

The Chester Art Beat July 1,2,3 2022

*Artist/Craft Maker/Designer Application Form

** Hereinafter referred to as 'artist(s)'*

All applications forms, bios and photos, current DBS forms, risk assessments and codes of conduct should be scanned and emailed to forms@chesterartbeat.co.uk or posted to Chester Art Beat Forms, 12 Cestria Building, George St, Chester CH1 3ER, by March 18th 2022.

Personal Information

Name:
Address:
<small>Your allocated venue will have your address and contact details, as will our internal administration. Addresses won't appear on the trail map, posters, social media, adverts, media editorials. If you want your home and/or business address to appear on the Chester Art Beat Website, please include it on your Bio Page.</small>
Preferred business phone number(s):
Email:
Website:
Social Media Addresses:
Type of Art, Craft &/or Design:
Price range for your work:
Do you have smaller items for sale such as cards, small knick-knacks?
Please complete the Website Contact/Biography Form on page 4 of this document. You may decide to arrange your images here too but please send them to us separately as well as on the Bio.
Please email 3-5 jpeg or png images (not BMPs or pdfs) of your work with your application. (1-5MB are best) Please put your name at the start of the images' file names e.g. 'Julie Mitchell Ducks in Flight'. NOTE: Also, please provide a profile photo or photo of you working (eye contact with camera or artwork).
Do you have any disabilities we need to be aware of?

Personal Information Agreement:

I agree to allow you to use the information/images above for the Chester Art Beat website, social media, trail map and advertising/marketing/PR for The Chester Art Beat, to inform venues about me, and to communicate with me. I agree to be photographed and filmed during the event and for these images/film to be used for The Chester Art Beat website, advertising, marketing and PR.

Hand-written signature (preferred) or E-signature sent from the email address you listed on your personal information:

_____ Date: _____

Public Liability and Other Insurance

All artists must have public liability insurance cover. Venues may ask to see documents. Neither the Chester Art Beat nor any of its participating venues can provide any kind of insurance cover for artists – either public liability or cover for artworks/equipment/resources.

Do you have your own public liability insurance for working on the Chester Art Beat July 1,2,3 2022?

If Yes, please quote your policy number and company here:

If No, you could join the SAA/A-N to acquire this: See page 8's section about 'public liability insurance and insurance for artworks' for further details. **If you are successful, you must have cover by April 8th**. Please give reference codes/details proving you are a member of the SAA/A-N and have purchased this annual cover:

Alternatively, arrange cover in another way and quote your policy number and insurance company above.

Basic or Enhanced DBS Police Check

Are you basic or enhanced DBS checked (within three years up to and including July 6th 2022)?

If Yes, please attach clear photographs or scans of all parts of your current form with this application. If you are signed up to the annual online renewable service, please send us your one-time share code (which lasts 21 days) and the last 6 numbers of your certificate number.

If No, please let us know this and please arrange for your basic DBS disclosure as soon as you are accepted onto The Chester Art Beat and email us clear photographs or scans of all parts of your form upon receipt. **We want all copies of DBS forms/online forms sent to us by April 8th 2022.** You can apply for a basic DBS check at: <https://www.gov.uk/request-copy-criminal-record>. It's a very simple procedure and takes about 20-30 minutes: cost to you: £23.00. It may take up to 14 days for your certificate to arrive. You can then renew your document every year for about £13.00 if you sign up for the renewable service as soon as you get your DBS certificate: <https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Your Insurance and DBS Statement:

As a condition of entry, and once accepted, I commit to providing details of my public liability insurance to cover me for working on the Chester Art Beat 2022. I understand that the Chester Art Beat and any of its participating venues are not responsible for: my artworks and exhibition/studio equipment; my use of venue spaces and their equipment/resources; or my public liability insurance. I will complete the risk assessment on page 6 of this document and include this as part of my application. I will also ensure I am basic or enhanced DBS checked and send copies of my form/give access to my online form to the Chester Art Beat and will produce the original document if required before the start of the event.

Hand-written signature (preferred) or E-signature sent from the email address you listed on your personal information:

_____ Date: _____

Public opportunities to 'have a little go'

We will be approaching some of you to offer the public some time-limited opportunities to have a go at a simple skill to encourage folks to become more creative in their lives. Chester Art Beat will provide a small amount towards extra material costs. What could you offer for people to 'have a little go'? Please note there will be a disclaimer notice for public participation in 'have a go' activities on our website and at venues – stating that they do so at their own risk. Obviously common sense means not inviting people to use dangerous things like craft knives, chainsaws, toxic substances or the like!

'Artists' Gathering' Event – we'd love you to be there!

Chester Cathedral Refectory: Friday 1st July 7:30-9:30pm artists and one guest each are invited to an 'Artists' Gathering' with a glass of wine and nibbles – an opportunity to meet each other, relax and catch up after your first day on the Chester Art Beat. Cost is £10 per person. We'd love you to come so please let us know now with your application if you can make it and whether one or two of you will be attending so we can assess numbers. **Please add £10 or £20 to your entry fee.**

I wish to attend the Artists' Gathering Yes/No **I will be coming with one guest/alone**

Original Works & Agreement to Abiding by the Terms and Conditions of Entry

Declaration:

As an artist, I apply to participate in the Chester Art Beat July 1st, 2nd, 3rd 2022 and I confirm that all the art/craft/design works and products I bring will be my own original creation. I have also read, and I agree to the terms and conditions on page 7 and 8 of taking part in the Chester Art Beat 2022. I include a non-refundable entry fee of £125 (or more if I am purchasing tickets to the Artists' gathering) made payable to the Chester Art Beat (no VAT required). If I am unsuccessful in being chosen to be part of the 2022 Chester Art Beat, this money will be refunded to me.

Hand-written signature (preferred) or E-signature sent from the email address you listed on your personal information:

_____ Date: _____

The Chester Art Beat 2022 Timeline/Deadlines:

By March 18th: All entry fees, ticket purchases for the gathering of Artists event, applications forms, bios and photos, current DBS forms, risk assessments and codes of conduct should be scanned and emailed to forms@chesterartbeat.co.uk or posted to Chester Art Beat Forms, 12 Cestria Building, George St, Chester CH1 3ER.

By March 25th: Artists hear if they have been successful in becoming part of the 2022 Chester Art Beat. Successful artists who stayed with us during the pandemic and did not withdraw their entry fee are accepted already – they just need to resend the 2022 application form with current DBS, insurance, risk assessment and signed code of conduct. Artists who sadly have not been successful this time will have their payments reimbursed.

By April 8th: All DBS/insurances must be in place with the Chester Art Beat by successful artists. Deadline for any changes to artists' personal information for website/printed materials/marketing/PR. We aim to have artists assigned their venues on this date.

By April 22nd: Artists must have contacted their venues, ideally done a site visit, and have arrangements in place for working, exhibiting and selling.

June 30th: Artists set-up day at venues.

July 1st: Chester Art Beat first day, Artists Gathering event in cathedral in the evening.

July 2nd: Chester Art Beat second day.

July 3rd: Chester Art Beat third day.

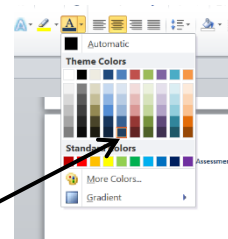
July 6th: deadline for artists' current DBS to run out (three years old up to here).

Artist Website Bio: *one A4 Portrait-format page only*

Please keep the font type, sizes and colour the same as are set here.
See example on page 5 overleaf.

Please email this page to us as a Word document, not as a pdf.
Please name it: (Your Name), Artist Bio, 2022

Font is Calibri (Body), colour soft navy



Your Name: font size 24 centred

Your images will be chosen, arranged and positioned here by us. If you want to do this yourself, that would be **GREAT!** – If possible, it's best to use a programme like Microsoft Publisher or Adobe InDesign to do the arranging (not Microsoft Word), then drop the grouped images as a jpeg or png into the Word Document here.

Type of artist or type of work here: font size 20 centred

Trail Location: Chester Art Beat will fill this in
Website: font size 11 not on bold
Email: font size 11 not on bold
Phone: font size 11 not on bold
Address: optional – fill in here if you want this to be visible

Biography: font size 18 centred

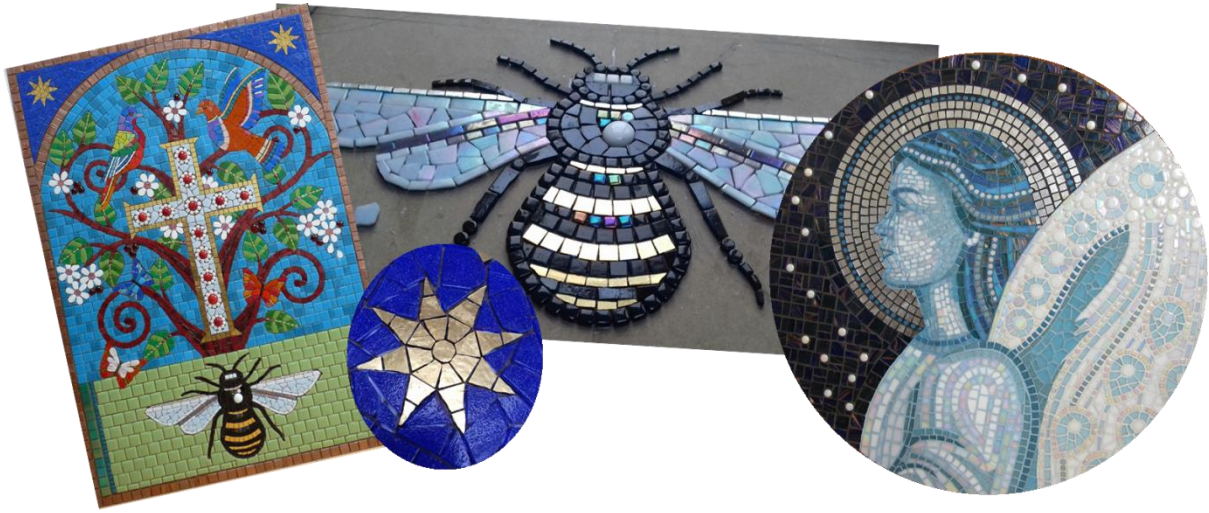
Font size 12 not on bold. Please place your bio here – maximum 200 words. Remember people can get more information about you from your website, so don't try and say everything here.

When you've finished, please remove the instructions at the top so the whole thing fills just one page.

Space new info/paragraphs like this please – line space after last paragraph, no indentation. Thanks.

EXAMPLE

Aleta Doran



Mosaicist

Trail Location: Venue 7, Marks and Spencer, Foregate Street, Chester

Website: www.aletadoranmosaics.co.uk

Email: aletadoranmosaics@hotmail.com

Mobile: 07460 991663

Biography

I am a Chester-based mosaicist. Originally trained as an illustrator, I fell in love with mosaics during holidays in Italy. Following a trip to Venice twenty-one years ago, I borrowed a book from the library, bought some tiles and tile nippers and taught myself to make mosaics. These days I use the best quality materials I can source to realise my designs: 24k gold smalti from Orsoni of Venice, vitreous glass from Bisazza of Milan, millefiori from Venice and, more recently, beautiful recycled glass tiles from Turkey and Mexico. My work is inspired by the mosaics I have seen on my travels and by my fascination with the glass itself. My mosaics are characterised by rich colour, flowing lines and attention to detail.

I have made mosaics for public and private spaces, including: St Thomas of Canterbury Church, Chester; St Laurence Parish Church, Frodsham; Ellesmere Port Hospital and The Countess of Chester Hospital.

A qualified Art Teacher, I taught in local high schools for ten years and now run regular mosaic workshops for both adults and children at various local venues.

I am currently researching 19th century Venetian mosaics made by Salviati, including those in Chester Cathedral.

The Chester Art Beat July 1,2,3 2022

Risk Assessment: Studio Work and Exhibition at Venues Accessible to the Public

Name: _____

My ***machinery/equipment** are all suitable for the work I undertake and are in full working order/suitable condition. In agreement with venue hosts, I will ventilate rooms where necessary. I will keep dangerous items inaccessible to the public. Any electrical equipment will be PAT tested and correctly labelled as such and the PAT test will be less than one year old by 6th July 2022. Alternatively, if my electrical equipment is less than one year old from purchase by 6th July 2022 and still under guarantee, it does not need to be PAT tested and I confirm I will have checked it visually for signs of damage before using it, and I can supply purchase receipts to confirm the purchase date.

Any lighting equipment must be LED only – nothing that produces any kind of heat.

PAT: <https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

** E.g. gloves, face masks, ear defenders, scissors, retractable (ONLY) craft knives, sewing needles, cutting mats, brushes, electrical equipment, floor tarpaulins, masking tape, duct tape, plastic table covers, cordoning safety tape, safety notices, staple guns, staples, sanding equipment, nails, hammer, glue guns, glue, exhibiting paraphernalia, easels, carving tools.*

Which machinery/equipment are you bringing with you that could pose a hazard, to whom and how, and what will you do to control risk?

My ***resources/materials** are all suitable for the work I undertake and are in full working order/suitable condition. I will keep dangerous items inaccessible to the public and ventilate rooms where necessary and if within my control.

**E.g. paint, inks, thinners, oil-based products, odour-producing pens, paper, card, textiles, collage materials, wire, wood, clay, metal.*

Which of the above items (or others) are you bringing with you that could pose a hazard, to whom and how, and what will you do to control risk?

Risk Assessment

Venues will be shown the contents of my risk assessment. I will liaise with the venue to discuss what artworks/machinery/equipment/materials I am bringing and will abide by their decision if they are unwilling for any items to be used in their venue (e.g. very smelly substances would not be welcome). I will supply PAT information about any electrical equipment to venues should they require it.

As my highest priority at all times I will endeavour to uphold the safety of myself, those around me, and the venue in which I am placed in during The Chester Art Beat 2022 (e.g. when unloading, setting up, clearing away, storing items, undertaking studio work, engaging with visitors and venue staff, exhibiting, and using the venue building). I also attach my own risk assessment if I already have one.

Hand-written signature (*preferred*) or E-signature sent from the email address you listed on your personal information:

_____ Date: _____

TERMS AND CONDITIONS OF ARTISTS TAKING PART IN THE CHESTER ART BEAT 2022

Application deadline and where to send your application

All applications forms, bios and photos, DBS forms, risk assessments and codes of conduct should be emailed to forms@chesterartbeat.co.uk or posted to Chester Art Beat Forms, 12 Cestria Building, George St, Chester CH1 3ER, by March 18th 2022.

- If emailing application forms, risk assessments and codes of conduct they should be sent **as pdf documents**.
- Please email bios as word documents, photos as jpegs or pngs, and all parts of your DBS form as clear photos/or scans. If you are signed up to the annual online renewable service, please send us your one-time share code (which lasts 21 days) and the last 6 numbers of your certificate number.
- Please pay entry fees directly into our bank account. See section on 'Entry fee for artists' below. Don't forget to add your ticket price if you are coming to the Artists' Gathering on 1st July 7:30-9:30 at the Cathedral Chapter House – see page 2.

Advertising

The Chester Art Beat is planning a bigger marketing and PR campaign than we had for our small 2018 pilot. Everyone who is involved with the Chester Art Beat, including all venues, is being asked to 'spread the news' to all their contacts, especially on social media. With this in mind, we particularly ask artists to commit to do the same.

Acceptance to take part

You will hear from the Directors Canon Jane Brooke and Julie Mitchell by 25th March 2022 as to your acceptance to the Chester Art Beat, subject to submission of your DBS.

Artists following the trail themselves

Everyone will be able to follow the trail except our artists! However, through social media we hope to keep you updated with photos, comments and short video clips of things as they progress. If artists wish to have a very quick look at venues close to them over a short lunch break, that's fine.

Basic or enhanced DBS required

All artists must have a basic or enhanced DBS police check form under three years old by 6th July 2022 to take part.

Cancellation of the event

In the unlikely event of the 2022 Chester Art Beat being cancelled, our liability to you as an artist will be limited to a refund of your entry fee and any ticket you have bought for the Artists' Gathering event.

Charity

Charity boxes will be positioned near or at your studio spaces. This year we will be raising money for Claire House Children Hospice to support art-making with terminally ill children. We ask artists and volunteers to keep an eye on them and, if you can, encourage donations. Chester Art Beat will provide people to collect them at the end of each day.

Chester Art Beat 2022 dates and times including setting up/clearing away time

Artists must commit to attend all days and times and be ready to start studio work/sales at each day's opening time.

Thursday 30th June: dropping off/setting up/preparing at a time suited to you and your venue (unless you have agreed another time/date)

Friday 1st July: 10:00am-5:00pm

Friday 1st July: optional Artists' Gathering event - drinks and nibbles at Chester Cathedral Chapter House 7:30-9:30pm.

Saturday 3rd July: 10:00am-5:00pm

Sunday 4th July: 11:00-4:00pm NB. a small number of venues will limit their opening times from 12:30-1:30-4:00pm on Sunday 3rd July. *If you are placed within these venues, you will be refunded by £10.*

Artists must not begin to remove studio space work/exhibitions until after 4pm on Sunday 3rd July.

Community Volunteers

We aim to have fabulous community volunteers who will be on hand to engage with the public, drawing attention to the trail, venues and artists. It is not their responsibility to handle sales, set up/clear up your studio spaces or exhibitions or fetch and carry for you. If you need someone to do this, please provide your own assistant who you will be responsible for.

Contacts

Project Manager and Director Julie Mitchell: 07955 641015 Project Initiator and Director Canon Jane Brooke: 07412 431283
office@chestertartbeat.co.uk

Entry fee for artists

£125.00 non-refundable entry fee for artists who are accepted onto the Chester Art Beat 2022. If you are unsuccessful, we will refund your fee and any ticket money you paid for the Artists' Gathering. *NB. Artists are giving their time to the Chester Art Beat free of charge. Please pay directly into our bank account: Account name: Chester Art Beat CIC Sort Code: 089299 Account Number: 65873120 PLEASE WRITE A REFERENCE ON THE PAYMENT SO WE KNOW WHO HAS PAID US: Ref: YOUR NAME, ARTIST*

Exhibiting and making: a short-stay art residency

As an artist, we require you to not only exhibit, but also create work on site for the duration of the trail (be it physical or digital sketch book preparations, or skills practise, or the making of preliminary or final works). You may wish to demonstrate skills/ideas to onlookers or to those who engage you in conversation. Some of you may be giving the public a time-limited opportunity to 'have a little go'. This is not compulsory, and we will be approaching a few of you individually about this, depending on which venue you are in. Your can-do approach is always helpful to us in this matter!

Failure to show

There will be an administrative charge of £50/day for non-attendance for any reason once you have been accepted and have been included on any or all of: the trail map/website/marketing/PR.

Drinks near studio space

When at your venue please use seal-up bottles or safety hot drinks mugs to reduce the risk of spillages or scalds.

'GCSE' and 'A' level students

Please expect GCSE and A level Art and Design/Textile/Photography students from the Chester high schools to follow the trail as part of an independent study day on Friday 1st July 2022. They may chat with you about your work, take photos of you in action, and do sketch book work. By doing this, they can enhance their artistic knowledge and experience and fulfil some of their study criteria. A level students can use this experience to add to their personal statement for university/apprenticeship/job applications. No doubt you will find this aspect of the Chester Art Beat very rewarding, and their questions may well stimulate ideas for your own future practice. Artists are not legally responsible for students, but we ask you to interact with them positively, setting the highest standard of conduct and art practice.

Information Accuracy

Changes to your personal information cannot be accepted after April 8th 2022. The Chester Art Beat cannot accept liability for inaccurate information provided by you on the website or printed materials or other PR/marketing.

Public liability insurance and insurance for artworks

It is your responsibility to provide insurance cover for all your own equipment/resources and art/craft/design works/products for the duration of The Chester Art Beat as well as your own public liability insurance. We do not provide insurance of any kind. *Please note the suggestions below are only recommendations. All insurance is arranged at your own risk.*

The SAA provide insurance for art works and public liability insurance for professional members:

See: <https://www.saa.co.uk/info/professional-membership/> In 2018, we understood that members who were painters, printmakers (including those creating digital prints) came under the PAINTING cover – everyone else came under the CRAFT cover. Please check. Gold cover is £85/annum (on 13 Jan 2022). **Cheshire West and Chester Council's website states:** If you subscribe to **Air membership with Artist Newsletter (A-N)** you get £5m Public and Products liability insurance for free. The policy is very broad and covers the making, designing, creating, preparing, installing, exhibiting and display of any works of visual or applied art. It also covers the lecturing, teaching or demonstrating of visual or applied art including workshops, residencies and community projects. Currently the cost to subscribe is £36 a year: <https://www.a-n.co.uk/about/insurance/>

Reporting any accidents/incidents

In the event of any accidents or incidents occurring, as soon as possible artists must report them to the venue hosts and to one of the directors, Julie Mitchell or Canon Jane Brooke, who will record them in our accident/incident book.

Risk Assessment

Artists must fill in the simple risk assessment form on page 6 of this document as part of their application. If venues require them to fill in one of their own risk assessments, artists must do so.

Sales

Artists are responsible for handling their own sales. We have been advised by an experienced art trail organiser that customers much prefer to pay by card. Practitioners can buy card readers from *Sum Up* for about £30.00 which takes a tiny % commission on sales for use. You will need a smartphone to do this and internet access. Most venue will have free Wi-Fi, but some may not – however Chester City Centre is covered well by 4G. If you do not have card paying facilities, please contact the company to make arrangements: <https://sumup.co.uk/>. *Please note this is a suggestion only not a recommendation.*

Sales commission

No commission will be taken for any works you sell, or commissions you take, during the Chester Art Beat by the Chester Art Beat or venues.

Steering group

Councillor Jill Houlbrook, Councillor Steve Collings, Cheshire West and Chester Council; Canon Jane Brooke, Julie Mitchell, Chester Art Beat CIC Directors.

Taking breaks

Artists may need to take short breaks to use the lavatory/grab a drink. When you break for lunch, consider staying near your studio space or asking another artist to cover for you whilst you are gone if this is possible. Please make sure lunch takes no longer than 45 minutes and stagger with other artists if there are others with you so you are not all gone at once. Our volunteers may be able to sit in your space for a short time, but their main job is *to draw the public into venues*. Only you and/or your own designated assistant may take sales – not volunteers.

Venues

All our venues have been generously given free of charge. **We will assign you a venue by 8th April** and may team you up with other artists at that venue if there is space. Their work will complement not compete in style with yours. For example, we would endeavour not to put two painters together or two painters whose styles are similar. Our decision on this matter will be final. Please contact your venue in April to arrange setting up on June 30th 2022, and clearing up times after the end of the event, and how your studio/exhibition space can be arranged.

We request that all arrangements are in place by April 22nd 2022.

Your own exhibition/studio equipment/resources and artworks

You will need to bring all your own exhibition and studio equipment/resources and you will be responsible for them at all times. It **may well be** that venues will provide tables and chairs, but you will be responsible for their protection against damage or loss. Many venues will not permit nails or tacks to be used in their walls, but blue tac may be permitted. It is up to artists to make arrangements with their venue (when assigned) as to the practicalities of setting up and the maintenance of their exhibition/workspace, with the safety of themselves and public at the fore at all times.

Chester Art Beat 2022 Code of Conduct

Safeguarding Children, Young People and Vulnerable Adults

The Chester Art Beat is a free public event open to all ages and kinds of visitors in public venues. Directors, our administrator, publicity manager, artists and volunteers DO NOT have legal charge or legal supervision over those under 18 years of age or vulnerable adults or any of our visitors. Visiting members of the public accompanying their children may wish to watch and chat to artists about their work. GCSE and A level visual arts students sent by their schools may also wish to do the same. Known (or more likely unknown) vulnerable adults may visit this open, public event. Any visitor who wants to, and there is time and space for, may be able to have a go at some art activities provided by some artists at the visitor's own risk. There will be a disclaimer notice for public participation in 'have a go' activities on the Chester Art Beat website and at venues – stating that they do so at their own risk.

To comply with the Chester Art Beat's Safeguarding Policy, we ask directors, our administrator, publicity manager, artists and volunteers to read and sign the following **Code of Conduct**.

NB Where the word 'children' or 'child' is written, read as 'children, young people and vulnerable adults'.

- Do treat all people with dignity and respect.
- Do act inclusively, seeking to make everyone feel welcome and valued.
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact.
- Do treat people with equal care and concern.
- Do make sure that any electronic communication is done with parental or the legal supervisor's consent and is transparent and accountable. Chester Art Beat CIC cannot accept any responsibility for contact artists make with under 18s, vulnerable adults or anyone else.
- Do use physical contact wisely; it should be:
 - In public
 - Appropriate to the situation and to the age, gender and culture of the child
 - In response to the needs of the child, not the adult
 - Respectful of the child's privacy, feelings and dignity
- Do respect children's privacy.
- Do encourage respect for difference, diversity, beliefs and cultures.
- Do respect the right of children to make their own decisions and choices.
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child (e.g. gifts).
- Don't exclude other children or Chester Art Beat representatives from conversations and activities.
- Don't use any behaviour that has a sexual connotation.
- Don't feel you have to deal with every problem on your own.
- Don't use physical restraint except as a last resort to prevent injury. This should use minimum force.
- In as much as it is in your control, don't spend time alone with children out of sight of other people.
- Don't keep communication with children secret, while still respecting appropriate confidences.
- Don't take photos or videos of children without written consent of their legal guardians/parents, and only use them in the ways agreed by those guardians/parents.
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.
- Don't assume that children should tell you anything you ask just because you are a worker.
- Don't work in ways that put your needs and interests before those of the children you work with.
- Don't discriminate or leave discrimination or bullying unchallenged.
- Don't abuse the power and responsibility of your role. Do not belittle, scapegoat, put down or ridicule a child (even 'in fun') and do not use inappropriate language (such as anything with sexual connotations, innuendo, flirting).

I agree to abide by the above code of conduct:

Name: _____

Hand-written signature (preferred) or E-signature sent from the email address you listed on your personal information:

_____ Date: _____