

Studio Residency Application Information

Thank you for your interest in applying for the Contemporary Arts Spaces (CASM) Studio Residency Program. Please read the following information and carefully.

General information

CASM is situated close to the centre of Mandurah, nestled alongside the Muddy Creek inlet at the top of the estuary. The creative hub sits next to the City of Mandurah Administration building and is a short walk from the Mandurah Performing Arts Centre and the Alcoa Mandurah Art Gallery.

CASM is a place where visitors can engage with both local artists and contemporary exhibitors working in a variety of mediums. CASM seeks to support and promote emerging artists and contemporary arts in a broader community and cultural context.

CASM's Studio Program consists of four short term, three-month residencies in its artist studio space, a 15m² lockable room within the Gallery. Proposals are open to individual artists and small artist groups and CASM supports applications from both emerging and established artists from all fields of artistic practice.

Applications are assessed by a selection panel comprised of both internal staff and independent arts professionals.

How to apply

Applications can be made online at: [Studio Residency Application](#)

We recommend that you discuss your studio application with the CASM Gallery Development Officer prior to submission.

Please check your application carefully to ensure that all requirements are included in your submission and allow eight weeks for application processing and feedback.

Selection criteria

A selection panel consisting of City of Mandurah staff, arts industry professionals, and a member of the Mandurah arts community assess applications.

It is a requirement that applicants must reside in the Peel or Rockingham areas.

The selection panel will look for evidence of the following in your application:

1. The clarity of the residency proposal
2. The inclusion of a realistic timeframe for reaching residency goals
3. The perceived extent of career/practice development for the artist/s
4. The inclusion of ALL requested application information



Studio access and attendance

The Studio can be accessed Monday to Sunday from 6am – 10pm. Access outside these hours must be negotiated with CASM.

It is expected that studio artists spend a minimum of 20 hours per week pursuing their creative practice and residency goals in the CASM studio, unless otherwise negotiated.

Duration and cost of the Studio Space

Residencies are three months’ duration: Jan-Mar, Jul-Sep, Oct-Dec. Apr-Jun is a specific Youth Residency for artists aged between 16-25 years.

The Studio Residency Hire Fee for 2026 will be set with the City of Mandurah’s 2025/26 Annual Budget, to be announced in mid-2025. For reference, the Studio Residency Hire Fee for 2025 is \$157.25 for the three-month period.

An offer of residency space is an important commitment between the Gallery and the artist. There may be a considerable time between accepting and beginning a residency. Please consider the most suitable time period in regard to your other commitments.

Sale of works

The studio artist may negotiate direct sales to the public during the residency, free from Gallery commission. If the resident artist is involved in a concurrent exhibition, standard Gallery sales commission of 20% applies as per the Exhibition Agreement.

Insurance

The Artist is responsible for costs and organisation of insurance of artworks in transit and on display in the Studio as stated in the Studio Agreement. All care will be taken to ensure that the security of the Gallery and Studio is of the highest standard.

Gallery Hours and Contact Details

Administration	Tuesday to Friday	9.00am to 4.30pm
Exhibition Opening Hours	Wednesday to Sunday	10.00am to 4.00pm

For further information please contact the Gallery Development Officer, Carolyn Marks, by telephone (08) 9550 3989 or email: casm@mandurah.wa.gov.au.



STUDIO RESIDENCY PROGRAM - TERMS AND CONDITIONS

Thank you for your interest in applying for the Contemporary Arts Spaces (CASM) Exhibition Program. Please read the following Terms and Conditions carefully.

By submitting an application, the Artist agrees to the following terms and conditions:

1. DEFINITIONS

Artist means the individual or individuals applying to participate in the exhibition whose name or names appears on the application form.

CASM means the Contemporary Art Spaces Mandurah.

Contemporary Art Spaces Mandurah Gallery means the portion of 63 Ormsby Terrace building titled the 'Gallery' situated at 63 Ormsby Terrace, Mandurah.

Contemporary Art Spaces Mandurah Studio means the portion of 63 Ormsby Terrace building titled the 'Studio' situated at 63 Ormsby Terrace, Mandurah.

City means the City of Mandurah.

City Representative means the CASM Gallery Development Officer.

2. APPLICATION

The Artist must be over the age of 18 years. If requested by the City, a copy of photo ID must be provided by the Artist.

All information on the application form must be true and correct.

3. HIRE FEE

The studio residency hire fee, as set by the City of Mandurah's 2025/25 Annual Budget (Fees and Charges) will be communicated to the Artist prior to entering any formal agreement.

The Artist will be issued an invoice by email each calendar month with payment terms included. Artists may request to be invoiced for the entire fee in one lump sum.

The hire fee is inclusive of all costs to utilise the Studio as laid out in these Terms and Conditions. No additional utility costs (water, electricity etc.) will be billed to the Artist unless otherwise listed herein.

Failure to pay the hire fee by the date listed on the invoice will result in eviction from the Studio.

4. CASM RESPONSIBILITIES

Throughout the term of the residency period, CASM will be responsible for:

Care of Property and Privacy

CASM will take due care to protect the Artist's property and artworks against damage or theft, accidental or otherwise, during the period of the residency including installation and de-installation but does not accept any responsibility for any property damaged or stolen.

CASM accepts no responsibility for property damaged in transit to or from the Gallery.

CASM will respect the Artist's privacy throughout the duration of the residency period and will communicate with the Artist regarding individual expectation of visitation and focused working times.

Gallery Attendance

The Gallery will be attended by City of Mandurah staff during Gallery opening hours of Wednesday to Sunday 10am to 4pm and will direct visitors and public to the Studio where feasible and in conversation with the Artist.

CASM is a *shared space* where safe, non-invasive meetings occur outside of Gallery open hours. This is a positive extension to the exhibition and studio programs and often brings a wider audience demographic. The City will notify the Artist if external events are planned to take place during the residency period.

Communication

CASM will communicate with the Artist at their earliest convenience regarding all matters pertaining to the Studio Residency program, including:

- public engagement and studio visitation;
- additional CASM events;
- facility-related issues including Work Health and Safety concerns;
- changes to the Studio Residency program (to be provided in writing with a minimum of two weeks notice)

Marketing and Community Engagement

CASM will promote the Artist and their work positively through its communication channels, including but not limited to social media posts and newsletter inclusions.

CASM staff will facilitate networking and community engagement opportunities for the Artist wherever practicable.

5. ARTIST RESPONSIBILITIES

In addition to the responsibilities outlined in the Studio Use and Premises terms, the Artist is responsible for:

Care of Property and Privacy

The Artist maintains responsibility for their own property throughout the term of the residency, and during transportation, installation and de-installation.

Due to CASM's use as a shared space, the Artist may be within access to operational and confidential information pertaining to other individuals and City matters. The Artist will respect the privacy and confidentiality of City staff and the public and will not repeat or reveal any information they may become aware of during their residency.

Communication

The Artist will liaise with CASM regarding any of the following relevant information:

- regular visitation periods in which staff may be required to direct the public to the studio;
- large group visits by public or community;
- facility-related issues including Work Health and Safety concerns;
- prolonged, unplanned absences from the studio for personal reasons.

Marketing and Community Engagement

The Artist must provide current information and images of their creative practice, at any time requested by CASM, in order to aid in the promotion of their residency.

The Artist positively promotes their residency experience at all times prior, during and after their residency period, through their own social media and promotional channels.

The Artist agrees for themselves, their studio and their artwork to be photographed and promoted on City and CASM channels in perpetuity.

The Artist is encouraged to engage with the community through planned or ad-hoc visitation or activities such as workshops or artist talks. Larger engagements that may require CASM resources to manage must be discussed and agreed with the Gallery Development Officer a minimum of eight weeks prior to the event.

6. STUDIO USE AND PREMISES

The following terms and conditions relate to the sanctioned, safe use of the studio space throughout the residency period:

Access Hours and Security

The Artist has access to the studio from 6am to 10pm daily. The Artist is not permitted to reside or sleep over on the premises.

Access to the studio will be provided by keys and security procedures, outlined at a CASM Studio Induction held prior to commencement of the residency period. The Artist is not permitted to share keys or security procedures with any third party under any circumstances. Loss of studio or gallery keys will incur a replacement fee equal to current retail rates.

All exterior doors to the Gallery are to be kept closed and locked outside of CASM opening hours outlined above, including the main entrance door. CCTV cameras are utilised inside and outside of the CASM building for the safety of City staff, the Artist and the premises.

Studio Use

The studio must be used on average 20 hours per week, unless other arrangements have been agreed to by CASM.

The studio space provided is for the Artist's exclusive use as a practicing artist and for associated engagement activities only. If the studio is not used regularly, or is used for activities as other than as an artist (including storage), CASM may terminate the residency.

The studio may not be used for any activity which may endanger City staff or the premises, or cause nuisance to the public or other users of the facility.

The Artist is not permitted to make any changes to the studio and its fittings without prior approval from CASM.

Facility Use

In addition to the studio space, the Artist will have access to CASM's kitchen, bathroom and library facilities for use, within reason.

The Artist is not permitted to exhibit any placard, poster, sign or other advertisement on any part of the facility without CASM's consent.

The Artist is to report any maintenance issues relating to the studio or facility to CASM staff.

Cleanliness and Housekeeping

The Artist is responsible for the cleaning of the studio space and will be required to keep the area immediately outside and adjacent to the studio tidy and clear of any materials.

The Artist is responsible for the disposal of studio rubbish.

While the facility is professionally cleaned on a regular basis, the Artist must be active in ensuring the facility is kept in a tidy and presentable fashion, including keeping the fridge clean, wiping down kitchen benches, emptying the dishwasher and keeping passageways, sinks and building amenities clean.

The Artist must, at any reasonable time, permit City of Mandurah officers to enter and inspect the studio for the purpose of ascertaining whether the provisions of this Agreement are being met, or to allow maintenance staff into the space.

Contracted cleaners and other maintenance personnel may enter the facility and require access to the studio at any time. In the case of after-hours maintenance work, it is the Artist's responsibility to make themselves known to contractors to ensure that work is carried out in a safe and reasonable manner.

Safety

The Artist must complete a formal induction to the CASM site and be familiar with the security, health and safety and emergency evacuation procedures for the building prior to beginning the residency.

The Artist is required to carry out safe working practices in the studio, being mindful to avoid any risk to health or safety. No smoking is allowed in any City of Mandurah premises.

The Artist is not to store excessive amounts of dangerous or flammable materials on the premises. Flammable liquids must be stored in the cabinet/shelving provided and used solvents and solvent-soaked material must be stored in self-provided containers and removed from site after use.

The Artist must complete Safety Data Sheets for all hazardous chemicals stored onsite during their residency.

The Artist will adhere to all WA Health and City of Mandurah current COVID-19 requirements and processes.

7. FORCE MAJEURE

Where the studio residency program, or parts thereof, are prevented, rendered impossible or unfeasible by reason of Force Majeure or by reason of following a State or Federal State Government direction, the City may cancel or suspend the residency.

Where the studio residency program, or parts thereof, are cancelled or suspended under this clause, the parties agree that there shall be no claim in damages by either party and, in the event of cancellation, any obligations under this agreement shall be waived.

8. INSURANCE

It is the Artist's responsibility to insure their property and artwork for damage and/or theft for:

- the duration of the residency; and
- during transit to and from CASM.

The Artist is to provide copies of relevant insurance policy documents to CASM on request.

Studio residency activity is risk assessed for insurance requirements on a scale of low to high risk. If residency activity been deemed high risk on initial evaluation, CASM will complete a risk formal risk assessment process, in conjunction with the Artist, to determine actions required to minimise the risk to audiences and staff.

The Artist may be required to provide **Public Liability Insurance** for the duration of the exhibition period for exhibitions with a risk rating of **high** to a value as determined by the City to a maximum value of \$20 million.

Public liability Insurance may, on very rare occasions, be optional for **low** or **medium** risk activities as determined by the City.

9. COPYRIGHT

The Artist grants CASM the right to use images of the Artist, artworks or artworks in situ for promotional purposes, however, copyright remains with the Artist.



**CONTEMPORARY ART
SPACES MANDURAH**



**CITY OF
MANDURAH**

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