



Randell Cottage Writers Trust

P O Box 25204
Wellington 6140
New Zealand

TERMS AND CONDITIONS OF THE RESIDENCY

Residency

I agree to reside in the Randell Cottage for the term of the residency. I understand that the residency carries with it the expectation that I shall take due care of the Cottage, an historic B-listed building, the furnishings, appliances and garden.

I agree to follow the cottage manual which covers such things as ventilation and heating, and to participate in an introductory walk through the property. I understand that the Cottage and its environs are smoke-free and that pets (other than assistance animals) are not permitted. I also understand that the Cottage must be left in the condition in which it was found and will report any maintenance issues to the Trust as they arise.

Publicity and Promotion

I agree to take part in media interviews, publicity and promotion associated with the residency; to participate in Trust activities; and to be prepared to promote the Trust and the residency at suitable opportunities. In return, the Trust will make every effort to promote you and your work during the residency, via newsletters, events, and the RCWT website and Facebook page.

I understand that I will be required to make the cottage available to the public for a day during the tenancy (likely to be in late October/early November). This will include leaving the cottage clean and tidy and packing away work and personal possessions. Any associated costs, within reason, will be met by the RCWT.

I also understand that from time to time the garden may be opened to visitors.

Payment of funds

I understand the grant is intended to cover my living costs while I am resident in the cottage. This includes all utility charges during the term of the residency, including power (fixed charges and usage), telephone line charges and all call costs, internet and television charges. These charges will be payable by me while I am resident in the cottage, irrespective of any occasional absences.

I will be responsible for all taxation and ACC payments relating to the grant.

Reporting and acknowledgement

I understand that I am expected to supply a written report on my residency within three months of its completion. This report shall include, but not be limited to, an outline of progress made on the project and details of any outreach work.

I undertake to ensure that a printed acknowledgment and the logo of the RCWT and Creative New Zealand will appear in any published work that results from holding the residency.

Declaration

I am able to take up the residency, which will run from 1 April to 30 September 2021 (the exact arrival and departure dates to be determined in discussion with the RCWT).

I will abide by the conditions governing the tenure of the residency, as set out in the guidelines, and will accept the directions of the Trust in all matters relating to the administration of the residency.