

Application for Lease

Social Bean Café & Emporium

Phone: 02 6264 0200

Email: contact@crs.com.au

Belconnen Community Centre, 23 Swanson Court Belconnen ACT 2617

Please ensure you complete ALL parts of this form.

1. Contact Details

Contact Name		Position	
Organisation		ABN	
Mailing Address			
Phone		Mobile	
Email			

2. Booking Details

Public Liability Cover		Expiry Date	Copy Attached <input type="checkbox"/>
Stall	Products: <input type="checkbox"/> Artwork: <input type="checkbox"/>	Preferred Site	

Describe your product range (This will be used for marketing purposes):

Site Requirements (e.g. power, shelving, locked display):

Social Media Handles	Facebook:	Instagram:	Website:
Commencing Month	MNTH/YEAR	*All Leases are a minimum booking of 4 months, with the opportunity to renew.	

3. Payment & Billing Details

- ☐ No fee. Art display – I understand that 15% commission will be paid on all artwork sales.
- ☐ 3 x 1m. \$303 month.
- ☐ 2 x 1m/Wall Space. \$216 month.
- ☐ Lockable Display (SML). \$90 month
- ☐ Lockable Display (LRG). \$120 month

Lease Fee Total	\$	Payment Preference	Direct Debit <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Credit <input type="checkbox"/>
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*Lease fee must be paid before the end of the previous month for the next month. Invoices will be issues on or around 15th.

Sales Payments	100% of product sales will be paid to the stall		
Account Name:		Reference:	
BSB:		Account no:	

Lease Fees & Term: The stall holder is obligated to pay lease fees for a minimum term of four months.

Continuation After Initial Term: After the initial four-month period, the lease agreement automatically continues on a month-to-month basis. The stallholder acknowledges that the stall location will be rotated to increase retail traffic and engagement with patrons.

Cancellation Notice: If the stall holder wishes to cancel the lease, they must provide at least 14 days' notice before the start of the next month. This notice must be given after the initial four-month term.

Payment Schedule: Lease fees are due by the first day of each month. This is necessary for the stall holder's products to be displayed in their stall.

4. Declaration

I have read the lease conditions stated overleaf and confirm them for and on behalf of the organisation stated above.

Print Name Signed..... Date.....

OFFICE USE ONLY

Approved:

Stall Location:

SOCIAL BEAN CAFE & EMPORIUM

TERMS AND CONDITIONS OF LEASING A STALL

Definitions

Unless the contrary intention appears, in these Stall Leasing T&C's:

(a) Additional Charges means those charges referred to or described in clause 9.

(b) Approved Use means the approved use of the Stall the subject of a Lease as notified by us to you.

(c) Bond means any bond that we require you to pay to us prior to leasing the Stall as notified by us.

(d) Lease means a Lease Request that has been approved and accepted by us in accordance with clause 3.

(e) Lease Request means a request that you make for us to supply a Stall for leasing by you.

(f) Business Day means a day except a Saturday or Sunday or other public holiday in the jurisdiction.

(g) Centre Manager includes an assistant or acting Manager and any other duly authorized or designated officer of Social Bean Cafe & Emporium;

(h) Centre means the 'Social Bean Cafe & Emporium' located at Belconnen Community Centre, 23 Swanson Court, Belconnen ACT 2617;

(i) Claim means any claim, suit, action, demand, or right.

(j) CRCS, we, us or our means Social Bean Cafe & Emporium.

(k) GST Act means A New Tax System (Goods and Services Tax) Act 1999 (Cth).

(l) GST has the meaning given in the GST Act.

(m) Lease Charges means the price at which we agree to lease the Stall to you, as determined or amended by us from time to time in accordance with these T&Cs.

(n) Lease Period means the period which we have agreed to lease the Stall to you as per the Lease, and for a permanent or recurring Lease means each individual period of lease the subject of that Lease.

(o) Lessee, you, your, etc whether capitalized or not means the Lessee listed in the Lease request.

(p) Liability means responsibility for any loss (either direct or indirect), damage, or expense and includes liability for Consequential Loss.

(q) Safety Conditions means the safety conditions for using the Stall annexed to these Stall Leasing T&Cs.

(r) Stall Leasing T&Cs means these Terms and Conditions of Leasing a Stall, and any annexures, schedules or attachments to it.

(s) Stall means the individual stall space located within the Centre and includes all facilities listed on the leasing form.

Application of Stall Leasing

(a) The terms of these Stall Leasing T&Cs apply to all Lease Requests that you make for the leasing of a Stall from us.

(b) We may amend these Stall Leasing T&Cs at any time at our sole discretion.

(c) Any Lease Request you make will be deemed to be your acceptance of these Stall Leasing T&Cs, and any amendments thereof, that are current at the time of you making such Lease Request.

Making a Lease

Expression of Interest: Prospective lessees must complete an expression of interest form via [crs.com.au], detailing their business products. Products should align with our vision and be professionally presented. All applicants are encouraged to apply.

Approval Criteria: Lessees must have an ABN or provide a Statement by Supplier, possess public liability insurance, and submit proof of the same. Lessees should be able to maintain their stall's stock,

potentially visiting weekly. Products must not include alcohol or other drugs, and sustainable practices are encouraged.

Selection Process: Applicants will be notified of their waitlist status or invited to commence a stall at the next available changeover, which occurs every two months.

Cancellation and Variation of Leases

Lease Fees & Term: A minimum term of four months is required for all stall leases.

Continuation After Initial Term: Post the initial term, the lease will roll over to a new 4 month term until a cancellation notice is received.

Stall locations may be rotated for increased engagement.

Cancellation Notice: A 14-day notice is required for lease cancellation, effective only after the initial four-month term and before the start of the next month.

Payment Schedule: Lease fees are due on the first day of each month.

Use of Stall

Permitted Use: Stalls are to be used solely for selling approved business products.

Modifications and Decorations: Stallholders may use provided display cabinets and shelving or bring their own stands (preferably on wheels).

Maintenance and Cleanliness: Managed by Belconnen Community Centre staff. Products must be tagged with the stall number and price, and a stock list should be provided at setup.

Safety, Access and Security

The Centre is staffed Monday to Friday, 9 am to 5 pm. Stalls will be locked or moved to a secured gallery space outside these hours.

Reporting Service Faults: Lessees should report any faults (e.g., electrical, plumbing) to the Centre staff.

Lessee Responsibilities: Lessees are responsible for maintaining the safety and security of their products within the provided guidelines.

Payments General

Lease Pricing: Dependent on stall size and location, with detailed pricing available upon request.

Payment Methods: Accepted on a monthly basis, with late payment incurring fees as specified of 5% each day.

Additional Charges: In the event of non-lease payments stock will be removed from the floor. Stock will be recycled after 20 days of non-payments and any associated fees will be charged to the Lessee.

Insurance

Lessees must have public liability insurance and may need to cover additional risks as specified in the lease agreement.

Complimentary Offers

Lease fees will cover the cost of Emporium staffing and administration. Lessees will receive complimentary utilities and wifi if their stall requires. Marketing for the Cafe & Emporium will be at the expense of CRCS, it is encouraged that all lessees promote via their own channels.

Belconnen Community Centre is a proudly operated by Capital Region Community Services Ltd [ABN: 24 597 445 592]



**Capital
Region
Community
Services**

Social Bean Café & Emporium

The Social Bean Café & Emporium is centrally located in the Belconnen Community Centre on Swanson Court, opposite the Bus Interchange, and is a short walk to the Belconnen Mall and the Canberra Labor Club.

A unique and vibrant gathering place dedicated to fostering a sense of togetherness and social impact within the community. Our mission of, An inclusive connected community, encapsulates our commitment to providing a welcoming space in the middle of the Belconnen Community Centre, where people can connect, share, and contribute to the betterment of the community.

We bring this vision to life by combining a community-focused emporium and a versatile cafe.

The cafe's emporium offers a diverse range of products, including handmade crafts, unique gifts and artwork. It's not just a place to eat or shop but a hub for fostering connections, supporting local entrepreneurs, and contributing to community development.

The Emporium offers local small businesses an opportunity to sell their products through an ongoing weekday market. The stalls are managed by the Belconnen Community Centre staff and volunteers, stall holders are not required to be on site. Stall holders will be required to maintain their stock levels throughout each month. You can lease a space of varying sizes. Products must meet our overall vision and can be professionally presented. We encourage you to complete the expression of interest on this page. Please be aware you are required to hold Public Liability Insurance to be a stall holder.

Regularly hosting events, workshops, and activities the Social Bean Cafe & Emporium is a space dedicated to community encouraging people to come together, learn, and have fun.

Site Locations & Pricing

Stalls

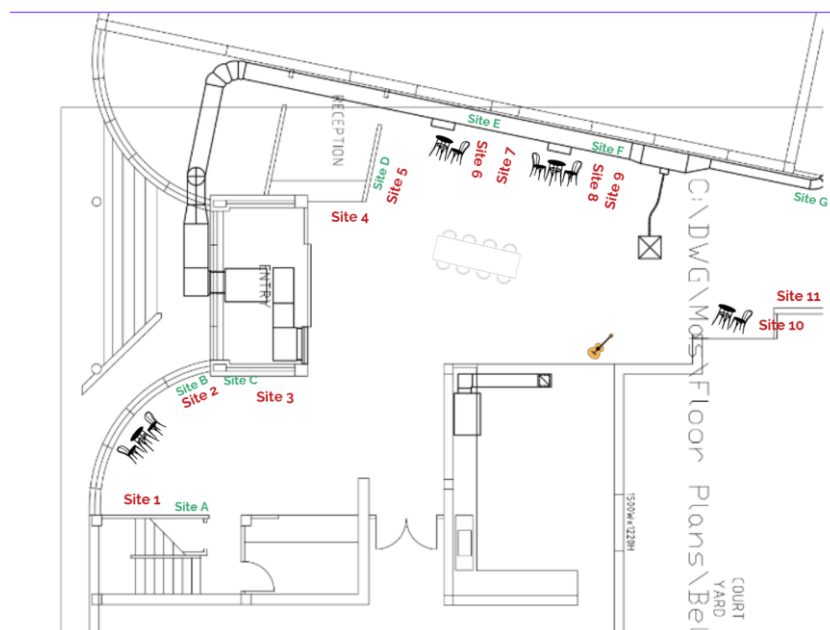
- Site 1 - 3 x 1m. \$303 month.
- Site 2 - 2 x 1m. \$216 month.
- Site 3 - Lockable Display (LRG). \$120 month
- Site 4 - 2 x 1m. \$216 month.
- Site 5 - 3 x 1m. \$303 month
- Site 6 - 2 x 1m. \$216 month.
- Site 7 - 2 x 1m. \$216 month.
- Site 8 - 2 x 1m. \$216 month.
- Site 9 - 2 x 1m. \$216 month.
- Site 10 - Lockable Display (SML). \$90 month
- Site 11 - Lockable Display (LRG). \$120 month
- Site 12 - Lockable Display (LRG). \$120 month
- Site 13 - 2 x 1m. \$216 month.
- Site 14 - 2 x 1m. \$216 month.

**Additional Stalls will be released in 2024.

Artwork

- Site A - 3m White wall
- Site B - 2m Brick wall
- Site C - 2m Brick wall
- Site D - 1m White Wall
- Site E - 1m Brick wall
- Site F - 2m Brick wall
- Site G - 2m White Wall

No fee. Art display – 15% commission of sales.



Site 1 - 3 x 1m. \$303 month.

Site A - 3m White wall

Largest space with window view.

This space includes a low level 3x1m space with wall space of art work above.



Site 2 - 2 x 1m. \$216 month.

Site B - 2m Brick wall

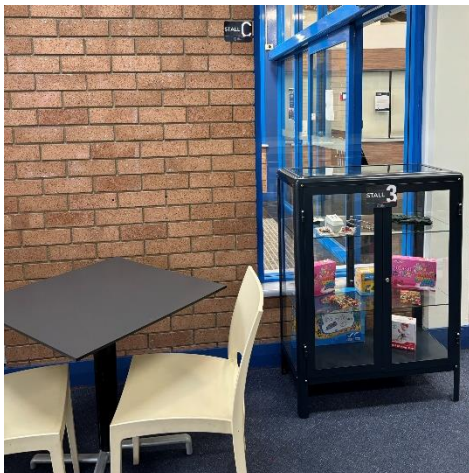
Low level stall space, near window and seating. Art space above.



Site 3 - Lockable Display (LRG). \$120 month

Site C - 2m Brick wall

Lockable cabinet with 2 way view for all entrants into the Community Centre and located directly opposite the Theatre box office.



Site 4 - 2 x 1m. \$216 month.

Location, location, directly next to our main reception window, room for a full hanger of clothes and great for people who are waiting.



Site 5 - 3 x 1m. \$303 month

Site D - 1m White Wall

Cube storage for display of a variety of items.



Site 6 - 2 x 1m. \$216 month.

Site 7 - 2 x 1m. \$216 month.

Site E - 1m Brick wall

To sites back to back, creating a space for alternating views as people move through the centre.



Site 8 - 2 x 1m. \$216 month.

Site 9 - 2 x 1m. \$216 month.

Site F - 2m Brick wall

To sites back to back, creating a space for alternating views as people move through the Centre and Early Childhood centre.



Site 10 - Lockable Display (SML). \$90 month

Small lockable display, great for jewellery, white stands available or can be removed.



Site 11 - Lockable Display (LRG). \$120 month

Small lockable display, great for jewellery, includes a pin board or white stands or can be removed for alternate items.



Site 12 - Lockable Display (LRG). \$120 month

Large light up display, lockable.



Site 13 - 2 x 1m. \$216 month. CRCS Allocation

Site 14 - 2 x 1m. \$216 month. CRCS Allocation