



## Terms and Conditions 2024

### **Application Deadline and where to send your application.**

Application forms need to be received by April 5<sup>th</sup> 2024.

All photographs/images should be uploaded to the Dropbox account by April 5<sup>th</sup> 2024

***All DBS Certificates, risk assessments and codes of conduct should be emailed as PDF documents to [forms@chesterartbeat.co.uk](mailto:forms@chesterartbeat.co.uk) or posted to Chester Art Beat (Forms), 12 Cestria Building, George Street, Chester CH1 3ER by May 30<sup>th</sup> 2024***

Entry Fees should be paid directly into our bank account **within 7 days of notification of acceptance.**

Account Name: Chester Art Beat CIC

Sort Code 08-92-99

Account Number 65873120

Reference: Your Name, Artist

### **Advertising:**

Chester Art Beat 2024 is planning a marketing and advertising campaign. Everyone who is involved with 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 Creative Managers by April 19<sup>th</sup> as to your acceptance to the Chester Art Beat, subject to submission of your DBS certificate.



## **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 photo's and 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.

## **Disclosure and Barring Service checks**

All Artists must have a current Basic or Enhanced DBS Check in order to take part in Chester Art Beat 2024. A copy of your certificate must be submitted or an electronic link to your record submitted

## **Cancellation of the event**

In the unlikely event of the 2024 Chester Art Beat being cancelled, our liability to you as an artist will be limited to a refund of your artist fee and any ticket you have bought for the Artist Gathering event.

## **Chester Art Beat 2024 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 days opening time.

**Thursday 4<sup>th</sup> July** dropping off/setting up/preparing at a time to suit you and your venue (unless you have agreed another time/date)

**Friday 5<sup>th</sup> July:** 10.00am – 5.00pm

**Friday 5<sup>th</sup> July** 6.30pm – 8.30pm Artist Gathering Event – Drinks and nibbles at St Thomas of Canterbury Church.

**Saturday 6<sup>th</sup> July** 10.00am – 5.00pm

**Sunday 7<sup>th</sup> July** 11.00am 0 4.00pm. NB. A small number of venues will limit their opening times from 12.30-1.30 – 4.00pm on Sunday 7<sup>th</sup> 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 4.00pm on Sunday 7<sup>th</sup> July.**

### **Community Volunteers**

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

### **Contacts:**

Project Manager David Lawson: 07939 264961

Creative Managers Juliet Cook 07445 435936

Hannah Webber 07887 845650

### **Entry Fee for Artists**

£125 non refundable entry fee for artists who are accepted onto the Chester Art Beat 2024. ***Artists will be required to pay their entry fee within 7 days of notification of acceptance.***

### **Payments should be made directly to our bank account**

Account name: Chester Art Beat CIC

Sort Code: 08-92-99

Account Number: 65873120

Reference: 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 Chester Art Beat 2024 (be it physical or digital sketch book preparations, or skills practice, or the making of preliminary or final works) You



may wish to demonstrate skills/ideas to onlookers or to those who engage with 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 are 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 administration fee of £50 a day for non-attendance for any reason once you have been accepted and have been included in any or all of the advertising/map/website/marketing/PR/etc

### **Drinks near studio space**

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

### **'GCSE' / 'A' Level Students**

Please expect GCSE and A Level Art ad Design/textile/Photography students from Chester High Schools to follow the trail as part of an independent study day on Friday 5<sup>th</sup> July 2024. They may chat with you about your work, take photographs 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 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 26<sup>th</sup> 2024 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 Chester Art Beat 2024 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 [www.saa.co.uk/info/professional-membership](http://www.saa.co.uk/info/professional-membership) In 2022 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.

**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. [www.a-n.co.uk/about/insurance](http://www.a-n.co.uk/about/insurance)

## **Reporting any accidents/incidents**

In the event of any accidents or incidents occurring, artists must as soon as practicable report them to the venue host and to either the project manager or one of the creative managers for us to record them in our accident/incident book.

## **Risk Assessment**

Risk assessments will be completed on a case by case basis depending on the venue an artist has been allocated to. If venues require artists 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 organizer that customers much prefer to pay by card. Sum-Up provide easy to use and relatively cheap card readers which take a tiny % commission on sales for use. You would need a smartphone and internet access to do this. Many venues will have free wi-fi, but some may not. Chester city centre is covered well by 4G More details of Sum-Up's services can be found at [www.sumup.co.uk](http://www.sumup.co.uk) Please note this is a suggestion and not a recommendation

## **Sales Commission**

No commission will be take for any works you sell or commissions you take during Chester Art Beat 2024 by Chester Art Beat or any of the venues.

## **Steering Group:**

Canon Jane Brooke, Jill Houlbrook, Martin Ankers, Councillor Steve Collings, Cheshire West and Chester Council, 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 that is possible. Please make sure that lunch lasts no longer than 45 minutes and staffer with other artists if there are others with you so that you are not all gone at once. If there is a volunteer at your venue they may be able to sit in your space for a short time, but their main job is to draw the public into the venues. Only you or your designated assistant may take sales – not volunteers.

## **Venues**

All of our venues have been generously given free of charge. We will assign you a venue when we notify you of acceptance and may team you up with other artists at that venue if there is space. Wherever possible their work will



compliment not compete in style with yours. Our decision on this matter will be final. Please contact your venue in May to arrange setting up on 4<sup>th</sup> July 2024 and clearing up times after the event, and how your studio/exhibition space can be arranged. **We request that arrangements are in place by May 30<sup>th</sup> 2024**

### **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 the 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. You should discuss arrangements with your venue, when assigned, as to the practicalities of setting up and the maintenance of their exhibition/workspace, with the safety of themselves and the public at the fore at all times.

### **Chester Art Beat 2024 Code of Conduct**

#### **Safeguarding children, Young People and Vulnerable Adults**

Please see separate document for the Code of Conduct – a copy of which will need to be signed and submitted with your application