



SONGSPACES AT ST PAUL'S - FAQs

Where are the Songspace rooms?

There are 2 Songspace rooms located on Level 1 of **St Paul's Creative Centre**, 200 Pulteney St, Adelaide.

Who manages this space?

St Paul's Creative Centre is an initiative of Arts South Australia. Daily activities are managed by a Community Liaison (Elizabeth Reid), who also manages the use of the Songspace rooms.

St Paul's is a unique creative precinct & business incubator in the heart of the CBD. It is populated by Tenant businesses and co-working Members in creative fields, from non-profit peak music bodies and clustering organisations to digital creative agencies and tech startups. It is also home to Fab Lab Adelaide, and the Adelaide Music Collective's SA Music Hall of Fame.

What is the purpose of Songspace?

These 2 purpose-built rooms help bring the creative process to St Paul's, enabling musicians, music engineers and producers to work on collaborative projects in an inspiring, unique and comfortable environment.

What does 'collaborative projects' mean?

Projects that take place in the rooms should include plans for artists to work with other artists and/or music engineers and producers on new material. This might mean a solo act who invites a musician to help develop their sound, or a producer who wants to work with a vocal act on some material, or a band that wants to have a music engineer help shape their sound, or two songwriters who want to co-write... essentially anything that contributes to a new working environment out of one's 'usual' process is encouraged.

Why do you specify 'collaborative projects'?

Songspace rooms are not fully kitted recording studios, nor are they designed purely as rehearsal rooms (ie. no PAs are provided). There are many local businesses who provide these services at a world class level of quality.

As a 'Creative Centre', we envision these rooms as a way to spark new ideas, new partnerships, new ways of approaching your music. They provide an interesting and affordable place for you to work together with other like-minded creatives.

Do you line up artists and producers for me to work with?

No. It is up to you to develop a project or idea that you want to work on while in the rooms. If you have a specific sound or goal in mind, we might be able to make suggestions, but you will need to approach others yourself.

How do I find someone to collaborate with?

South Australia has a vibrant music scene, with plenty of shows happening throughout the week. You might see an artist perform and approach them to work together on something. Or you might have some artist friends in mind, with whom you've always wanted to co-write. You could also explore local producers' recorded work, and seek to have their input on your material. The possibilities are only limited by your imagination.

Music SA (non-profit, non-government organisation, based at St Paul's) has an excellent online directory of South Australian Artists, and Businesses (including engineers and producers). We recommend you explore the listings to find suitable collaborators. See www.musicsa.com.au.

St Paul's will also start an **informal 'register'** of those artists / producers who tell us that they are seeking to work with others. This can be updated monthly and made available by request from the St Paul's Community Liaison. If you want to be on this list, please **download, fill out and return** [this form \(Word Doc\) >>](#)



Can I rehearse in the rooms?

Only Members / Tenants of St Paul's are eligible to use the space in this way, as added value to their Membership (and with conditions, see below). Jon Lemon Artists in Residence and public Hirers must be working on collaborative projects, rather than just rehearsing or recording existing material.

Are there any noise restrictions?

Yes. While the Songspace rooms are noise-attenuated, they are not completely sound-proof. Day time use during weekdays is restricted to acoustic and low volume instruments. Other instruments (e.g. snare & brushes) is by negotiation with the Community Liaison. After hours / weekend use (St Paul's Members only) may be more flexible.

What equipment do the rooms have?

Each Songspace room has a stylish 'writing lounge' area, with comfortable seating, adjustable lighting, and air conditioning. The editing suite of each room has a dedicated desk space & chairs, Apple minis, (screen) monitors, external hard drives, headphones, Pro Tools, Logic, Ableton Live (Lite), and Garage Band software, Rode mics, keyboard midi interface & audio interface. **Complete specs (PDF) >>**

Can I bring in my own software, hard drives etc?

Yes, if you're more comfortable using your own demo equipment and software, you are most welcome to bring it. St Paul's takes no responsibility for equipment you bring to use on the site.

Do provide tech support or training for use of the equipment and software?

No. We will set up the equipment for you and give access to the available software. However, you or your collaborator(s) will need to know how to operate it.

Can I leave my equipment on site?

St Paul's has limited locker space on site. If you have booked consecutive sessions, and locker space is available, you may make arrangements directly with the Community Liaison to store suitable equipment for short term periods.

Are the Songspace rooms only for South Australians?

No. Touring acts, visiting artists and/or guests are all welcome to hire Songspace rooms, provided they match the criteria we've outlined for room use (e.g. no general rehearsal, noise restrictions).

Can I bring in a music engineer and producer to record?

Songspace rooms have basic recording software and equipment, primarily for the purpose of capturing demos of your new material as you work (if desired). However, they are not designed as recording studios. Producers and music engineers may be brought into - or initiate use of - the rooms, but this is best aimed at the development of ideas rather a finished product.

How do I sign up to use the rooms?

There are 3 ways an artist, music engineer or producer can access Songspace rooms.

- 1. Jon Lemon Artist in Residence grant program**
There are 2 grant rounds per year, which provide funding of up to \$3000 per project for artists / music engineers or producers to spend up to 3 weeks in the rooms, collaborating on new material. Room hire is included in the benefits of their residencies. The inaugural round is closed, with the first Artists in Residence beginning their terms from mid September 2016. The next round closes on 20 January 2017, for projects between 20 February and the end of June. [Full details online >>](#)
- 2. Expression of Interest (EOI) to hire the rooms at a small fee**
We are now open for Expressions of Interest for room hire. [Download an EOI form \(Word Doc\) >>](#)
Email it to the St Paul's Community Liaison, Elizabeth at elizabeth.reid@sa.gov.au.
She will be in touch ASAP to discuss your needs, and the rooms' availability.
- 3. Tenants or Members of St Paul's Creative Centre can hire the rooms at a discounted fee.**
St Paul's Tenants & Members should contact Elizabeth directly to arrange a booking.



When can I sign up to use the rooms?

The Songspace rooms are now available for use, noting the access restrictions previously noted. They are not available to Expression of Interest hire on Public Holidays, or other periods (e.g. Christmas holidays) when St Paul's Creative Centre is not staffed.

Why is there an Expression of Interest (EOI) form for bookings?

Songspace rooms are located adjacent to the open plan co-working area of St Paul's Creative Centre. While the rooms are noise attenuated and self-contained, we do need to manage our community and facilities such that the room use and co-working can peacefully co-exist. For this reason, before we can accept a room booking, we must ask for more details on how you desire to use the space (e.g. number of people, duration, type of instrumentation), so we can ensure a good fit between your goals, our facilities, and our Members.

What if I need to cancel or reschedule my booking?

Contact Elizabeth ASAP to cancel an EOI booking – it's best to give plenty of notice. If you cancel an EOI hire within **5 Business Days** of when your session was due to start, you will be charged a cancellation fee, which is 100% of the room hire charge. If you cancel a booking at the last minute that contained multiple sessions, you will be charged for the total amount of all cancelled sessions. St Paul's Members must contact Elizabeth within 2 Business Days of the session to avoid the above cancellation fee.

To reschedule a booking, contact Elizabeth ASAP. You are only able to reschedule an existing booking once without charge, and we prefer as much notice as possible. A second rescheduling, regardless if it's more than 5 Business Days ahead of the session, counts as a "cancellation" and you will be charged for the session. This applies to EOI hire and Member bookings.

The strict policy on cancellation and rescheduling is due to the amount of administration required for room management, and the potential loss of income from empty rooms that arises from cancelled bookings and rescheduling.

How long are sessions?

Hire Sessions are for 4 hour blocks. You do not need to use the full 4 hours, but you will be charged the same 'session' amount regardless.

EOI hire - between 9am-5pm, Monday - Friday.

St Paul's Members - between 9am - 10pm, Monday - Sunday.

Why aren't the rooms available for EOI hire after hours / weekends?

The location of Songspace rooms means that there are access issues with other vulnerable facilities (e.g. office equipment) which are not attended after hours. Thus, public hire is restricted to weekdays in business hours (9am - 5pm). St Paul's Members & Tenants are eligible to hire the rooms after hours and on weekends, and assume responsibility for the security of the building and its contents.

How far in advance can I book a room?

Bookings are now open (subject to availability from use by the Artists in Residence program), and can be made up to 3 months in advance. Please note the strict cancellation policy before making a booking.

Can I book out multiple sessions in a row?

Yes. This can include consecutive sessions e.g. 9am-1pm (4 hours) + 1pm-5pm (4 hours), or across several consecutive days. A maximum, full time use of the room for any one hirer is 3 consecutive weeks. However - keep in mind the cancellation and rescheduling fees noted above. If you cancel an extended booking, or reschedule more than once, you will be charged for ALL SESSIONS that were booked and unused.

What does it cost to hire the rooms?

EOI bookings cost \$50 ex gst per 4 hour session, or \$100 ex gst for a 9am-5pm period (ie. 2 sessions in one day). St Paul's Members are eligible for a discount rate on weekdays of \$25 ex gst per 4 hour session (between 9am-5pm), and \$35 ex gst for sessions between 6pm-10pm. Weekends are \$45 ex gst (day), \$35 ex gst (night) per session. Room Hire is included free of charge for Jon Lemon Artists in Residence.



How do I pay for the rooms?

Payment is by Tax Invoice, issued from Arts South Australia, with a 7 day payment term. For multiple consecutive sessions, a lump sum may be paid upfront if desired.

All use of Songspace rooms attracts a **key deposit** of \$20 per session, reinstated at the end of the session when the key is returned. An official **Venue Hire Agreement** must also be signed before commencing activity in Songspace rooms. It outlines a **Bond** payment of \$100, which must be paid in cash immediately upon signing the agreement. The Bond is returned when an equipment ledger and room inspection has been cleared by the Community Liaison.

Where can I park?

There are 2 hour parking spaces on Flinders Street, adjacent to St Paul's. These are metered, and we recommend you stay vigilant on your parking ticket times. There is also a parking garage 200m away on Sudholz Place (enter via Flinders St).

St Paul's has a loading zone on site, strictly for short term loading / unloading. This is the park closest to the front door, on the left of the yellow bollards. It is not for general parking. If you want to use the loading zone at any time during your visit to St Paul's, you **must register your car details** (make, model, colour, plate number) with the Community Liaison.

Can I use the rest of St Paul's facilities while on site?

Before you commence your time in the Songspace rooms, you will be given an introduction to St Paul's facilities to familiarise you with the site, and all participants in your songwriting team will undergo a brief OH&S induction.

On Level 1, you may use the 'bar/kitchen' area, and any couch or chair in the main floor / stage of the Great Hall, except for the designated meeting spaces and co-worker desks, which are reserved for Members.

You may request to keep food (temporarily) in the fridge while you are on site, and have access to tea / coffee for \$1 per cup. Note: no alcohol is to be brought on site to St Paul's, and the entire building is a non-smoking area.

What are the advantages of being a St Paul's Creative Centre "Member"?

St Paul's Members get extended access and discount rates for use of Songspace rooms, and they also enjoy a number of other benefits by being part of our creative community. There are monthly social events (e.g. pizza & vinyl lunch, morning teas), business development opportunities, and the chance to network and work alongside some of the most exciting organisations and entrepreneurs in creative fields of arts and technology.

Most importantly, as a Member of St Paul's you have a co-working space where you can work on your own creative business. If you work in a creative field (including as a musician, music engineer or producer!), or have a creative application for your work activities, you may be eligible to join as a Part Time (up to 3 days per week) or Full Time Member.

Your Membership gives you the use of a desk in the heart of the CBD, with free wi-fi, printing, kitchen facilities, bike parking, meeting spaces and more. Find details on [Membership online >](#)

Please note: Songspace rooms are located on Level 1 of St Paul's. If you have any access issues, please contact the Community Liaison.