



PETERBOROUGH CREATIVE

**EXPRESSION OF INTEREST 2024**

Inner West Council acknowledge the Aboriginal people across the Inner West and their continued connection to their lands, waters, and culture.

We respect Elders past and present and the roles that Aboriginal people, artists and creatives play in contributing to their culture.

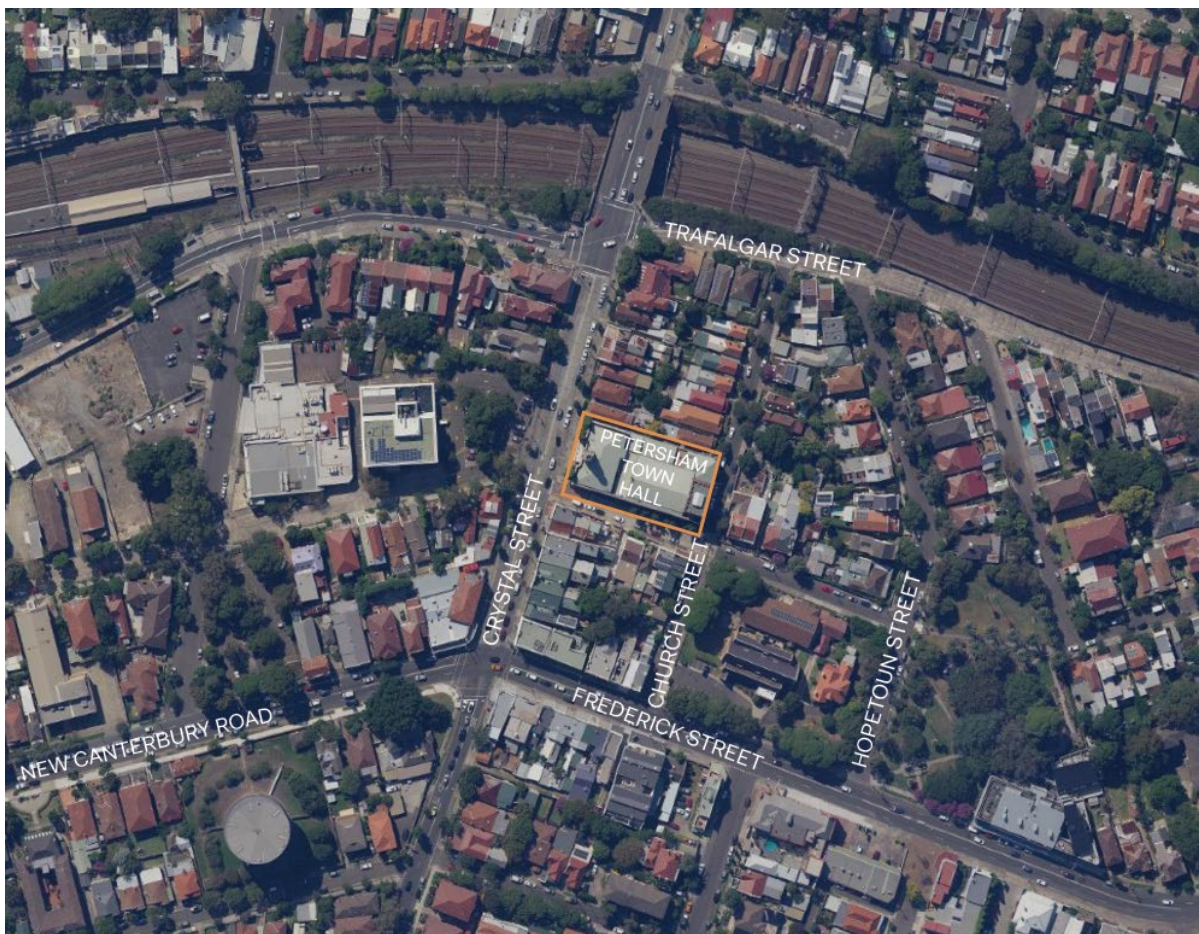
# PETERSHAM TOWN HALL

Full of character and rich history, this art deco building was the backdrop for the flamboyant dancing scenes from Baz Luhrmann's 1992 film *Strictly Ballroom*. Opened in 1938 this heritage building still has wow factor.

A large commercial kitchen, versatile space and stunning foyer make this the perfect venue for creative events.

There are a number of smaller spaces that have now been repurposed for creative use, with one of the spaces having its own micro studio set up. For details see here [Creative Town Halls](#)

Fig. 1: Location - 107 Crystal Street, Petersham NSW



# PETERSHAM CREATIVE

Inner West Council is committed to creative spaces and is giving creatives more access to our venues.

To support this initiative, we are establishing Petersham Creative, a hub for organisations wishing to use Petersham Town Hall for the administration of creative activities.

Council is providing this affordable space for arts, cultural and creative sector organisations to collectively establish and drive a creative hub in the Petersham Town Hall.

Petersham Creative has been developed to support the establishment of a vibrant shared creative hub that enables the arts, cultural, creative, and cultural sectors to further their cultural production and new collaborations, strengthening their capacity to contribute to the Inner West's rich cultural and creative life.

## Creative Office spaces

Petersham Creative offers five semi-flexible office spaces on a two-year licence agreement on the first floor of Petersham Town Hall:

- **Option 1 (4m x 2.8m)**
- **Option 2 (3.1m x 2.8m)**
- **Option 3 (4m x 3.3m)**
- **Option 4 (3.3m x 3.1m)**
- **Option 5 (4m x 3.3m)**

All spaces are available for use seven days a week, 7am to 11pm.

The spaces are offered "as is" and all are currently fitted out with a desk, chair and under-bench storage credenza. All the doors are fitted with locks, however 3 of the spaces are heritage cubicle-type spaces.

There are no internet services to be provided by Council for these spaces. There are additional communal spaces including:

- **Kitchen**
- **Lounge**
- **Dining**

There are male and female toilets accessed from the foyer area on the first floor.

## Licence and fee

The spaces will be offered as a licence, for a two-year term. The fee will be

negotiated with reference to Council's Land and Property Policy (PDF 561.3KB), and in particular to Section 14 - Accommodation Grants.

The grant will be detailed in the licence and the grant will specify the benefits to be provided to the community to ensure that the licensee's occupation/use of the premises continues to be in the public interest during the term of the licence.

### **Your proposal**

Please fill out this EOI form providing us with details of your proposal including your requirements. This may include, but is not limited to the following:

- How your organisation would utilise one or more of Council's venues for creative use(s)
- What benefits you would bring to the Inner West community
- Key performance indicators that could demonstrate the benefit and be used by Council to further understand how creatives contribute to the community.
- Annual reporting requirements

### **Open day**

Council will facilitate an open day:

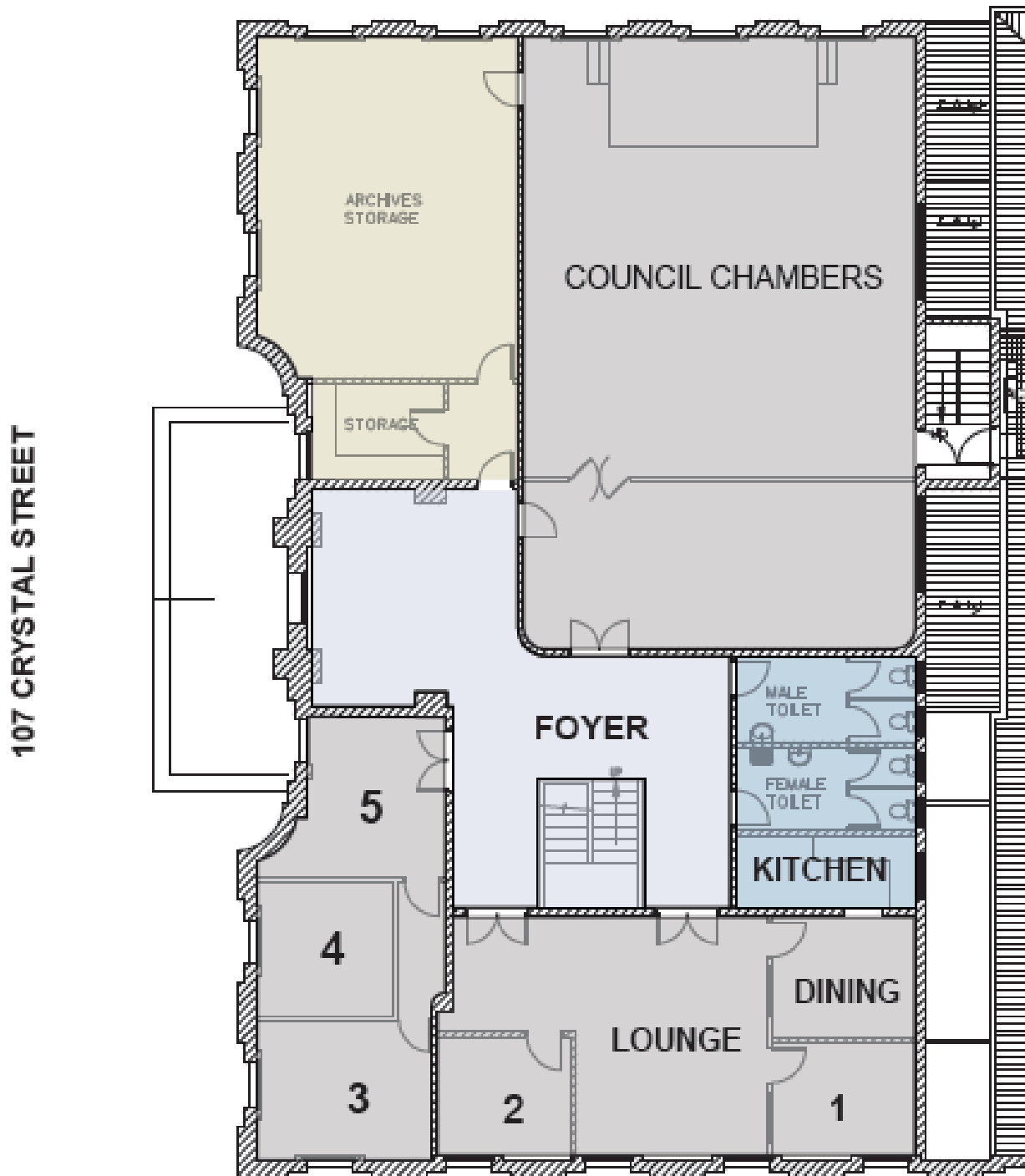
Date: Saturday 13 July 2024

Time: 11am to 1pm (two hours)

### **Further information**

To enquire about Petersham Creative contact Scott Mullen, Strategic Investment and Property Manager, at [scott.mullen@innerwest.nsw.gov.au](mailto:scott.mullen@innerwest.nsw.gov.au)

**PETERSHAM CREATIVE  
FLOOR PLAN – FIRST LEVEL**



### Option 1

Size: 4m x 2.8m

Area: 11.2m<sup>2</sup>



### Option 2

Size: 3.1m x 2.8m

Area: 8.7m<sup>2</sup>



### Option 3

Size: 4m x 3.3m

Area: 13.2m<sup>2</sup>



### Option 4

Size: 3.3m x 3.1m

Area: 9.3m<sup>2</sup>





## Option 5

Size: 4m x 3.3m

Area: 13.2m<sup>2</sup>



## Kitchen



## Dining



## Lounge



## KEY INFORMATION

ITEM	DETAIL
<b>Address</b>	107 Crystal Street, Petersham NSW 2049
<b>Website</b>	W: <a href="#">Petersham Town Hall @ Inner West Council</a>
<b>Licence</b>	<p><b>Property</b>  E: <a href="mailto:property@innerwest.nsw.gov.au">property@innerwest.nsw.gov.au</a>  T: 02 9392 5000</p> <p>Office Hours: Monday – Friday 9.00am – 5.00pm</p>
<b>Transport</b>	<p><b>Car</b>  Street parking is available immediately outside the town hall</p> <p><b>Train</b>  5-minute walk from Petersham Station</p> <p><b>Bus</b>  <a href="#">Routes and timetables   transportnsw.info</a></p>

## FAQS

### How do I apply to licence the spaces?

All EOI information and enquiry contact details are available at

[www.innerwest.nsw.gov.au/petershamcreative](http://www.innerwest.nsw.gov.au/petershamcreative)

### How often and long can the spaces be licenced?

The spaces are available to licence for a two-year term.

### Inspections / tours

Council will facilitate an open day:

DATE: **Saturday 13 July 2024**

TIME: **11am to 1pm (two hours)**

### Accessibility

The spaces are located on the first floor with street level entry via Crystal Street.

There is no lift access to the spaces.

### Cleaning

Council will manage the cleaning of the spaces including the communal kitchen and breakout space.

## HEALTH AND SAFETY

### Fire Safety

Inner West Council has emergency procedures in place for the controlled evacuation of the building should the need arise. Please ensure that your organisation, your staff and participants support and are familiar with these procedures. Evacuation Diagrams and Emergency Procedures posters are located throughout all Inner West Council Buildings.

Where the property is fitted with an appropriate fire safety and emergency warning system, the system will activate automatically in case of fire and or smoke within the building.

De-activation of these systems will only be permitted whilst testing is in progress, repairs and additions are being carried out or whilst conditions which may cause false alarms are evident. Only the Facility Manager may authorise the isolation of fire safety systems. Under no circumstances are

fire safety systems to be isolated until this authority is received.

Any charges incurred as a result of the Fire Brigade responding to false alarms will be charged back to the relevant Tenant.

## **Smoking & Substances**

Illicit drugs (as defined by the NSW Police Force), smoking, vaping or being in possession of lit cigarettes, cigars or pipes is not permitted in Petersham Creative.

As required by the *Smoke-free Environment Act 2000*, smoking is banned in areas within 4 metres of the entrances and exits to the building.

Tenants must take all steps reasonably necessary to ensure that people in the premises do not smoke and that people are not exposed to cigarette smoke.

Tenants are responsible to ensure to follow this policy and report any repeat breaches to the Venue Manager.

## **Reporting of incidents**

If you become aware of any hazard or damage in the common areas of the premises, please advise Venue Manager immediately.

For emergencies please call: 000

For General Security matters please call: 9392 5000

## **Dangerous goods**

Items classified as dangerous goods, chemicals and hazardous substances under the United Nations Globally Harmonised System and Workplace Health and Safety Regulation 2011 (NSW) are prohibited at WBAP. Make sure other chemicals are accompanied by safety data sheets and in compliance with the safety data sheets. Notice of intent to use or display dangerous goods must be submitted to the Precinct Manager minimum 14 days before start of hire period. Do not store fuel indoors at any time.

## **USE OF AREAS**

### **Communal Areas**

Communal areas are defined as spaces that are open for use by all Petersham Creative tenants in addition to their licenced spaces. Shared Areas include corridors, main doorways, toilets and kitchens and any other places available for use by all Tenants.

Tenants are required to treat all furnishings and items within these areas with respect and report any damage or maintenance issues to the Petersham Creative Venue Manager as soon as possible.

Tenants are required to keep noise levels within the shared areas to a minimum and manage personnel and participants to avoid blocking shared passageways.

Tenants cannot leave or store items in kitchens or other common areas.

Any electrical items used within shared spaces are required to be tagged.

## **CLEANING & WASTE MANAGEMENT**

Tenants are responsible for keeping the spaces clean and in the condition at the start of the licence.

Tenants are also responsible for ensuring their waste is placed into provided waste disposal areas, which is then collected by contracted cleaners.

Common areas are cleaned once a day from Monday to Friday by an external cleaning contractor.

## **INSURANCES**

Tenants are required to provide the following insurances:

- **Public liability insurance:** Proof of currency for public liability insurance of AU \$20 million minimum for any one event is required. Any contractors will similarly be required to ensure their insurance policies comply with this.
- **Other insurance:** Provide evidence of any other insurance required in the Licence Agreement, including Workers' Compensation cover.