

# ARTea's Gallery & Garden

A project of Swansea Community Cottage Inc.

## ARTIST WORKSHOP APPLICATION

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### Personal Details

Personal Name

Business Name (if different)

Address

City

State

Postcode

Phone (Home/Business)

Mobile

Email

Website

Facebook

Instagram

Twitter

Other Social Media, handles or online sites / links

Do you identify as: *(please assist by completing)*

Aboriginal or Torres Strait Islander?

Yes \_\_\_ No \_\_\_ If yes, which \_\_\_\_\_

Young person (up to 25 years of age)

Have children 0-3 years in your care

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## About your WORKSHOPS

**Tell us a little about yourself and your workshops.** This may be used by ARTea's Gallery & Garden on their website, social media channels and provided externally through media releases to assist in promotion of yourself as an artist and booking of the workshops.

Also attach 2 **representative images** that CAN be used in in any type of appropriate promotion (both print and electronic). By doing so you are giving approval for publication of these images by ARTea's Gallery & Garden and Swansea Community Cottage Inc but please note copyright remains with the artist. If you have a flyer this can also be attached for promotion or use or forwarded upon confirmation of space availability.

**Category of your workshops-** for example painting, photography. Please list all categories.

Painting ( oils / acrylics /watercolour /mixed / other ) \_\_\_\_\_

Sculpture                      Ceramics                      Drawing                      Printmaking                      Sewing

Photography                      Resin                      Indigenous Art                      Lino-cut                      Embroidery

Beading                      Craft                      Soapmaking                      Candlemaking                      Theory

Other \_\_\_\_\_

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## Target Audience of your workshop: for example who can attend (please tick)

Children Only (specify age range \_\_\_\_\_)

Open to all age groups

Adults only (specify age range \_\_\_\_\_)

Other \_\_\_\_\_

## Preferred Availability of Classes (day, evening and weekend – please tick)

\_\_\_ **Day time:** preferred time \_\_\_\_\_

Monday

Tuesday

Wednesday

Thursday

Friday

\_\_\_ **Evening:** preferred time \_\_\_\_\_

Monday

Tuesday

Wednesday

Thursday

Friday

\_\_\_ **Weekends:** preferred time \_\_\_\_\_

**Saturday**

**Sunday**

\_\_\_ **Unsure** – to be confirmed

If you are unsure at this stage, please tick and this can be discussed and confirmed at a later date

## ARTISTS RESPONSIBILITIES:

Workshops will be run by a variety of artists. The artist is to supply all materials and equipment needed to run these classes.

It is the artists' responsibility to ensure the class is set up and packed down in half an hour before commencement and half an hour after completion. It is at the artists' discretion what fee to charge for participation.

Promotion and bookings of any workshops are the responsibility of the artist.

However any flyer or brochure that is available is encouraged to be provided to ARTea's for distribution via website and social media channels. Wherever possible ARTea's will cross promote to encourage bookings and attendance.

It can also be included by ARTea's in any media promotions (unless otherwise requested not).

The costs of the workshops are determined by the hiring artist and all workshops are to be booked and paid for through the artist.

Please note, to assist ARTea's in keeping the costs as affordable as possible we request a gold coin donation from all participants upon signing in to be donated back to the ARTea's to assist in the operation costs of the facility.

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## Rooms for hire

ARTea's Gallery & Garden is a new community based initiative based at 28 Josephson Street, Swansea. It has been renovated and customised to host a permanent gallery space, a resource loan facility, workshop rooms for hire, along with a small gift shop and refreshments. In addition, there is a community garden.

There are four (4) rooms available for hire at ARTea's Gallery & Garden for workshops.

Tables and chairs are provided if needed for the rooms. Depending upon layout the rooms can seat ten -12 with tables and chairs (more if it is presentation style chair only).

More than one room can be hired at a time depending on your needs.

Rooms are available to be hired on an hourly rate, a half day or full day rate. If you require longer, please apply for customised quote.

Rooms can be hired during the day, in the evening and also weekends. Please note initially ARTea's Gallery & Garden will be open to the public on Fridays, Saturdays and Sundays.

In addition to the rooms, there is access to tea and coffee facilities.

The building is fully accessible with a ramp entrance should your clients require.

Discounts apply for members of ARTea's Gallery & Garden, however external bookings are also available. Attached is a fee schedule for reference.

Site inspections are welcome to view the rooms.

**How did you hear about ARTea's Gallery & Garden?** Please circle

Exhibited at Art by the Lake    Attended Art by the Lake    SCC Website    SCC Facebook  
Media -online, radio, tv, paper, pelican itch, other    Word of Mouth -friend, family, Cottage staff  
St Peter's Anglican Church    Another art group \_\_\_\_\_  
Other \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

*By signing this application form I agree to the terms and conditions set by ARTea's Gallery & Garden and Swansea Community Cottage Inc.*