



ArtSouthWA

Southern Art + Craft

*Trail 2019*

# ARTIST'S OPEN STUDIOS AND HOMES

## *Outline*

THE CITY OF ALBANY HAS AGREED TO THE ADDITION OF ARTIST'S OPEN STUDIOS AND HOMES TO THE TRAIL.

To meet our agreement with them interested artists will need to comply with the following:

1. The Studio being formally part of the 2019 Southern Art & Craft Trail;
2. Adequate provision for parking being made available within your lot boundary;
3. Safe means of access to and from the site;
4. No disruption to the amenity of the surrounding area; and
5. Arrangements being made with neighbours to ensure they are aware of the temporary use and that every effort will be made to ensure minimal disruption to the neighbourhood.
6. Management and resolution of any reasonable complaints.
7. Appropriate Public Liability cover for the premises.

To assist Artists successfully registering their Studio or Home, ArtSouthWA has provided guidelines, proforma letters and support.

All applications will come to and be processed by ArtSouthWA.

No applications for permits or contact with City of Albany will be required.

*TO APPLY FOR REGISTRATION YOU WILL NEED TO COMPLETE THE FOLLOWING:-*

### **1. APPLICATION FORM**

This contains your contact details, venue details, opening hours, facilities etc.

### **2. TERM AND CONDITIONS**

These are the conditions you agree to abide by and requires your signature.

### **3. SUBMISSION CHECKLIST AND FURTHER DOCUMENTS**

This confirms the documents you have supplied and will include the above plus:

- Evidence of Studio/Home parking area - a Google map or drawn layout will suffice
- Evidence of Public Liability Insurance – Supply details of your own insurance or indicate that you will be requiring cover under the ArtSouthWA Inc. policy
- Signed Neighbour(s) agreement letters – a proforma is supplied.



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## 1. APPLICATION *form*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

STUDIO ADDRESS: \_\_\_\_\_

\_\_\_\_\_

My Studio is  A separate building (S)  
 In my house (H)

OPENING DAYS:

**Please mark with a "C" the days you will be CLOSED.**

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sept 21st <input type="checkbox"/>	Sept 22nd <input type="checkbox"/>	Sept 23rd <input type="checkbox"/>	Sept 24th <input type="checkbox"/>	Sept 25th <input type="checkbox"/>	Sept 26th <input type="checkbox"/>	Sept 27st <input type="checkbox"/>
Sept 28th <input type="checkbox"/>	Sept 29th <input type="checkbox"/>	Sept 30th <input type="checkbox"/>	Oct 1st <input type="checkbox"/>	Oct 2nd <input type="checkbox"/>	Oct 3rd <input type="checkbox"/>	Oct 4th <input type="checkbox"/>
Oct 5th <input type="checkbox"/>	Oct 6th <input type="checkbox"/>	Oct 7th <input type="checkbox"/>	Oct 8th <input type="checkbox"/>	Oct 9th <input type="checkbox"/>	Oct 10th <input type="checkbox"/>	Oct 11th <input type="checkbox"/>
Oct 12th <input type="checkbox"/>	Oct 13th <input type="checkbox"/>					

OPENING TIMES: \_\_\_\_\_

FACILITIES - Essential

Off road parking

FACILITIES - Non-Essential

Toilets

Disbaled access

Food and drinks



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## 2. TERMS AND *conditions*

I have completed all application processes to register my Studio as a formal part of the 2019 Southern Art + Craft Trail.

I agree to provide adequate provision for parking within my lot boundary.

I have provided a safe means of access to and from my site including safe and clear walk areas from parking areas to the studio and within the Studio and Home area.

I agree to cause no disruption to the amenity of the surrounding area.

I have made arrangements with neighbours to ensure they are aware of the temporary use and that every effort will be made to ensure minimal disruption to the neighbourhood.

I will do my best to prevent, manage and resolve any reasonable complaints. I understand that ArtSouthWA Inc. will assist me if a complaint becomes formal. I will act on any complaints immediately and keep ArtSouthWA Inc. fully informed throughout.

I have made arrangements and provided evidence of appropriate Public Liability cover for the premises.

I agree to maintain my property, studio area and all surrounds in a tidy, safe and professional manner throughout the course of the Trail.

I agree to represent the 2019 Southern Art + Craft Trail, ArtSouthWA Inc., and my arts practice in a professional manner at all times.

I agree to provide statistics, visitor comments and feedback, and any further information required relating to complaints to ArtSouthWA Inc. at the conclusion of the Trail.

I have read and agree to abide by the Artist's Open Studios and Homes terms and Conditions set out by ArtSouthWA Inc.

ARTIST NAME : \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_



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# ARTIST'S OPEN STUDIOS AND HOMES

## 3. ARTIST'S OPEN STUDIOS AND HOMES *submission checklist*

PLEASE ATTACH ALL DOCUMENTS

- Application Form
- Signed Term and Conditions
- Evidence of Studio/Home parking area
- Evidence of Public Liability Insurance
- Signed Neighbour(s) agreement letters\*

### DEFINITIONS

#### 1. \*Neighbour:

A residence that abuts a fence line; across the road; a person who might be affected by others parking on their verge; approximately 60mtr radius from the home/studio.

We suggest contacting all the properties likely to be directly affected. About the 9-10 properties located around the property (3 deep on the side and 4-6 across the road and to the rear if applicable from the property).

Larger properties/farms are different and we can provide specific advice in those cases.

#### 2. Coverage area of City of Albany:

Property located within the City of Albany. You can search for your property on the following City of Albany MAP (<http://www.albany.wa.gov.au/business/building-planning/whats-my-property-zoning/>) and enter your address in the Search. Alternatively contact us on [admin@artsouthwa.com.au](mailto:admin@artsouthwa.com.au)



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## LETTER OF *agreement*

*Dear Neighbour*

*You are probably aware of the Southern Art and Craft Trail, an event for Artists to show their works for 3 weeks in the Albany and surrounding areas. We have had a wonderful opportunity granted us by the City of Albany – to open our Art Studios to visitors.*

*I will be taking advantage of this opportunity and opening my Studio/Home to visitors as part of the 2019 Southern Art and Craft Trail from \_\_\_\_\_ to \_\_\_\_\_ within the hours of \_\_\_\_\_ each day.*

*As part of my agreement with the City of Albany and ArtSouthWA Inc. I will do my utmost to minimise disruption by:*

- Requesting that visitors park on my property*
- Requesting that visitors behave in an appropriate manner*
- Doing all I can to properly manage and supervise the event*

*Could you please sign this letter below to show that I have provided you with this information?*

*I welcome you and your friends and family to visit my studio during the 2019 Trail.*

*You can contact me on \_\_\_\_\_*

*Thank you,*

*I \_\_\_\_\_ (Neighbour's name)*

*of \_\_\_\_\_*

*have been informed by \_\_\_\_\_ (Artist's name)*

*of their participation in the 2019 Southern Art and Craft Trail.*

*Signature \_\_\_\_\_ Date \_\_\_\_\_*