

The Chester Art Beat July 1,2,3 2022 Venue Booking Form

DEADLINE: Applications form 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 2022.

Venue Contact and Other Information

Chester Art Beat CIC complies with GDP Regs. – see our website for details <http://chesterartbeat.co.uk/privacy-policy/>

NB 'Artist, craft maker, designer'- hereinafter referred to as 'artist(s)'

Venue name:
Address:
Contact name and position:
Contact name's email:
Alternative contact name and position
Alternative contact's email:
Business phone number(s):
Business email:
Website:
Social Media Addresses:
Will you commit to publicising the event through your website/social media platforms/other at least one month before and during the event? Yes/No – please circle the correct answer
The Chester Art Beat can only use your venue if you have public liability insurance. Do you have public liability insurance for public use of your venue? Yes/No – please circle the correct answer
Does your venue have a risk assessment for public use of your venue? Yes/No* – please circle the correct answer
(*Sadly, if you do not have public liability insurance and a risk assessment for your venue, the Chester Art Beat cannot send you an artist, so please do not continue with this application.)
Please can you make us aware of any particular risk our artists and volunteers may need to be aware of other than common-sense risks like watching where you are going so you don't trip over things; or not sticking your fingers into electrical sockets? If you wish to attach your risk assessment and simply highlight parts of it for us that is fine.
Do you have free Wi-Fi and can our artist(s) use this? Not a problem if not. Yes/No – please circle the correct answer
Do you have one or more tables/chairs for our artists to borrow? If yes, what do you have available?
Do you have toilet facilities and tea/coffee making facilities for our artists and venue-assigned volunteers? Yes/No – please circle the correct answer
Is there a fridge our artists and venue assigned volunteers can use to store their lunches/drinks? Yes/No – please circle the correct answer
Is your venue accessible to wheelchair users? Yes/No – please circle the correct answer
Is there anything else we need to know about your venue?
Charity boxes will be positioned in venues with artists. This year we will be raising money for Claire House Children Hospice to support art making with terminally ill children. Do you agree to have these at your venue? Yes/No – please circle the correct answer

TERMS & CONDITIONS FOR VENUES TAKING PART IN THE CHESTER ART BEAT 2022

Advertising

The Chester Art Beat is planning a much bigger marketing and PR campaign than we had for our 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.

Artists' assistants

Artists may bring with them an assistant, for whom they are responsible, to help them with setting up/handling sales/covering for them on breaks. Venue staff **may** be able to help (though not with sales) but do so at their own risk or under the cover of their own insurance. Let common sense and kindness prevail here! This is a win-win situation for all participants.

Artist's own exhibition/studio equipment/resources and artworks

Artists will bring all their own exhibition and studio equipment/resources and will be responsible for them at all times. It **may well be** that venues will provide tables and chairs, but artists 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, maintenance and removal (and timings thereof) of their exhibition/workspace, with the safety of themselves and public at the fore at all times.

Cancellation of the event

In the unlikely event of the Chester Art Beat 2022 being cancelled, our liability to you as a venue will be limited to an apology and shared disappointment and frustration.

Charity

We aim to position charity boxes near or at 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 they 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 will 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 artist and venue (unless you have agreed another time/date)

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

Saturday 2nd July: 10:00am-5:00pm

Sunday 3rd July: 11:00-4:00pm (2 Church venues will be available from 12:30-1:30-4pm on this day to allow for morning worship)

Artists must not begin to remove studio space work/exhibitions until after 4pm on Sunday 5th July.

Chester Art Beat Contacts

Project Manager and Director Julie Mitchell: 07955 641015 Project Initiator and Director Canon Jane Brooke: [07412 431283](tel:07412431283)
office@chestertartbeat.co.uk www.chestertartbeat.co.uk

Code of Conduct for artists, volunteers and Chester Art Beat workers

Artists, volunteers and the Chester Art Beat directors, administrator, publicity manager will also have signed our Code of Conduct (see example on page 5).

Connecting with your artist, deadline for arrangements

Artists will contact you in between April 8th and April 22nd to arrange setting up/clearing up times and how their spaces can be arranged. **We request that all arrangements are in place by April 22nd.**

Community Volunteers

We aim to have fabulous community volunteers who will be on hand to engage with the public, drawing attention to the trail and venues and artists. It is not their responsibility to handle sales for artists, set up/clear up studio spaces or exhibitions or fetch and carry for artists.

DBS police checks for artists, volunteers, the Chester Art Beat workers

All artists, volunteers and the Chester Art Beat directors, administrator, publicity manager will be basic or enhanced DBS checked.

Drinks near studio space

Artists will endeavour to use seal-up bottles or safety hot drinks mugs to reduce the risk of spillages or scalds.

Failure to show by an artist

There will be an administrative charge to artists payable to Chester Art Beat CIC of £50/day for non-attendance for any reason once they have been accepted and have been included on any or all of: the trail map/website/marketing/PR. Sadly, we cannot offer anything to venues other than sympathy and shared frustration if an artist fails to turn up. If we are able to place another artist in there at the last minute, we will do so, and although the website and trail map artist details will be wrong, the venue will still be correct. **HOWEVER**, we think this is *extremely unlikely* other than through unexpected illness, death of a loved one or an act of God. We are engaging with high-quality artists whose reputations will be on the line and want to pull positive publicity towards themselves.

'GCSE' and 'A' Level students

Please expect GCSE and A Level Visual Arts students from the Chester high schools to follow the trail as part of an independent study day on Friday 1st July 2022. Artists, volunteers, Chester Art Beat workers and venues are not legally responsible for students.

Insurance

All artists will have public liability insurance, and many will also have insurance for their own artworks and studio/exhibition paraphernalia. It is not the responsibility of Chester Art Beat or venues to provide any kind of insurance cover for artists.

Reporting any accidents/incidents

In the event of any accidents or incidents occurring, artists and or volunteers as soon as possible 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 for artists

All artists will have completed our risk assessment form (see example on page 4).

Sales

Artists are responsible for handling their own sales, not the venue or our volunteers.

Sales commission

No commission will be taken for any works artists sell, or commissions they take, during the Chester Art Beat, by the Chester Art Beat or by 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 they break for lunch, they may consider staying near their studio space or ask another artist to cover for them whilst they are gone if this is possible. They will endeavour to make sure lunch takes no longer than 45 minutes and will stagger with other artists if there are others, so they are not all gone at once. Our volunteers may be able to sit in artists' spaces, but their main job is *to draw the public into venues*. Venue staff may be able to help watch studio space whilst artists take comfort breaks (but not to take sales). We ask for the usual common sense and courtesy to operate between artist and venue during breaks. Artists are there drawing attention and increasing footfall to venues after all. We know you will look after them.

Venues given free

All our venues are generously given free of charge and there is no entry fee for the public to attend the event.

Venue Cancellation

Chester Art Beat CIC will be spending a significant amount of time, effort and money promoting our event and venues as part of this. Artists are paying an entry fee of £125.00 to take part, plus some will be purchasing a DBS and insurance for the first time as well. Venues will appear on the trail map and website and these things will be in place months before and after. We ask that you do not cancel once you have signed up and honour your commitment to us and the local community and many others who will be visiting you.

Your Artist(s)

The Chester Art Beat will assign you one or more artists, depending on the size of your venue, to produce art works, and exhibit and sell artworks/take commissions. We aim to match you with artists who will complement/suit your venue based on its size, type and location on the trail in respect of others nearby. We make the final decision on who is assigned to you as we have the overview view of the whole trail, the artists involved, and how it will be experienced by visitors.

Venue Declaration:

I apply on behalf of _____ (venue name) to participate on the Chester Art Beat July 1st, 2nd, 3rd 2022 and commit to taking part.

I accept the terms and conditions of participation listed on pages 2-3 of this document and will endeavour to look after our visiting artist(s) and community volunteers with all due diligence, making them feel welcome.

I agree to allow you to use our venue's contact details for the Chester Art Beat website, social media, trail map and advertising/marketing/PR for the Chester Art Beat, and to communicate with us.

I agree for our venue to be photographed and filmed before and during the event and for these images/film to be used for The Chester Art Beat website, advertising, marketing and PR. e.g. the external façade of the building will be photographed to help visitors identify our venue.

Name: _____ Role at the venue: _____

Hand-written signature (*preferred*) or E-signature sent from one of the email addresses you listed on page 1 of this document:

_____ Date: _____

VENUES – For Information only:

The Chester Art Beat July 1,2,3 2022

Artist's 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?

_____ More space given on actual form

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?

_____ More space given on actual form

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: _____

VENUES – For Information only:

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: _____