



Make/Shift Spaces
Guide for programme
participants

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makeshiftspaces.nz

Make/Shift Spaces Incorporated

Guide for Programme Participants

What is Make/Shift Spaces Inc.?

We are a not-for-profit incorporated society that aims to fill the “missing teeth” in the Nelson City Centre, by brokering creative enterprise in vacant commercial buildings. We reinvent these buildings as “Make/Shift Spaces”, which host creative projects and ventures from local artists, creatives and community groups. Through this process, we can respond to unmet needs for accessible venues within the Nelson City Centre. Hosts also benefit, by increasing exposure to their space and raising its profile within the business and wider communities.

Our organisation is part of an international movement towards community driven urban revitalisation. In our development, we drew on the experiences of similar initiatives around the world. Those communities saw increased engagement with under-utilised urban areas, leading to greater business activity and increased tenancy rates.

Taking cues from the success of those initiatives, Make/Shift Spaces realised an opportunity to bring this concept to Nelson. We believe this is a unique opportunity to grow community wellbeing and to redefine our city as an incubator of new thinking, ideas and actions. We have developed a network of experts in property, business, law and creative industries that have contributed to our business model.

Make/Shift Spaces Inc. Brokerage Service will:

- Broker low-cost venues in the Nelson City Centre on a temporary basis for individuals and organisations who would like to test their ideas, deliver their projects and bring positive social change to the Nelson City Centre.
- Provide links to community groups, designers, artists and others with ideas for making use of vacant spaces
- Publicise your project and provide digital photographic documentation on our website and appropriate media
- Provide a supportive low-risk space to test out ideas that may not be fully formed, or are experimental
- Protect you from risk through Licence to Occupy agreements

Project selection criteria

In assessing whether a project would be a good fit for a space, Make/Shift Spaces may consider several criteria, including:

- **Would the project compete with existing businesses in the area?**

We aim to reinvigorate disused areas in the Nelson City Centre without harming any existing enterprises. As part of the selection process, the panel will assess how the project might impact local businesses. Projects that are currently located in rented space are not eligible as

we don't want to compete with existing businesses. Our priority is new, non-commercial projects and ventures.

- **Are you comfortable with the terms of the licence?**

Programme Participants must be comfortable with a short-term, terminable licence. We emphasise that we are not brokering commercial leases, but activating spaces while they remain unused. Programme Participants must be willing to trade-off the low cost of the space against the lack of security of their occupancy.

- **Ongoing uses are preferred to one-off or very short-term projects:**

Projects that continue for a reasonable period of time are more likely to contribute to the ongoing life of the area.

- **Is the project a creative, cultural or community enterprise that will inject vitality into the area?**

Projects should be unique and original, with the power to draw people back to the city centre. We also require that projects provide a community benefit beyond commerce.

- **Does the project show a high degree of professionalism and a clear vision?**

There will be a limited number of spaces available for projects. Accordingly, candidates will be eligible only if they are serious about what they are doing and have a clear idea of what they are trying to accomplish. In addition, projects should be finalised and ready to implement. We will not approve projects that require months of development before they can launch.

- **The project will require the support of the Property Owners/Managers**

Hosts have the ultimate right to decide what uses the Make/Shift Spaces and Programme Participants may make of their property.

- **Does the project conform to local government and legislative requirements?**

Some projects, in particular in the area of performing arts, may not be possible to implement because of legal restrictions related to places of public entertainment. It is also important that applicants are aware of safety regulations.

- **Does your project reflect the cultural diversity of the region?**

We are committed to finding projects that reflect the vibrant cultural diversity of Nelson, presenting activities that help celebrate our own cultural identity as well as exposing audiences to other cultures that may not be as visible to some in our local region.

- **Is your project part of an education programme?**

Arrangements will need to be made with your academic institution if you are currently a student.

- **Is your project financially viable?**

Do you have a realistic budget and are you confident that you can meet the costs of your proposal?

- **Are you connected to the local community?**

Do you have a good understanding of the Nelson region and how your programme could contribute to the local community?

- **Is your project political?**

Does your project have a political or controversial element to it?

Programme Participant Financial Contribution

We ask applicants to pay what they can afford in terms of a contribution when using vacant commercial space: \$20 per week/ \$50 per week/or if they represent a small business or not for profit \$100 per week. Programme Participants may also be liable for power and other utilities - but we have offered assistance in getting the best deals we can on these.

How do I become a Programme Participant?

Complete the application form for Programme Participants on our website. Our Selection Panel meets monthly to consider applications and will contact you. Consultation over available properties will take place, if there is interest in your proposal. As part of the selection process, Host consultation will occur to ensure the project will be the right fit for their space. Once approved by the Selection Panel and the Host, we will sign the licence and sub-licence agreements and activate the space.

How are projects selected?

We have a robust selection process that ensures the projects are of a high quality and appropriate for each location. Our Selection Panel carefully reviews applications against our selection criteria and approves suitable projects. The Selection Panel then matches the projects to an appropriate space. Hosts will be informed of the intended use of the property and can object to projects that they do not feel are appropriate for their space. Pre-agreed 'permitted uses' for the property are included in both the Licence to Occupy and the Sub-Licence.

Properties suitable to be a Make/Shift Space (for the information of Programme Participants)

The following is the criteria for suitable properties that operate as Make/Shift Spaces

- **The property is vacant, disused or awaiting redevelopment**

Make/Shift Spaces projects are not designed to act as tenancies or long-term occupancy solutions. Instead, they bring activity and visibility to unused spaces to increase the likelihood of finding long-term tenancies.

- **The property offers storefront space or well-positioned signage**

We seek to maximise community visibility for our projects. Spaces that are visible or readily accessible from main pedestrian routes have the most impact.

- **Properties will be code compliant and safe for immediate use**

We need to ensure that the spaces are safe for public use and conform to our Health and Safety Management Plan. Properties must also conform to relevant building, fire and safety regulations. Some superficial repairs may be undertaken by Make/Shift Spaces (such as repainting and removing vandalism), but properties which require major maintenance or construction are not suitable.

- **The property will have functioning utilities**

It is necessary that properties have functioning water and electricity. It is, however, not necessary for Property Owners to bear the cost of utility use, which will be met by Make/Shift Spaces and the Programme Participant.

- **The property will be available for at least 30 days**

Make/Shift Spaces respects that Property Owners and Managers need to retain control over their spaces. Hosts are free to negotiate a licence term that they feel comfortable with. The Licence to Occupy also preserves the Host's right to terminate the licence if a tenancy is secured or if it simply no longer suits. We do however, generally require a 30-day minimum term to allow participants to accomplish their programme's goals.

Legal Framework

We have worked closely with local lawyers and property managers to develop a sound contractual framework for our projects. We ensure that all parties enter the relationship with a clear understanding of their respective rights and obligations.

Our Sub Licence Agreement provides peace of mind for Programme Participants. This Sub Licence is entered into by Make/Shift Spaces and Programme Participants granting rights to use the space for the approved activity. This Sub-Licence places obligations relating to the outgoings, use and care of the property on Programme Participants.

How are outgoings apportioned?

Make/Shift Spaces will negotiate responsibility for outgoings and other expenses directly with potential Hosts. The costs associated with each project will vary greatly. For this reason, each agreement is tailored to meet the needs of both the Host and the Programme Participant. Make/Shift Spaces will compensate Hosts directly for the outgoings and any other costs agreed under the Licence.

Do I need insurance?

Make/Shift Spaces maintains public liability insurance to cover potential liabilities arising out of their activities. We also encourage Programme Participants to take out their own insurance prior to commencing their projects. Property Owners are responsible for maintaining their own insurance policies at their discretion.

How long will the licence last?

The duration of licences will vary, depending on the nature of the activities and the availability of the space. Hosts are free to request a fixed term or a 'run on' licence that is renewed automatically while the building remains available. In either case, the licence may be terminated by providing written notice in accordance with a pre-agreed notice period.

Who will maintain the property?

Under the Licence to Occupy, Make/Shift Spaces is responsible for maintaining the property throughout the licence period. This means ensuring the space is kept in a tidy and tenable condition. Make/Shift Spaces is also responsible for ensuring the property is returned to its original condition, or better, at the expiration of the licence.

Interpretation:

Programme Participant: a community member or organisation whose project proposal has been approved.

Host: a property owner or manager who has signed a Licence to Occupy with our organisation, enabling a programme participant to utilise their space.

Make/Shift Space: a building or space licenced for use as a venue for an approved project.