



Broken Hill
Art Exchange
The Art of Everything

BROKEN HILL ART EXCHANGE
PO BOX 1083
BROKEN HILL
NSW 2880 AUSTRALIA

PH: +61 8 8088-4698
ABN: 33 892 538 379

www.brokenhillartexchange.org.au
info@brokenhillartexchange.org.au

RESIDENCY APPLICATION FORM – August 2020

FULL NAME & TITLE				
YOUR ADDRESS				
STATE/PROVINCE/ COUNTRY		POSTCODE		
CONTACT PHONE: (Please include area / country code)				
EMAIL ADDRESS				
YOUR INTENDED DATES OF RESIDENCY FROM		TO		FOR A TOTAL NUMBER OF NIGHTS:
PLEASE PROVIDE DETAILS OF 2 REFEREES	NAME		CONTACT NUMBER	
	NAME		CONTACT NUMBER	
Please provide details of Next of Kin in case of emergencies.	NAME			
	CONTACT NUMBER			
ARE YOU HERE AS PART OF A GROUP / TEAM?	IF SO, HOW MANY ARE THERE IN YOUR GROUP / TEAM?			
DOES YOUR GROUP / TEAM HAVE A NAME? (Eg, Bowral Art Society)				
WHAT IS YOUR ROLE IN THE GROUP / TEAM? (Eg, Team Leader, Director, etc)				
PLEASE NOTE: IF YOU ARE PART OF A GROUP PLEASE PROVIDE A SEPARATE PAGE 1 SHEET WITH THIS APPLICATION FOR EACH MEMBER OF YOUR GROUP.				

INDIVIDUAL OR GROUP DOCUMENTATION REQUEST: PLEASE PROVIDE THE FOLLOWING AS ATTACHMENTS (DIGITAL COPIES ONLY – pdf, jpeg, etc.)	YOUR CV AND/OR BIOGRAPHY			
	A MAXIMUM OF 4 SAMPLES OF ARTISTIC WORK AS APPLICABLE TO YOUR DISCIPLINE/S			
	URL OF UPLOADED WORK IF AVAILABLE AND / OR WEBSITE ADDRESS			
	↓			
WHAT IS YOUR FIELD OF PRACTICE? (Eg, Visual Artist, Music, Poetry, Health, etc)				
PLEASE INDICATE THE NATURE OF YOUR RESIDENCY (MARK ALL APPLICABLE)				
PERSONAL DEVELOPMENT		CONDUCTING LECTURES / SEMINARS		
PROFESSIONAL DEVELOPMENT		EXHIBITING / PERFORMING YOUR WORK		
COMMUNITY ENGAGEMENT		ATTENDING AN EVENT		
RESEARCH		INVITED AS PART OF AN EVENT / EXHIBITION ETC		
CONDUCTING WORKSHOPS		JUST VISITING		
OTHER (Please share details)				
BHAE Produces seasonal almanacs based on four elemental themes. We ask prospective residents to choose theme/s best suited to their application. Please place a mark/s in the boxes provided.	SOLAR (FIRE)	WIND (AIR)	EARTH	WATER
PLEASE GIVE YOUR RESIDENCY PROJECT OR ACTIVITY A TITLE (Eg. “Tom Jones Outback Landscape Study”)				
PLEASE PROVIDE A DESCRIPTION OF THE PROJECT / ACTIVITY. (Your project details will be highlighted in BHAE’s media distribution and included in our arts almanac) Please use 120 words or less.				

FEE CALCULATION

PLEASE NOTE: FEES ARE CALCULATED ON A WEEKLY BASIS OF 7 DAYS, PLUS ADDITIONAL DAYS AT THE DAILY RATE.

BHAE @ THE GRAND 313 Argent St Broken Hill, NSW	WEEKLY FEE	DAILY FEE	# DAYS OF STAY	TOTAL FEE
DORMITORY BED Shared room containing 6 bunk beds and access to communal facilities. Suitable for a group. Please note that the fee is per person. "	\$190 per week per person	\$40 per night per person		
SINGLE ROOM Private room containing 1 single bed. Access to shared facilities.	\$305 per week. Single occupancy only	\$50 per night. Single occupancy only		
QUEEN ROOM Private room containing 1 Queen bed and lounge. Access to shared facilities.	\$470 per week.	\$70 per night.		
Add queen room additional guest	\$40 per night	\$40 per night		
"ENSUITE ROOM Private room containing 2 single beds and ensuite bathroom. Access to all other residential facilities"	\$555 per week.	\$80 per night.		
Add ensuite room additional guest	\$40 per night	\$40 per night		
BHAE SOUTHSIDE 143-157 Duff Street, Broken Hill, NSW	WEEKLY FEE	DAILY FEE	# DAYS OF STAY	TOTAL FEE
STUDIO UNIT Self-contained unit including studio work area. Accommodates single or twin share	\$575 per week	\$85 per night		

RESIDENT'S QUESTIONNAIRE			
TELL US A LITTLE ABOUT YOURSELF:			
TELL US A LITTLE ABOUT YOUR WORK			
WHAT INSPIRES YOU?			
WHAT ATTRACTS YOU TO BROKEN HILL?			
WHAT DO YOU HOPE TO EXPERIENCE IN BROKEN HILL			
HOW DID YOU HEAR ABOUT US?			
Came across our website	Word of mouth	Through a similar organisation	Other – please provide details

DECLARATION

I confirm that the information I have provided in this application is true and accurate.

As Artist in Residence I agree to acknowledge the Broken Hill Art Exchange in projects developed as an outcome of my /our residency.

I agree to comply with the Terms and Conditions applicable to my residency at the Broken Hill Art Exchange.

BY COMPLETING THE FOLLOWING THE APPLICANT(S) ACKNOWLEDGES BHAЕ'S TERMS, AND CONDITIONS, AND THE DECLARATION.

FULL NAME (please print)	
DATE	
SIGNATURE	

Thank you for applying to the Broken Hill Art Exchange Residency Program.
You will be notified once your application has been processed.
Please return this form by post to -
Broken Hill Art Exchange Inc. PO Box 1083, Broken Hill NSW 2880 AUSTRALIA

Or email -
info@brokenhillartexchange.org.au

Telephone: + 61 8 8088-4698

BROKEN HILL ART EXCHANGE RESIDENCY TERMS AND CONDITIONS

If you have any questions about our residency program, please contact us before making your application.

1. Terms of Booking & Booking Deposit

1. By placing a residency application with us (Broken Hill Art Exchange Inc.) you (the lead applicant) and your booking party agree to the following terms and conditions as set-out. During your stay you agree to abide by the subsequent conditions as set-out.
2. Where the person making the booking is different to the lead applicant (for example, an agent) taking up the residency, the person making the booking may be held responsible for cancellation, non-arrival and damages as set-out within. Only the lead applicant and the named booking party are allowed to use the property and its facilities.
3. To secure any booking we require payment of the full fee in advance, due within 14 days of our invoice date, or prior to arrival, whichever comes first.
4. Payments must be 'cleared funds' before a booking can be confirmed and only refundable under the conditions set-out here within.
5. Payments can be made by digital bank transfer, cheque or cash. Any charges raised against us by our bank for handling dishonoured cheques, bank transfers or any other payments, must be reimbursed by the lead applicant within seven (7) days of any request to do so.
6. All guests agree to respect the privacy and peace of all other staying guests, neighbours and the owners at all times. We reserve the right to cancel a booking with immediate effect if guests are not honouring this agreement or by causing a disturbance / nuisance to other guests, neighbours or the owners.

2. Check-in & Check-out

1. **BHAE Residency periods are calculated on a weekly basis only, from Monday to Sunday inclusive (7 days). A stay shorter than 7 days is considered a week block-booking.**
2. A stay commencing after a Monday and extending beyond the following Sunday (part of a week plus the following week) is **calculated as two weeks for fee purposes.**
3. Guests check-in and check-out times as follows:
 - Check-in from: 2.00pm and before 3:00pm on day of arrival
 - Check-out by: 10:00am on day of departure
 - Early, Late or after-hours check in will only be accepted by prior notification.

3. Cancellation, Refunds & Non-Arrival Conditions

1. Non-arrival guests, who fail to attend **on check-in date and times**, without advance notice forfeit any fees paid, and their residency will be cancelled.
2. Cancelling your booking **after confirmation of your residency and payment** will incur forfeiture of 50% of fees paid.
3. In the rare event we need to cancel your booking with us, please be aware that we cannot be held liable for circumstances beyond our control and that our liability to you is limited to the refund of any payment already made.
4. Payments made on gallery rental or services are non-refundable.

4. WiFi Fair & Appropriate Usage Policy

1. Where WiFi Internet access is provided, guests accept to use this access to the Internet fairly and appropriately. We may monitor network performance and user usage in order to maintain a fair and high level of service to all our guests.
2. The Internet access provided is intended for general use such as access to the world wide web, email, messaging, social media, light video / music / media streaming. It is not intended or ideally suited for heavy media streaming, online gaming, extensive downloads / uploads. Access to illegal activity or use of our network for illegal activity is prohibited and will be reported to authorities.

5. Damages & Lost Property

1. We reserve the right to charge the lead applicant for any damages caused through the course of the residency by any member of the booking party. This includes breakages, spillages, stains, damage to furniture or fixtures and fittings. Any accidental damages should be reported as soon as possible in order to minimise damage and incurring costs.
2. **Lost keys / fobs / access cards will incur a replacement charge per key / fob / card lost of \$50.00.**
3. Any lost property, if discovered and found, left behind by guests during a stay will be held for a period of 1 month. While we will make our best efforts to reunite lost property with their owners we accept no responsibility in replacing lost items and encourage guests to ensure they have all their belongings before checking-out.
4. While Broken Hill Art Exchange exercises all reasonable care and security it accepts no responsibility for loss, theft or damage of guest belongings.

6. Smoking

1. Smoking of any kind is not permitted anywhere within the Residence, Galleries, workspaces and workshops **except** in designated areas as advised by management.

7. Pets & Service Dogs

1. We do not accept pets with the exception of service dogs.

8. Parking

1. Where parking is provided guests accept that they park their vehicles at their own risk.

9. Our Right To Cancellation

1. We reserve the right to cancel any booking without compensation, refund or reimbursement if the terms of these conditions are breached.