

Frequently Asked Questions – Tanks Workshop Program

1.1 What types of workshops are included in the Tanks program? Am I eligible to apply?

The Tanks Workshop Program features a range of workshop series and classes from yoga, to botanical drawing to aerial circus and more. Some workshops are held on a weekly basis and others may be a short eight week course or a weekend intensive only. If you are looking to run a workshop or workshop series of your own, please complete a Workshop Enquiry Form. Your application will be assessed by the Tanks artists programming team against the Tanks vision for the workshops program:

Affordable and healthy – social and cultural – learning and exchange

Workshops included in the Tanks Workshops program must be open to the general public. If you are interested in hiring the venue to run a closed/private workshop please e-mail your venue hire query to TanksVenues@cairns.qld.gov.au for a quote.

1.2 How much does it cost me to run workshops at the Tanks?

Hire Type	Hire Cost (2015-2016 Financial Year)
Hourly venue hire rate for workshops	\$20.35/hour

Please note there are extra fees and charges for equipment hire and technical staff time if applicable.

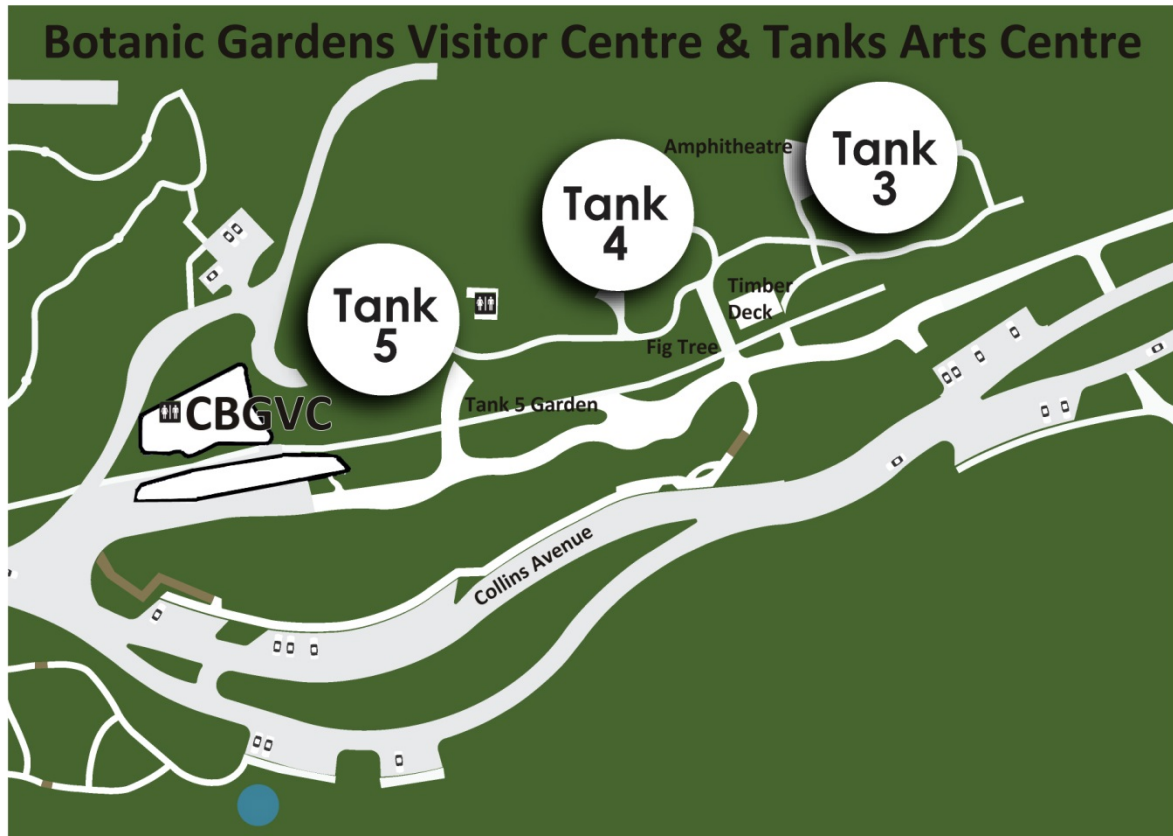
Workshop must be paid in advance using cash, EFTPOS or credit card unless otherwise negotiated with the Events and Access Officer.

1.3 What Tanks Venues are available for me to run workshops in?

- Botanic Gardens Visitors Centre
- Tank 3, 4 and 5 – dependent on availability and your space requirements.
- Amphitheatre and The Deck – these are outdoor spaces. Please note that these spaces are not undercover and you will need to develop a wet weather plan in consultation with the Tanks programming team.

These venues (subject to availability) are for hire at the hourly venue hire rate for workshops as specified in Item 1.2.

If you are unfamiliar with the Tanks Arts Centre site, please refer to the map below as a guide.



1.4 When can I run workshops?

Dependent on your individual requirements and the equipment you are using, some workshops are permitted to run after hours on week nights, and on the weekend. This can be discussed with the Tanks programming team after submitting the Workshop Enquiry Form.

1.5 Is there a minimum or maximum hire period I can sign up for?

If your application to hire a Tanks Venue to run a ***workshop series*** is approved by the Tanks Programming team, you will be contracted to hire the venue for a minimum of 3 months. After the initial hire period, if you wish to continue at the Tanks you will be contracted for 6 months at a time.

If you're interested in running a ***short course***, weekend intensive or another format of workshops, please submit a Workshop Enquiry Form and if successful a contract will be negotiated accordingly.

1.6 What promotion does Tanks provide?

Workshop facilitators are encouraged to bring existing audiences to their workshops at the Tanks and build new audiences through their own promotion.

If your workshop is accepted as part of the Tanks program, Tanks will provide:

- Free listing in the public monthly full colour program
- Free listing on the Current Workshops page of the Tanks Arts Centre website

Further publicity options available at cost to you are:

- Full colour panel in the program (\$330 per month)
- Poster design and distribution (\$275 per run)

1.7 What does Tanks provide? What do I need to provide?

Workshop hirers will have access to the hire space and power. Each tank also has a CD player which you are welcome to use.

It is recommended that all other equipment is organised and brought on site by you, in consultation with the Tanks programming team. Please note that any electrical equipment which is approved to come on site will need to be tagged and tested (must be current).

A Tanks staff member will do a full site induction with you prior to commencing your first workshop.

1.8 What insurance do I need?

To hold ongoing and regular workshops at the Tanks, you will be required to hold current Public Liability Insurance to the value of \$10 million**. You will be required to provide Tanks with documentation of your insurance policy. Dependent on your workshop proposal, you may also be required to present a risk assessment on the workshop activities. Tanks will advise you if this is required.

****If you don't have current Public Liability insurance, you may be permitted to hire a workshop venue as a Casual Hirer and you will be covered by Cairns Regional Council Public Liability**

insurance. As a Casual Hirer you will be able to use a Tanks venue to present workshops for no more than 10 days over a 12 month period. This option may offer you some flexibility if you are hosting workshops for the first time and have not yet purchased your own insurance. There is no additional cost to you on top of the hourly venue hire rate for workshops.