



Leamington Studio Artist Workshop Leader Agreement

These terms and conditions outline the requirements and responsibilities for individuals leading workshops under the Leamington Studio Artists (LSA) banner.

1. Eligibility

To lead a workshop, you must be a current LSA member at the time the workshop takes place. LSA membership is open to individuals aged 16 and over who support the organisation's aims and charitable objectives, including artists of all levels and those with a general interest in the arts.

2. Workshop Spaces

LSA provides access to the following workshop spaces:

- **Springboard Studio:** Suitable for smaller groups (capacity is approximately six participants, but may vary). This space includes flexible table arrangements, easels, and access to a kitchen and toilet area. Secure storage is available for leaders running multi-session courses.
- **Art Room :** This space may be available at a special request but normally all courses are in the Springboard Studios.

3. Financial Arrangements

The following financial arrangements apply:

- LSA manages all participant bookings and payment processing through the LSA website.
- LSA will retain a commission of 20% from all workshop fees collected through the LSA website.
- Payment will be made to workshop leaders on completion of their workshop usually within 10 days (or their course, where its runs over more than one event)
- As the workshop leader, you are responsible for providing all necessary materials and equipment for workshop participants. You are also expected to provide drinks and refreshments for your participants if you are offering them.

4. Promotion and Visibility:

LSA will promote your workshop on the LSA website and via its social media accounts. As an LSA member, you also have the opportunity to promote your workshop through your profile page on the LSA website.

Workshop leaders are also encouraged to actively promote their workshops through their own networks and channels.



5. Safety and Compliance:

The following safety and compliance requirements apply:

- While the workshop space is within our Springboard Studios space, it is possible that no studio holders will be present. It is your responsibility to open up and secure the premises after your course (if no one else is there) and you are responsible for the safe use of the space and the safety of your participants.
- As part of your workshop proposal, you must complete a thorough risk assessment to ensure a safe environment for all participants. (e.g., identifying hazards, assessing risks and implementing the control measures)
- While not mandatory, it is strongly recommended that you maintain your own public liability insurance to cover any unforeseen circumstances for protection against claims of injury or damage. If the workshop is conducted at a venue not managed by LSA, you are responsible for ensuring that the venue has adequate insurance coverage or obtaining your own insurance.
- As an LSA member and workshop leader, you are expected to comply with all relevant LSA policies, including the "Fostering a Safe and Respectful Environment Policy" and all applicable health and safety guidelines.
- Before commencing each workshop session, you are required to clearly outline any relevant housekeeping rules to participants. This may include, but is not limited to, the location of fire exits, first aid provisions, rules regarding the use of materials, and any other guidelines necessary for a safe and respectful environment.

6. 16 and 17 year olds

You will be aware that LSA does not permit workshops to be booked by anyone under 16, and that 16 and 17 year olds must be accompanied by a parent or guardian. You will be notified of any bookings by young people, and who the responsible adult is. It is your responsibility on the day to ensure the adult is present and remains with the young person throughout.

7. Ethical Conduct:

Workshop leaders are expected to maintain the highest ethical standards in all dealings with LSA, workshop participants, and the public. This includes:

- Acting with integrity and honesty.
- Treating all individuals with respect and fairness.
- Avoiding any actions that could be construed as illegal, discriminatory, or unethical.
- Ensuring that the workshop content and delivery are free from bias and promote a positive and inclusive learning environment.
- Declaring any potential conflicts of interest

8. Cancellation by LSA



- In the unlikely event that LSA must cancel a workshop (e.g., due to unforeseen venue issues or staffing shortages), or due to circumstances beyond its reasonable control, including, but not limited to: acts of God, fire, flood, accidents, civil unrest, acts of terrorism, utility failures (e.g., a burst water main), or other events that make it impossible or unsafe to conduct the workshop as planned, participants will be offered a full refund or the option to transfer their booking to another workshop at a later date, subject to discussion with you. LSA will provide participants with as much advance notice as reasonably possible.
- LSA will communicate any cancellation to the workshop leader as soon as reasonably possible.
- LSA is not liable for loss of income or other costs incurred by the workshop leader

9. Cancellation by the workshop leader

If for any reason you need to cancel the workshop, please inform LSA with as much notice as possible. LSA will process refunds for any participants. We expect this to occur only in exceptional circumstances.

10. Leamington Studio Artists - Workshop Cancellation Policy (for Participants):

LSA has established the following cancellation policy for workshop participants:

- **No Refunds:** Once a workshop booking is confirmed and payment has been processed, LSA is unable to offer refunds for participant cancellations.
- **Booking Transfers:** If a participant is unable to attend a workshop, they may nominate an alternative attendee to take their place at no additional cost. Participants must notify LSA by email at least 24 hours prior to the workshop, providing the name and contact details of the substitute attendee.
- **Non-Attendance:** If a participant fails to attend a workshop without arranging for a substitute attendee, the booking will be forfeited, and no refund or transfer will be offered.

I confirm I understand and will follow these terms and conditions.

Signed

Print Name.....

Date.....