

## Cells for Writers Booking Request Form

### What You Need to Know About Booking a Cell for Writers

A joint initiative of the National Trust of Australia (Victoria) and Writers Victoria, Cells for Writers are two double cells on the top floor of the Old Melbourne Gaol. Each cell is available for one writer to use as a short-term studio for periods of one to three months.

### Where are the Cells for Writers?

The two cells are located in the Old Melbourne Gaol.

377 Russell Street, Melbourne.

### What is included with your studio?

- Access to the studio 7 days a week, between 9.30am-5pm.
- Cell includes a desk and chair.
- Overhead light and power points.
- Radiant heater.
- Free entry to the Gaol during business hours.
- Access to all areas accessible to the general public (except Magistrate's Court, tours or events).
- Supervised access to the Old Melbourne Gaol archives and reference collection.

Please note that there are no phone or internet connections in the cell. For further information please visit our website.

### How long are the Cells for Writers available for?

Licence agreements are granted for periods of either 1, 2 or 3 months, and may commence at any time.

### What are the Cells for Writers rates?

#### Writers Victoria Members

- \$170 a month

#### Writers Victoria Non-members

- \$220 a month

### May I share my Cell for Writers?

Only one writer at a time may book or use a Cell for Writers studio.

### Who can book?

Bookings are open to writers at all stages of writing: beginning, emerging and established, however preference will be given to writers working on projects in a style that is somehow associated with the Gaol, preferably crime writers, historians or biographers.

# Cells for Writers Booking Request Form

## How to book

To book a Cell for Writers, please complete the Booking Request 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 the Old Melbourne Gaol and how they intend to use the studio and facilities at the Old Melbourne Gaol, such as the archives and reference collection. 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). Please note that a Working With Children Check can't be accepted.

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 **\$46**. 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)

For the Police Check tick the 'Other' category in Option Two and then write in the text box "Writing Studio occupant in National Trust property".

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

The Old Melbourne Gaol is open to the public and operates group and school tours. As such, there may be activity outside the cells, though the cell itself does not form part of the tour.

The Old Melbourne Gaol is 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, all writers are asked to provide Writers Victoria with a 300-word article about or inspired by the experience of writing within the Old Melbourne Gaol 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.

## Cells for Writers Booking Request Form

Name:

Postal address:

Email:

Phone:

Please indicate: Writers Victoria Member ☐ Non Member ☐

How long would you like a studio for?

1 months ☐ 2 months ☐ 3 months ☐

Which month would you like to commence your stay?

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

Writers Victoria member rate (\$170) ☐ Writers Victoria non-member rate (\$220) ☐

National Police Check:

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

I have attached the police check to this email ☐

Writing Reference:

Name:

Contact details:

Relationship to me:

Please describe your project and how you intend to use the studio space:

I agree for Writers Victoria to charge the card below for my refundable deposit, equal to one month's rent ☐ Please tick.

Credit card details:

Name:

Number:

Expiry:

CCV:

Signature: