Tutor Form – Proposal for Art Workshops/Courses

[[1]](#endnote-1)

**ARTIST INFORMATION**

NAME:

ADDRESS:

TEL:

EMAIL:

WEBSITE:

SOCIAL MEDIA:

Do you have an up-to-date DBS check – Y/N
If the answer is No, would you be prepared to obtain one?

Do you have public liability Insurance1 Y/N

Please attach the following documents to your application:

* CV and example of work (in a PDF Format)

**PROPOSED COURSE**

TITLE: Click or tap here to enter text.

COURSE DESCRIPTION (up to 250 words):

PARTICIPANTS (Adults, Children –what age):

MAXIMUM NUMBER OF PARTICIPANTS:

PROPOSED DATE(S):

PROPOSED TIMES:

WORKSHOP DURATION (hours & minutes):

FREQUENCY (i.e. monthly, one off)

WORKSHOP ARTIST FEE: We offer to pay £30 for every teaching hour only.

COST OF MATERIALS (per person):
Please keep this to a minimum, if possible.
ANY OTHER COSTS, if so, please let us know what it is?

All Invoices will be paid via BACS, after receipt of an invoice.

**ARTISTS’ AGREEMENT**

* If tutor agreed to provide materials for participants, they need to keep to the agreed price. Prior approval is needed, if the tutor needs to spend more money than what has been agreed.
* Tutor must arrive at least 20 minutes prior to course start.
* All workshops must be set up at least 15 minutes before the class starts and the space must be left tidy after the class has ended.
* Please tell participants that they should sign in/ sign out their name by the front door.
* Please tell course participants of the location of the toilet, fire exits and meeting point.

**Payment arrangements**

* Workshop leaders should send their invoice after the workshop has been completed by email to - treasurer@westburyartscentre.org.uk
* Payment will be made by online banking within 14 days.
* Please ensure that the invoice includes - full bank account name, sort code, account number.

**\*Disclaimer**

**We are concerned about the safety and wellbeing of all our users, but children and vulnerable adults, in particular. Children under 16 years of age must attend with parents/ guardians who should take care to supervise and help their children unless agreed otherwise.**

**Cancellation of classes by the tutor requires I weeks’ notice.**

**We make every provision for all our classes to run but in case of a class cancellation we will endeavour to reschedule it. If this is not possible, we will give the tutor as much notice as possible and will reimburse them for their costs with proof of receipts.**

**RISK ASSESSMENT AND HEALTH AND SAFTY**

Please ensure you are familiar with our site induction which covers health and safety.

Please complete this risk assessment for your workshop.

Include any Health and Safety issues that are relevant.

Workshop Title: Click or tap here to enter text.

I have read and understood - signed: Click or tap here to enter text.

1. 1 You may wish to purchase the Public Liability cover from the AN at: [https://www.a-n.co.uk/](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.a-n.co.uk%2F&data=05%7C02%7C%7Cb1a23ea6fc334faad4aa08dc1cffbd92%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638417131940764990%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=HkCJVAF8p996a5eA9AkQbqFPIOECS5IsZfnddTg2klw%3D&reserved=0), or the SAA: [https://www.saa.co.uk/](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.saa.co.uk%2F&data=05%7C02%7C%7Cb1a23ea6fc334faad4aa08dc1cffbd92%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638417131940770502%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=BtbtXs7BHOkS1YcO0KWG5gJUpqSjZplS1nk7D%2BnMnFs%3D&reserved=0) for a moderate annual fee, but you may wish to choose other provider. [↑](#endnote-ref-1)