

# ALTRINCHAM OPEN STUDIOS CIO

20 Stamford New Road Altrincham WA14 1EJ  
07873263271

## Application Number

**Name**

**Address**

**Postcode**

**Mobile Number**

**Email address**

STUDIO MEMBERSHIP: £5/month or £60/year  
FACILITIES MEMBERSHIP:£13/month or £144/year  
PAYING YOUR MEMBERSHIP

You may pay in several ways for example  
£60/£144 yearly, by cash,cashcard or BACS  
£5/£13 monthly via standing order

Account details

Bank Account: Open Studios Altrincham CIC  
Sort Code: 089299  
Account Number: 65633137

- I would like to receive a copy of the monthly Newsletter
- I have read and accept the terms and conditions
- Please include me on your database for any opportunities that may come along

Please tick

**Signed**..... **Date** .....

**Application Approved by**.....

CHARITY NUMBER: 1175769

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## TERMS & CONDITIONS

### MANAGEMENT GROUP

Jo Cushing	Director (Chair)
Matt George	Director
Vicky Flood	Director (Secretary)

### MEMBERSHIP GIVES YOU

Discount rates to all classes

Submission of work to exhibitions. Once yearly to Open Studios Altrincham CIC

Attend members meetings at OSA

Access to the OSA Workshops/Coworking 2hrs/week any time during core hours 11-5pm during weekdays or when a key holder is on the premises.

Discount to commissions paid at exhibitions 20%

Access to facilities

### YOUR AGREEMENT WITH OPEN STUDIOS ALTRINCHAM

The membership agreement above gives you membership of the organisation for 12 months. Membership renewed every 12 months.

### FEES REVIEW

Members fees are reviewed at the AGM every year. A review does not always mean that membership is increased. You will be given one month's notice of any increase.

### INSURANCE SECURITY AND FIRE SAFETY

#### INSURANCE

We have insurance as follows:

Any teaching is to be covered by the artist practitioner holding the workshop. All Artist teachers to give Open Studios Altrincham a copy of their current insurance documentation. Our insurance does not cover your personal belongings, tools, equipment or your work in your studio, even in the event of fire or flood. Nor does it cover loss of or damage to personal belongings. We advise you to take out your own insurance to cover your personal belongings, tools and so on. If you undertake hazardous activities you are required to take out appropriate insurance cover to protect Open Studios Altrincham against any loss or damage that might be caused by such activities.

#### HEALTH AND SAFETY

NB You are working in a studio. We operate a positive health and safety plan which means that if you are using facilities and YOU ARE UNSURE OF HOW TO USE EQUIPMENT ETC YOU SHOULD ASK BEFORE USING IT. There is an accompanying documentation to follow including procedures and policy accompanying this induction pack.

#### FIRE

Members must read and make themselves aware of the accompanying Fire Drill Procedures to follow.

#### EXHIBITION AND CURATING OPPORTUNITIES

Open Studios Altrincham Management Group aims to hold one exhibition each year. Exhibition sales are subject to 20% commission. Each artist, by entering a work, retains intellectual property rights in the work but they agree to their work being reproduced in OSA promotional materials, the press, and other media. Open Studios Altrincham exhibition are run on a voluntary basis. All members are asked to help a play an equal part in manning the gallery during opening hours.

#### GENERAL COMMUNICATIONS

Open Studios Altrincham Management Group is committed to maintaining good communications. All non-verbal communication will be carried out via email, Facebook or via the Open Studios Altrincham website. Open Studios Altrincham Management Group will issue a quarterly newsletter to keep Member's informed of studio news, forthcoming exhibition opportunities, social events etc. This will be communicated by email via the Open Studios Altrincham website.

#### MARKETING

Email contacts and members lists are to be for the sole and private use of Open Studios Altrincham CIC and Hidden Altrincham Festival CIO. Lists will not be shared with third parties. Responsibility for lists to be Jo Cushing. Any complaints to be raised with her.

#### DATA PROTECTION

Class, Workshop and After school lists to be maintained and to be kept locked away privately when not in use. Responsibility for any oversight to be Jo Cushing

#### FEES

Your membership agreement shows how much you pay and when the amount will be reviewed. Membership fees are due on the first day of each month in advance. Finances and Accounts are discussed at the AGM each year.

#### ARREARS

If the Members fee is not received when due, it will become in arrears. **All requests will be treated sympathetically.** However, if no contact is made, the following actions will be taken:

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- After 1 month in arrears, an email will be sent to the Member informing them that the fees has not been paid.
- If there is still no contact, after 3 months in arrears the Member agreement will be cancelled and a final email will be sent to the Members home address to inform them that the agreement has been terminated.

## **PAYMENT DIFFICULTIES**

If you do not pay your Membership Fees when due, you will be reminded. If you are having difficulty paying fees please contact Jo Cushing.

## **GIVING NOTICE**

We try to be as flexible as possible in responding to artists' needs and changing circumstances. Your contract is generally 12 months unless your circumstances change.

## **COMPLAINTS**

If you have a complaint against another studio holder, or the studios in general, please report it to Jo Cushing or Matt George. Your complaint will be investigated by the Directors and action taken accordingly.

If your complaint is against one of the Directors, then please raise it with one of the other Directors. We assure you your complaint will be taken seriously and acted on accordingly. Any resident of Open Studios Altrincham can make suggestions for de-selection. The Directors will assess the suggestion and a decision will be made to issue notice to the individual for de-selection. At this point the individual has one month to respond and provide reason for the case to be dropped. The Directors will assess the case again one month after the first meeting and if they are still in favour of de-selection, notice will be served and the individual will be required to leave

## **TERMINATION OF MEMBERSHIP**

Membership is not transferable to anyone else.

Membership is terminated if: the member dies or ceases to exist; otherwise in accordance with the Articles; or due to misconduct judged and agreed by the directors or a member ceases to be a Director.

## **VALUING DIVERSITY**

Open Studios Altrincham accept that everyone has a right to their distinct identity and that everyone should be treated with dignity and respect. Open Studios Altrincham reserves the right to terminate contracts immediately in the event of any sexual or racial discrimination, or any type of abuse.

## **USE OF FACILITIES**

No tuition or technical assistance is provided to members who wish to use the facilities. You are expected to be experienced creative practitioners. An induction to the facilities will be provided on acceptance of application by appointment to cover Health and Safety, Fire and security. Members must comply with health and safety regulations, clean their work area after use, and ensure all equipment used is left in a clean condition. A full list of facilities and equipment is available at the studios.

Members must provide their own small equipment such as rollers, pallet knives, plastic bowls, etc.

## **MATERIALS**

Studios Holders & Users must provide their own materials, e.g. paper, inks, soft and hard grounds, etc. for the print room and wood, plaster, clay etc. for the sculpture. Open Studios Altrincham will maintain a store of these materials for sale to Members.

## **STORAGE**

Management are not responsible for any valuables left on the property. Two plan chest drawers are available to members. Members should name and date all work left in the drawer. Any work left more than 1 month will be removed.

**PLEASE CLEAN UP AFTER YOURSELF and if possible PLEASE TAKE ALL RUBBISH HOME WITH YOU**