

Workshop Program Information

APPLICATION DEADLINE: NOVEMBER 30, 2018, 5 PM FOR 2019 PROGRAM

Britannia Art Gallery offers 5 mini workshops to the public each year. We program our workshops usually one year in advance. Workshops are booked for 4 hours duration which include 1/2 hour set up and 1/2 hour clean up. Workshops take place on a Saturday or Sunday usually in the afternoon, 1- 4 p.m. Participants must register for a workshop and pay a nominal fee of \$10 per workshop.

GALLERY RESPONSIBILITY:

- The gallery provides an honorarium of \$175 provided following completion of the facilitator's responsibilities.
- The gallery provides the contract, the space, chairs, tables access to sink/water and light refreshments for participants.
- The gallery does the promotion and handles workshop registration. Where attendance is less than 25% the week before the designated date, the gallery has the right to cancel the workshop, nullifying the contract agreement.
- The curator assists with set up and clean up.

WORKSHOP FACILITATORS RESPONSIBILITY

- Providing all core materials and equipment. Participants can be required to bring minor supplies/equipment such as notebook, pens and scissors.
- Have their own liability insurance, WCB/Workmen's Compensation Benefits. The gallery is not responsible for lost,

stolen or damaged equipment/supplies belonging to the facilitator.

- Provide workshop description and information as outlined in the contract.
- Provide a digital image or two for promotional purposes.
- Facilitate the workshop as proposed, set up and clean up the space.
- Return a signed copy of the contract to the gallery **NOTE:** All our contracts are legally binding. Should the workshop be cancelled by the facilitator less than 1 month in advance of the designated date, the gallery will fine the facilitator \$100 to cover administration and promotional expenses Breaking the contract also nullifies your future workshop proposals. Only in the case of family emergencies will this condition be waived. So be sure that you can commit if your proposal is accepted keeping in mind that it is planned for a year in advance.

Any questions? Contact the curator Haruko Okano at:
brtnngallery@gmail.com or leave a message at the
Britannia Information Services Centre
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