

# Glenfern Shared Studio Booking Request Form

## What You Need to Know About Booking a Studio at Glenfern

Glenfern Writers' Studios provide nine heritage studio spaces for writers in the peaceful environs of Glenfern, a Victorian Gothic mansion in St Kilda East. The studios were established in 2006 in a joint initiative of the National Trust of Australia (Victoria) and Writers Victoria.

### Where are the studios?

The nine studios are located in the Glenfern mansion.

417 Inkerman Street (corner Hotham St), St Kilda East. Car parking is off Inkerman Street.

### What is included with your studio?

- A desk, chair, overhead light, radiant heater and power points.
- Free car parking.
- Access to a common kitchen including fridge, microwave, kettle and oven/stove-top.
- Access to the studio 7 days a week, 7am – 11pm.

Please note that there are no phone or internet connections in the building. For studio photos, floor plans and dimensions please visit our website.

### How long are the studios available for?

Licence agreements are granted for periods of either 3, 6, 9 or 12 months, and may commence in either January, April, July or October.

### What are the studio rates?

#### Writers Victoria Members

- Downstairs studios: \$180 a month
- Upstairs studios: \$290 a month

#### Writers Victoria Non-members

- Downstairs studios: \$230 a month
- Upstairs studios: \$340 a month

From time to time, [Fellowships](#) are available to help pay for the cost of a studio.

### May I share my studio?

There are several larger rooms that are ideal for sharing. To share a studio, please fill out the below booking form as a joint application. Writers Victoria cannot assist with pairing writers. Please note that if one writer is unable to fulfil their agreement, their partner becomes financially responsible for the duration of the licence. The partner is welcome to find a replacement writer to share the studio with.

## Who can book?

The Glenfern studios are open to writers of all genres – fiction, non-fiction, poetry, play, film and television – as well as education and academic writers. Writers can be at any stage: beginning, emerging or established.

## How to book

To book a studio at Glenfern, please complete the booking form below and email it to [members@writersvictoria.org.au](mailto:members@writersvictoria.org.au)

We ask writers to provide details of the writing project they plan to work on at Glenfern and how much time they plan to spend there each week. Preference is given to writers who will use the studio on a regular basis. In addition, writers must provide the contact details of a writing reference to support their booking – this could be a teacher, editor or a fellow writing group member.

Most importantly, please let Writers Victoria know if there is anything in your history that could impact your booking. Writers Victoria require writers to provide a current National Police Check (issued within the last six months). Note that writers are unable to physically commence their residency until Writers Victoria have received the check, however, they will still be required to pay for their studio. Checks can take between 10 and 20 working days and cost \$43.70. To complete a form, go to: [http://www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)

Studios are limited and your preferred booking may not be available. Writers Victoria reserves the right to decline any booking. For more information, to discuss the booking process or to check the status of your booking request, please call our Membership Officer on 9094-7855.

## Special conditions

Glenfern is a quiet space that assists writers to cultivate their art. To show respect to other writers, please silence your phone and keep noise to an absolute minimum.

Glenfern is also a smoke-free zone, and residential use is strictly prohibited.

If you are wishing to terminate your licence, please note that Writers Victoria require a minimum of 30 days written notice.

Finally, as a requirement of your stay at Glenfern, all writers are asked to provide Writers Victoria with a 600-word article during their stay for publication in either the National Trust magazine, National Trust website, Writers Victoria website or Writers Victoria magazine.

Please see our website to download a sample licence agreement for full terms and conditions.

## What happens next?

Once a booking request has been approved, the writer will be charged via credit card for a refundable deposit. Refundable deposits are equal to one month's rent and will promptly be returned to the writer once their licence term has expired, their key has been returned, and their studio has been returned to its original state.

Writers Victoria will then contact you with a licence agreement to sign, and invoice you for the first month's rent in advance. Writers Victoria will also send you information about your induction.

## Shared Studio Booking Request Form

**First Writer:**

Name:

Postal address:

Email:

Phone:

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**Please indicate:** Writers Victoria Member  Non Member

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**Second Writer:**

Name:

Postal address:

Email:

Phone:

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**Please indicate:** Writers Victoria Member  Non Member

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**How long would you like a studio for?**

3 months  6 months  9 months  12 months

**Which month would you like to commence your stay?**

January  April  July  October

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**Please indicate your studio preference** (please note fees quoted are per month):

Downstairs studio member (\$90 per person)  Downstairs studio non-member (\$115 per person)

Upstairs studio member (\$145 per person)  Upstairs studio non-member (\$170 per person)

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**First Writer's National Police Check:**

I have submitted the form and am waiting to receive my police check

I have attached the police check to this email

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**Second Writer's National Police Check:**

I have submitted the National Police Check online form and am waiting to receive my police check

I have attached the police check to this email

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**First Writer's Writing Reference:**

Name:

Contact details:

Relationship to me:

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**Second Writer's Writing Reference:**

Name:

Contact details:

Relationship to me:

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**First Writer - Please describe your project and how you intend to use the studio space. Please also note if this is a shared project:**

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**Second Writer - Please describe your project and how you intend to use the studio space. Please also note if this is a shared project:**

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**First Writer credit card authorisation:**

I agree for Writers Victoria to charge the card below for my refundable deposit  *Please tick.*

**Credit card details:**

Name:

Number:

Expiry:

CCV:

Signature:

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**Second Writer credit card authorisation:**

I agree for Writers Victoria to charge the card below for my refundable deposit  *Please tick.*

**Credit card details:**

Name:

Number:

Expiry:

CCV:

Signature:

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