



ArtSouthWA

ARTIST'S HOME & OPEN STUDIOS

(City of Albany based artists only)

OUTLINE:

THE CITY OF ALBANY SUPPORTS OPEN HOMES AND STUDIOS PARTICIPATING IN THE EASTER ART FESTIVAL

To meet our agreement with the City of Albany, artists need to comply with the following:

1. The studio is formally listed as part of the Easter Art Festival
2. Adequate provision for parking is made available within your boundary
3. You have safe means of access to and from the venue
4. There is no disruption to the amenity of the surrounding area
5. Neighbours have been consulted to ensure they are aware of the temporary listing and every effort will be made to minimise disruption to the neighbourhood
6. Manage and resolve any reasonable complaints
7. You are insured for Public Liability up to \$20m

To assist artists successfully registering their City of Albany based home or studio, ArtSouthWA has provided the following guidelines and pro-forma letters and support.

All applications will come to and be processed by ArtSouthWA.

No applications for permits or contact with the 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 etc.
2. **TERMS & CONDITIONS:** These are the conditions you agree to abide by and requires your signature
3. **SUBMISSION CHECKLIST & FURTHER DOCUMENTS:** This confirms the documents you have supplied will include the above plus the following:
 - 3.1 Evidence of studio/home parking – a google map or drawn layout will suffice. This should show how visitors will park on your property and how many cars can be accommodated.
 - 3.2 Evidence of Public Liability Insurance
 - 3.3 Signed neighbour/agreement letters -proforma supplied below



APPLICATION FORM

NAME _____

STUDIO OR HOME ADDRESS _____

PHONE NUMBER (BEST CONTACT) _____

EMAIL _____

MY STUDIO IS A SEPARATE BUILDING

or IN MY HOUSE (Please tick which applies)

TERMS & CONDITIONS

1. I have completed all application processes to register my studio as a formal part of the Easter Art Festival
2. I agree to provide adequate provision for parking within my lot boundary
3. I have provided a safe means of access to and from my site including clear walk areas from parking to the venue and within the studio/home area
4. I agree to cause no disruption to the amenity of the surrounding area
5. I have made arrangements with neighbours to ensure they are fully aware of my temporary exhibit and I am making every effort to create minimal disruption to the neighbourhood
6. I will do my best to prevent, manage and resolve any reasonable complaints. I understand ArtSouthWA will assist me if a complaint becomes formal. I will act on complaints immediately and keep ArtSouthWA fully informed.
7. I have obtained and provided evidence of my public liability insurance for the venue.
8. I agree to maintain my venue and surroundings in a tidy, safe, and professional manner,
9. I agree to represent the Easter Art Festival, ArtSouthWA and my venue in a professional manner at all times
10. I agree to provide statistics, visitor comments and feedback , plus any further information required relating to complaints at the conclusion of the Easter Art Festival.

I have read and agree to abide by the Artists' Home and Open Studio terms and conditions set out by ArtSouthWA

ARTIST NAME _____

SIGNATURE _____

DATE _____



ARTIST HOME & OPEN STUDIO SUBMISSION CHECKLIST

PLEASE ATTACH ALL DOCUMENTS

- Application form
- Signed Terms and Conditions
- Evidence of studio/home parking area
- Evidence of public liability insurance
- Signed neighbour/s' agreements

DEFINITIONS

1. ***Neighbour:** a residence that abuts a fence line, across the road, any person who might be affected by visitors to your venue parking on their verge (within a 60 m radius from your venue)

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

Larger or remote properties are different and we can provide specific advice in those areas.

2. **Coverage area of the City of Albany:** You can search for your property on the following City of Albany map located [here](#) and enter your address in the search. Alternatively, contact admin at trail@artsouthwa.com.au



LETTER OF AGREEMENT PROFORMA

Dear Neighbour,

You are probably aware of the Easter Art Festival, an event for artists to showcase their works for 16 days from Friday 03 April to Sunday 19 April. The City of Albany has enabled us to open our Art Studios to visitors.

I will be taking advantage of this opportunity and opening my home/studio to visitors as part of the Easter Arts Festival this year from _____ to _____ within the hours of _____

As part of my agreement with the ArtSouthWA and the City of Albany, I will do my best to minimise disruption by

- 1 Requesting that visitors park on my property and not on the roadside or verges
- 2 Requesting that visitors behave in an appropriate manner
- 3 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, your friends and any family to visit my studio during the Easter Art Festival.

You can contact me on _____

Thank you

I _____ (neighbour's name)
of _____

HAVE BEEN INFORMED BY _____ (YOUR NAME) OF THEIR
PARTICIPATION IN THE Southern Art & Craft Trail

SIGNATURE _____ DATE _____