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Business Hours 11am - 4pm Tuesday to Thursday

ARTIST IN RESIDENCE AGREEMENT

We look forward to hosting you at Denmark Arts for your upcoming residency.

Please complete the below information, reviewing the terms, sign and then return this document to Justine Gamblin admin@denmarkarts.com.au.

First Name	Surname	
Usual Residential Address	Postcode	
Mobile	Email	

Residency Dates	
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Residency Community Partner contact details (if relevant)

Expected Day / Time of Arrival _____

Emergency Contact name & number # _____

Terms and Conditions

Arrivals and Departures

- For arrivals outside of normal business hours (Tues - Thursday 11am to 4pm) please make arrangements with staff prior to your arrival who will be able to provide you with access to a key.
- All residency artists must complete a building safety induction with a member of staff shortly after arrival.
- When departing from the residency accommodation, please ensure you are checked out by 10am on the date of departure and please return the key to the front desk.
- For departures outside of normal business hours please leave your key in the residency accommodation.
- **Residencies can be for a minimum of 2 weeks**, and up to the maximum of 6 weeks allowable in each residency period.

Cleaning

- The accommodation is not serviced during your residency but will be at the end, however;
- Cleaning equipment is provided for use and residents are expected to maintain a good standard of cleanliness during the period of stay:
 - Rubbish must be removed from the residency accommodation regularly and placed into the outside bins so that pests and insects are not attracted unnecessarily.
 - Mould should not be allowed to build up in wet areas
 - Any issues should be reported to staff

Linen and Bedding

- Artists are provided with a self contained Queen sized accommodation with an adjacent studio for the duration of the residency.
- Cleaning and servicing is not provided throughout the residency.
- Linen, towels and bedding is provided.
- To wash linen and bedding during your stay please request access to the washing machine.
- Please note that the washing machine is in a separate workshop room and may not be accessible at all times.
- Please hang washing to dry on the fold out clothes line provided.
- Please do not hang washing on the hills hoist adjacent to the entrance, during the week, or on weekends where events are happening and please check with staff prior to using.

Artist Conduct

- The Artshouse operates with a very streamlined staffing structure and Artists are therefore expected to be autonomous and self-sufficient. Staff can provide some assistance to resident artists in finding or locating services within the community, however artists are encouraged to access other services such as the Community Resource Centre, Library and Visitor information services when needing assistance.
- Resident Artists must adhere to Denmark Arts Volunteer, Staff and Code of Conduct and be respectful of other users, members and general public visiting the ArtsHouse.

Venue Use

- Artists can use the Member's lounge and kitchen during periods when it is not booked or in use
- Artists must not access other workshop spaces or event spaces without invitation or without purchasing tickets (in the case of public events)

Prohibited Items and Activities

- The use of solvents or toxic chemicals
- Unsupervised burning of incense or candles
- Loud music after 11pm or loud music that interferes with other programs or activities being presented at the ArtsHouse
- Private parties after 11pm
- Additional guests staying in the accommodation without prior permission
- Any modifications to fixtures, fittings or furniture

Maintenance and Safety

- Resident Artists are obligated to report any identified safety issues, venue maintenance issues, hazards and incidents to staff.
- Loss of keys must be reported immediately to staff and will incur a fee to replace.
- Denmark Arts reserves the right to terminate residency agreements at any time. This is not limited to: the event of a bushfire, outbreak of disease or other such emergency situation.

Insurances

Resident Artists who are running public programs and charging fees to participants and audiences must:

- Have their own Public Liability insurance
- Provide a copy of a current Public Liability cover to staff

Artists offering free programs for the public and not seeking donations for entry are covered by Denmark Arts Public Liability insurance.

Affordable public liability insurance for artists and one off events can be obtained from <https://www.duckforcover.com.au/html/> or NAVA (National Association of Visual Artists) also offers a Membership Plus category which includes insurance options: <https://visualarts.net.au/shop/products/?category=Membership>

Responsible Use

Resident Artists proposing to run programs for children and/or vulnerable persons must;

- familiarise themselves and comply with the Denmark Arts Child and Vulnerable Person's Safeguarding Policy - please ask Staff for a copy of this or see the 'about' section of our website.
- provide a copy of a valid Working with Children Checks prior to the activity taking place.

WiFi

- Resident Artists can access Wi-Fi and will be provided the password upon arrival.

Residency Promotion

To promote your residency through the Denmark Arts website and e-news please email through the following information:

- one high resolution image provided as a .jpeg and with a minimum resolution of 180dpi.
- A copy of the above image provided as a .jpeg and cropped to 1:1 square.
- Images must be supplied with a title, description and the name of any photographer that needs to be credited.
- Max 50 words of text to promote your residency or associated public program
- Information on where and how to engage with your residency activities and a link to any previous online work

Publicity and Acknowledgements

- Marketing and promotions for AIR programs will be undertaken by Denmark Arts and any community partner organisations, however artists are encouraged to promote and document their project locally and through their own social media and online platforms.
- Artists in Residence need to acknowledge Denmark Arts in any promotional and marketing material for residency activities.
- Please tag us and we can share your posts. Please also use #denmarkarts in any posts on social media.

Evaluation

- Artists will need to complete a short evaluation of their residency at the conclusion - a template will be provided.

Denmark Arts Provide:

- All dishes and utensils
- 2 x sets of bed linen
- Towels/bath mat/face washers
- Washing detergent, Dishwashing liquid, cloths, teatowels
- Oven, stove top, pots and pans
- Mini fridge
- Cleaning spray, mop, bucket and vacuum if you need it

Artist must provide:

- Toiletries
- Food, oils, containers for food, shopping bags
- Artist necessities - brushes, jars, drop sheets, anything you need to create with
- Electronics and chargers
- Bike to get around, many cycling paths
- Hat, suncream, insect repellents, water bottle

MONEY

- A fee of \$170 per week is charged to cover the use of electricity, water and wi-fi.
- Bookings and ticketing for workshops or masterclasses will be handled by Denmark Arts, with a 10% admin fee taken and all other income will be paid to artists.

WWC / Police clearances for workshops with children or vulnerable people

- Artists running workshops for young people aged under 18 or vulnerable persons will need to provide a copy of their Working with Children's Check.

I (name) _____ agree to the above terms and conditions of residency and understand that failure to comply may result in my residency being terminated early.

Signed _____ Date _____