# **Guidance for Studio Applicants at Westbury Arts Centre**

This guidance and application form is for creatives seeking to rent a studio space at Westbury Arts Centre (WAC), Foxcovert Road, Shenley Wood, Milton Keynes, MK5 6AA.

This guidance document consists of the following:

* 1. Required Documents
	2. Important Dates
	3. Studio Application Form

WAC has 19 studio spaces which aim to provide a flexible, affordable and supportive space for the continued practice of artists. The Centre aims to develop the arts in the local and wider community of Milton Keynes.

Studio spaces are available in various sizes and prices. Regular studio usage is encouraged, as is a willingness to take part in Westbury events.

Minimum studio occupation period is 3 months and runs to 31st December. WAC will charge pro rata for the first month; rental is then payable on the 1st day of each month in advance.

Please note, applications are assessed on the following:

* Quality of work and the accompanying application
* Engagement in chosen practice
* Use of studio space and how suitable the space is for the work proposed
* Willingness and ability to contribute to the community of the studios
	1. **Required Documents**

To apply for a studio space please fill in and return the Studio Application form with the following documents:

* current CV
* 4 images of your recent work
* any supporting information that you would like us to take into consideration

Application for a studio space is subject to our written confirmation and satisfactory completion of our letting terms.

* 1. **Important Information and Dates**

Completed applications should be returned to admin@westburyartscentre.co.uk

* 1. **Studio Application Form**

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Home Address: |  |
| Email Address: |  |
| Phone number: |  |
| Website: |  |
| Professional Social Media Accounts: |  |

|  |
| --- |
| 1. Describe your art in a few sentences making clear what materials you use *(maximum 250 words):*
 |
| Click or tap here to enter text. |
| 1. Explain why you would like to have a studio at Westbury Arts Centre (max 250 words):
 |
| Click or tap here to enter text. |
| 1. Do you have any specific access requirements? Please explain (max 250 words).
 |
| Click or tap here to enter text. |
| 1. Any additional information you would like us to take into consideration (max 250 words).
 |
| Click or tap here to enter text. |
| **SUPPORTING WAC POLICIES** |
| 1. All studio holders are expected to support by upholding all WAC policies.
2. All studio holders are expected to attend one of the 1 hour safeguarding training sessions (provided free of charge) every two years.
 |
| Please tick this box to confirm that you are happy to accept these conditions [ ]  |
| **PROMOTING WAC** |
| 1. Please tell us of any particular skills that you would be willing to contribute as to support the aims of Westbury
 |
| Click or tap here to enter text. |
| 1. Any other supporting information (maximum 250 words)
 |
| Click or tap here to enter text. |
|  |

Signature Date

**Equal Opportunities**

The section below is about you. The questions have been designed to align with the way the UK Government collects Census data. By answering these questions, you will help us to see how well we are serving everyone in our community.

1. Which of the following options best describes how you think of your gender identity? Please highlight

 Male Female In another way Prefer not to say

1. Which of the following age groups do you belong to? *Please highlight*

18 – 24 25 – 29 30 – 34 35 – 39 40 – 44 45 – 49 50 – 54

55 – 59 60 – 64 65 – 69 70 – 74 75 – 79 80 or older Prefer not to say

1. What is your ethnic group?*Please highlight*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WHITE** | **MIXED** | **ASIAN OR ASIAN BRITISH** | **BLACK OR BLACK BRITISH** | **OTHER** |
| English / Welsh / Scottish / Northern Irish / BritishIrish Gypsy or Irish Traveller Other White background | White and Black Caribbean White and Black African White and Asian Other Mixed / multiple ethnic background  | Asian BritishIndian PakistaniBangladeshiChineseOther Asian background | Black British AfricanCaribbeanOther Black / African / Caribbean background | ArabOtherPrefer not to say  |

1. Would you describe yourself as being disabled? Please highlight

Yes No

Checklist:

Application Form [ ]

C.V [ ]

X4 images of your work [ ]