

UMBRELLA STUDIO ASSOCIATION INC.
ABN 93 273 044 606
STUDIO DOWNSTAIRS APPLICATION FORM

NAME:

ADDRESS:.....

.....

TELEPHONE:..... Home..... Other

EMAIL:

Are you working with children? Yes No

If yes please provide Blue Card details:

Name:..... Rego No..... Expiry Date:...../...../.....

WORKSHOP DETAILS

DATES:

TIME:

NUMBER OF PARTICIPANTS:

DESCRIPTION & TITLE OF WORKSHOP:

EQUIPMENT NEEDED:

APPROVED:.....

AMOUNT PAID \$..... R/N:..... DATE...../...../.....

Payment can be made at the gallery, or by mailing a cheque or money order to:

Umbrella Studio
PO Box 2394
Townsville Qld 4810

Gallery Hours: Monday to Friday 9am – 5pm

Sunday 9am to 1pm

Ph/Fax 07 4772 7109

STUDIO DOWNSTAIRS HIRE POLICIES AND PROCEDURES

Studio Downstairs is available for workshops, meetings and classes.

- The space is conveniently located in the city, near public transport with ample street parking, as well as access for deliveries. It is equipped with limited storage for art, sculpture and works on paper as well as amenities such as a toilet and a small kitchenette. Artist's resources include a printing press, an electric kiln two potter's wheels, 14 easels, some artist tools, work bench tops and track lighting.

Rate of Hire

- *Hourly rate:*
 - \$5 per person for individuals using press up to a maximum of \$33 for a half day (members only)
- *Half Day rate*
 - \$33 for 3.5 hours to reserve entire studio daily rate (members only)
- *Studio Hire rate:*
 - \$65 full day for members
 - \$80 for community agencies and non-members
- *Weekly rate*
 - \$250 for members
 - \$275 for non-members
- Additional charges apply for firing kiln
- Tools, blankets etc are available, and must be checked out and returned to staff

Proposals should be submitted to the Director.

Bookings can be made up to one month in advance

Umbrella will take 30% commission on all artwork sold. All sales will be run through the admin office located behind the Access Gallery.

Policies and Procedures

- Proposals and reservations will be confirmed in writing by Umbrella Studio staff
- A non-refundable 10% deposit is due upon confirmation of application
- Access restricted to normal Umbrella business hours or through special arrangement
- Rear security gates must remain locked
- Entrance to Studio Downstairs is through Flinders Street front door
- Everyone using Studio Downstairs must sign in and out at admin office
- Umbrella Studio parking lot off Ogden Street is restricted to staff only
- Umbrella has the right to reserve Studio Downstairs
- All printmakers accessing the press must have professional experience or have completed an Umbrella induction
- Workshop facilitators working with children must present a current Blue Card to staff and provide their registration number and expiry date on the application form
- Kiln to be used with supervision only

House Keeping Procedures

- Leave Studio Downstairs clean and tidy
- Clean up sink
- No ink or turpentine to be left in studio or lockers
- Use sunflower oil or Citra-clean instead of turpentine when possible
- No food or drinks allowed in work areas without permission
- Return blanket and tools to staff
- Nothing to be left on the press and is to be covered with the sheet when finished
- Use drying racks for wet paper
- Any artwork left in Studio Downstairs for more than 7 days will be discarded