environment.

Residents can then apply for five-year terms.

Residency Terms of less than three years may be offered in special circumstances.

Upgrades to Offices

Residents are responsible for the upgrade to Offices. A Project Plan, including timeline and budget, for any proposed upgrades to Offices must be submitted to and approved by SAC prior to the commencement of any works.

All upgrades to Offices must be in harmony with the modern industrial aesthetic of the existing building fabric.

- Existing building fabric must remain exposed to facilitate interpretation;
- Wall surfaces are to be white unless by prior SAC approval;

- Ceiling finish to be left untouched (unless previously painted in off-white or charcoal);
- Flooring alterations must preserve existing features, ie. Expose if safe to do so or cover with underlay and carpet (charcoal or sandstone colour);
- Lighting shall be environmentally sustainable.

For more information, please contact the Buildings & Facilities Manager.

APPLICATION & ASSESSMENT

Eligibility

Arts Organisations working within any medium or area will be considered, however regard should be given to the limitations and suitability of available Office spaces.

Selection Criteria

All Applications are assessed via the following criteria:

1. The Applicant will use their Space to operate an arts or arts-adjacent business, festival or enterprise
2. The Applicant will support and engage Tasmanian artists
3. The Applicant will increase community access to the arts
4. The Applicant will contribute to the diversity and representation of art forms at Salamanca Arts Centre
5. The Applicant will positively support and contribute to the collegiate nature, daily life and public image of Salamanca Arts Centre

Application

All applications for SAC Offices must be submitted online via the SAC website.

Applications by any other means will not be accepted.

Assessment

All applications will be considered by the SAC Tenancy Assessment Panel.

Applicants will be notified of the outcome of their Application via email.

All decisions are final and no further correspondence will be entered into.

Please note that the application process is highly competitive.

For all initial enquiries please contact the Operations Coordinator via email: info@sac.org.au

Or consult the SAC website for available Office Spaces: <https://www.sac.org.au/opportunities/>