



Expression of Interest

Project: Tuition Spaces at Lake Mac Facilities

About the opportunity

Lake Macquarie City Council is conducting a trial (24 months) to open spaces within its cultural facilities for hire to facilitate creative and academic industry development.

Council is seeking expressions of interest (EOI) from tutors for the opportunity to hire spaces at discounted community rates. Possible tuition activities include:

- One on one or small group music tuition and classes
- One on one or small group visual or performing arts tuition or classes
- Sound recording activities
- Community radio broadcasting
- Academic-based tuition

This offer is not for dance companies or businesses, jewellery and silverware manufacturing or professional photographic services as the spaces available are not suitable for these activities.

Lake Macquarie City Council is committed to fostering a creative community by providing quality, accessible opportunities within community facilities to encourage cultural awareness, create professional development pathways for artists and students.

Venue Specifications

Venue	Room Capacity	Notes	Hourly rate 23/24 (including GST)
Warners Bay Theatre green room	5	Soundproof space Suitable for before school bookings Size 3.54m x 7m Potential use of upright piano as negotiated	\$20.00
Windale Hub Meeting Room 1 Under construction, open 2024	25	Times to be negotiated with facility according to intended use Potential use of recording equipment as negotiated	\$16.00

Windale Hub Meeting Room 2 Under construction, open 2024	1	Times to be negotiated with facility according to intended use	\$11.00
Morisset Library meeting room	25	Times to be negotiated with facility according to intended use	\$13.00
Toronto Library small meeting room	25	Times to be negotiated with facility according to intended use Can be out of hours	\$13.00
Belmont Library meeting room	25	Times and usage to be negotiated with facility according to intended use	\$14.00
Charlestown Library meeting room	70	Times and usage to be negotiated with facility according to intended use	\$14.00

Timeline

Milestone	Date
Expressions of interest open	16 October 2023
Proposals to be submitted by	30 November 2023
Confirmation of hirers	December 2023
Room use to commence	Preferably Term 1 2024 however negotiable with the preferred facility. Term 2 2024 (Windale) only
Trial ends	December 2025

Note that bookings can be made as a casual hire at any stage at a commercial rate through the Lake Mac Libraries website. All hourly hire rates may change in accordance with Council's fees and charges each financial year.

Considerations

Hirers will need to consider the following:

- Opportunity for use of spaces at discounted rates is for an initial 24-month trial period only for the specified purposes
- Details of hire, timings and use of space to be agreed with individual facilities
- LMCC will provide space hire and noted inclusions at community rates only
- Hirer to provide \$20 million Public liability insurance prior to commencing tuition (Businesses)
- Suitability of activities and permitted sound levels may vary between locations and are to be negotiated with the individual facility. Music tuition and practice may be limited to particular times or spaces pending noise considerations.
- Hirers will be responsible for running all aspects of their tuition business including marketing, compliance such as Working with Children Checks
- All equipment required must be supplied by the Hirer, except for tables and chairs provided in accordance with each space
- Hirers will need to comply with Conditions of Hire and will need to arrange inductions and access with the appropriate venue
- Council is committed to being a child safe organisation, by embedding the NSW Child Safe Standards into our leadership, governance and organisational culture. We will

engage with our youngest population in ways that are meaningful and relevant to them and strive to ensure our community is a place where all children are valued, respected and, above all, safe. Details can be found [here](#).

Expressions of Interest applications – Smarty Grants

Applicants are invited to submit their EOI in response to the brief. Responses should include:

1. Contact details: name, telephone, mobile, email address, street address, ABN
2. Description of proposal for use (e.g. group guitar tuition, one on one academic tuition) and anticipated numbers
3. Current CV / relevant experience (maximum one page)
4. Preferred venue, dates and times. Include secondary preference for alternative times and venues
5. Evidence of Public Liability Insurance (option to provide before commencing operations)
6. Supporting materials (optional)
7. Working with Children Check

Council endeavours to accommodate multiple tutors pending space availability and suitability of applications.

Expressions of interest may be lodged with Council either electronically via SmartyGrants at: <https://lakemac.smartygrants.com.au/TutorEOI>

Applicants are responsible for ensuring that any documents or information sent electronically are in a viewable format (such as PDF, Excel or Word).

For any questions about the EOI process or application form, or to discuss accessibility adjustments to the application process, please contact:

Arts, Culture and Tourism administration actadmin@lakemac.nsw.gov.au or Jacqui Hemsley, Manager Arts Culture and Tourism +61 2 4921 0411