



## READINESS CHECKLIST

[www.renewaustralia.org](http://www.renewaustralia.org)

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**While the Renew model offers a rent-free space, you must consider the additional costs and commitments associated with running a creative space in a Renew Project.**

Each space is offered on a 30-day rolling licence which means you must be quick to activate the space, take a risk, use your imagination and consider how best to present your idea with minimal permanent fit out and maximum creativity.

If you are looking for inspiration, why not check out Renew Australia on [Instagram](#) or [Facebook](#) or via the Renew Australia [website](#).

**Below are a few key costs to consider:**

- **Fit out and set-up of the space**

Often a lick of paint might be required to bring the space to life or a thorough clean of carpets, windows etc. This must be undertaken at your cost and should be included in your calculated costs in addition to shelving, desks or other required fit out for your art, studio, merchandise or display.

- **Signage and Shop Frontage**

Signage for the Renew program and funding partners will be installed as a decal on the window or door of the space. You will be responsible for the installation of your own signage. We recommend easy peel decals and can put you in contact with a local service provider.

We do not permit handwritten signage. Your space must be a professional representation of your brand and complement your offer with a high level of visual merchandising.

*Note: As part of our 'deal' to borrow the space from as property manager or owner a 'For Lease' or 'For Sale' sign will remain in the window to let potential commercial tenants know that the space is available.*

- **Utilities**

You are responsible for organising the connection, usage and disconnection of utilities and services to the space.

This may include the following:

- Water
- Gas
- Electricity
- Internet
- Phone
- Contribution to shared space cleaning (such as toilets)

- **Cost of your time**

The purpose of the project is to assist you to trial an idea with minimal overheads while 'activating' an otherwise empty space.

Each space will have different activation requirements so you must consider the cost of your time to have the doors open. Consider if you will need to employ someone to have the doors open when you can't be onsite.

- **Insurance**

Per the participation agreement your rent is free but you are required to pay \$25 per week to Renew Australia. This covers your Public Liability Insurance, Product Liability Insurance and Broken Glass Insurance. Please take note that there is an excess of up to \$500 payable by you should you choose to claim on the insurance policy.

You may also wish to take out contents insurance at your cost. Additionally, you are responsible for any other costs associated with workplace insurance such as workers compensation. This is your responsibility to research and comply with state and federal laws.

- **Cleaning**

You are responsible for upkeep and daily cleaning of your space including shop windows as required.

- **Marketing**

Consider the costs of setting up your brand, business or collective. Do you have a logo, a social media presence or business cards?

- **Waste Removal**

If you wish to discard hard rubbish or large volumes of cardboard etc you may be required to organise the disposal of these goods yourself. Standard council collections will most likely be provided as part of the space. You may also be responsible for taking these bins in/out each week.

- **Make good – leaving costs**

Our policy is to return the space in the same or better condition. You must be prepared to clean the space and repair any changes or damages incurred to the property throughout your occupation of the space

- **Ongoing maintenance to the property**

You are responsible of the ongoing maintenance of the space while you are the licenced tenant. This does not include strata/building maintenance but may include and not be limited to; repair of broken pre-existing fit out or flooring, replacement of light bulbs, service of reverse cycle air conditioners etc.

### **Expectations as a member of a Renew Australia Program:**

For details on your legal requirements regarding notice periods, behaviour and proposals you will be provided a participation agreement to review should you wish to join the project.

### **Below are some key expectations of Renew Australia participants:**

- **Read and Review your Insurance Policy**

You are responsible for ensuring your practice, group or idea is covered by the Renew Australia insurance policy. Please ensure you take out additional insurance if and when required.

- **Events, Workshops and Public Engagement**

We encourage you to engage with the public by holding exhibitions, workshops and other events. Your funding partner may organise viewings of the program for funding partners or public showcase open days. You will be notified in writing of any such planned event and be expected to participate in the promotion of your business/practice and the Renew brand.

- **Staff meetings and capacity Building Programs**

You may be asked to attend an occasional meeting with your Project Manager and/or attend a short learning seminar provided free of charge by Renew to assist you build your business or practice. These may include but are not limited to Visual Merchandising advice, Practical Business Advice Lessons or Strategy Planning.

- **Reporting**

Once per month you will be required to complete a short survey to update the Renew Team about your activities. This is not a financial report but an update on your 'good news' stories, social media reach, foot traffic into your space etc and will assist Renew to measure its impact and promote future events, exhibitions, workshops etc.

- **Be an advocate**

As part of the Renew Project you are expected to be an advocate for the following parties:

- Renew Australia
- Our Funding partners Queensland Small Business Commissioner (QSBC)
- Council
- The Property Owner and Property Agent

We will provide you with a handbook to give you the information you need about the project. You are expected to be an 'advocate' for the program. This may include but not be limited to:

- Tags/Hashtag on social media
- Mentions of the program in PR and Marketing
- Chat and discuss the program when people visit your space

- **Improvements to the space**

If you wish to build false walls for display, paint a mural or change the space in a significant way you should contact your Project Manager with a short proposal for approval from the Property Manager or Owner

- **Advertising and access by owners**

As the space you are occupying is up for sale, lease or awaiting development approval the property owner or agent may require access to view the space. They will be required to give you 24 hours' notice.

- **Complement, not compete**

As the recipient of a free or low-cost activation project, it is an important policy of Renew Australia to not have our participants directly compete with another local business paying rent.

In some instances, business can thrive with competition or critical mass in one place. Your project manager can assist you to navigate the relationship with local traders.