



## Proposal to use a *meanwhile* Temporary Contemporary space

Temporary Contemporary is a partnership with Kirklees Council, the School of Art, Design and Architecture at the University of Huddersfield, The Media Centre, and The Packhorse Centre: developed to stimulate arts and cultural activities in vacant spaces in Huddersfield.

Call it 'meanwhile', 'transitional' or 'pop up', here in Huddersfield we call it Temporary Contemporary. If you are interested in using one of our *meanwhile* spaces, please fill in this form with your details and proposal. We are looking for the spaces to be used for temporary arts and cultural activities, in particular activities that members of the public can get involved in.

**COVID-19 (Coronavirus)** – it is essential to adhere to all government guidelines and laws on social distancing, Track-and-Trace, cleaning etc, to keep everyone safe – it is your responsibility to ensure that safety is paramount. Please bear this in mind when submitting your proposal and think about how it fits in with current rules on managing activity. You can read the latest guidelines for Kirklees at [COVID-19 restrictions in Kirklees | Kirklees Council](#)

**Which Venue are you most interested in? Please tick 1 option only**

Queensgate Market Stall	
The Piazza pop-up unit	
The Media Centre	
The Packhorse Centre	

Return to the space provider at the email address at the bottom of this application form (if your chosen space is not available, we will share your application with the other venues to try and help find a suitable space)

<b>Name:</b>	
<b>Organisation/business (if applicable):</b>	
<b>Address:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Website:</b>	
<p>To make sure we comply with data protection regulations it is necessary for us to have your written agreement to contact you and share your information with the partners listed above. Please sign below:</p> <p><b>Signature</b> _____ <b>Date</b> _____</p> <p>Your details will be kept safe and secure and will only be used by Temporary Contemporary partners in relation to Temporary Contemporary and will not be shared with 3<sup>rd</sup> parties. We may contact you from time-to-time about opportunities &amp; information related to this initiative. Read about <a href="#">how we use your data</a> and our privacy notice at <a href="http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-temporary-contemporary.pdf">www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-temporary-contemporary.pdf</a>.</p>	

## PROJECT IDEA OR PROPOSAL

**TELL US WHO YOU ARE (i.e. artist, musician, arts organisation, students etc)**

**WHAT IS THE BUSINESS STATUS OF YOUR GROUP/ORGANISATION/BUSINESS?**

**BRIEFLY DESCRIBE YOUR IDEA OR PROPOSAL**

**WHAT PERIOD OF TIME AND DATES DO YOU WANT A SPACE? Note: Piazza pop-up units can only be booked for a maximum of 4 – 6 weeks**

**It is an essential part of this application criteria that as well as your own branding you also agree to promote your activity under the umbrella of the Temporary Contemporary initiative by using the identity/logo on all your digital and printed communications, along with the logo of the relevant partner.**

**Do you agree to this?**

**Please explain how you intend to do this.**

**\*Note: you will be sent logos etc. once your application has been approved**

**DO YOU HAVE PUBLIC LIABILITY INSURANCE (PLI)?**

You must have Public Liability Insurance up to £5m and show us proof of your certificate. You will not be able to use the space unless you provide us with this. You can get PLI from [AN](#) or [Curator Space](#).

**DO YOU PLAN TO PUT ON ACTIVITIES / WORKSHOPS / EVENTS THAT THE PUBLIC CAN GET INVOLVED WITH? If yes, tell us about this.**

**FURTHER INFORMATION – IS THERE ANYTHING ELSE YOU NEED TO TELL US ABOUT YOUR PROPOSAL?**

**PLEASE RETURN THIS FORM ONLY TO THE ORGANISATION YOU WANT TO APPLY TO FOR SPACE:**

Piazza Shopping Centre and Queensgate Market: [arts.creativity@kirklees.gov.uk](mailto:arts.creativity@kirklees.gov.uk)

The Media Centre: [info@themediacentre.org](mailto:info@themediacentre.org)

The Packhorse Shopping Centre: [centremanager@packhorse-centre.co.uk](mailto:centremanager@packhorse-centre.co.uk)

**FOR YOUR INFORMATION:**

Once we have your proposal we will look at your request, available dates and spaces and will be in touch if your project is suitable and to discuss arrangements.

Some of the available spaces are open public spaces so where relevant, you will need to think about the security of your work. Kirklees Council, the University of Huddersfield, The Media Centre and The Packhorse Centre cannot accept any liability for loss of or damage to work or equipment used in your project.

Once arrangements have been agreed you will need to complete a risk assessment for the unit/stall and activities planned and confirm your public liability insurance.

**Marketing:**

You will need to produce your own marketing material about your project. We will support you in your marketing and communications by sharing on the [www.creativekirklees.com](http://www.creativekirklees.com) website and social media or you can set up a profile on the website and use it to promote your project. You will be asked to use the Temporary Contemporary logo and the partner organisation logo on any publicity you produce.

**Equality and Diversity Monitoring Form**

Collecting and using equalities information helps us to understand how our policies and activities are affecting various sections of our communities and helps us to identify any inequalities that may need to be addressed. We will be grateful if you could complete and return this form. The information you provide will be held in the strictest confidence and will be separated from the rest of the application form to ensure answers are kept anonymously.



## Equality and Diversity Monitoring Form

Completion of this form is voluntary and if you do not wish to answer any question(s), this will not affect your application in any way. For more information on what personal data we collect and why, please read our Privacy Policy [www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-temporary-contemporary.pdf](http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-temporary-contemporary.pdf).

### 1. Gender Identify? Please tick ✓ or highlight one box

- Female
- Male
- Non-binary
- Prefer not to say

### 2. Which age group do you fall into? Please tick ✓ or highlight one box

- 18-34
- 35-49
- 50-64
- 65+
- Prefer not to say

### 3. Do you consider yourself to have a disability or health condition?

Under the Equality Act 2010, a person is considered to have a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

Please tick ✓ or highlight one box

- Yes
- No
- Prefer not to say

### 4. What is your ethnic group? Please tick ✓ or highlight one box

- WHITE - English/Welsh/Scottish/Northern Irish/British
- WHITE - Irish
- WHITE - Other white background
  
- MIXED - White & Black Caribbean
- MIXED - White and Black African
- MIXED - White and Asian
- MIXED - Other mixed/multiple ethnic background
  
- ASIAN OR ASIAN BRITISH - Indian
- ASIAN OR ASIAN BRITISH - Pakistani
- ASIAN OR ASIAN BRITISH - Bangladeshi
- ASIAN OR ASIAN BRITISH - Chinese
- ASIAN OR ASIAN BRITISH - Other Asian background
  
- BLACK OR BLACK BRITISH - African
- BLACK OR BLACK BRITISH - Caribbean
- BLACK OR BLACK BRITISH - Other/Black/African/Caribbean background
  
- Arab
  
- Prefer not to say

**Thank you**

Via CE Team