



The Fraser Workshop Agreement Between the Northumberland Arts Council (NAC) and Workshop Presenter

The NAC will

- approve the workshop to be presented
- advertise the workshop as an event presented by the NAC. This will be done through posters, Facebook, thefraser.org website, emails to membership and the Maritime Art List
- provide tables, chairs, extension cords and use of kitchen, as agreed upon
- provide a member to be on hand to open and close the building and during the workshop if needed
- discuss with workshop presenter to decide who will handle registration
- Generate an invoice for the workshop(s). For adult workshops - a flat fee of \$10 per person per full day or, for workshops of less than 4 hours \$5 per person per day, with a maximum of \$100 per day. Different rates for youth workshops, to be discussed.

The Workshop Presenter will

- provide a poster for advertising
- include The Fraser fee structure into the advertised cost of workshop
- make payment of The Fraser fee within fourteen days of the workshop
- supervise children and youth during workshop to ensure safety and appropriate behavior
- inform the NAC at the earliest opportunity in case of cancellation

Housekeeping and securing the building at the end of the day

- do not put paint down the drains
- leave the workspace tidy
- tidy garbage/recycling/compost
- return furniture to original spot
- turn off lights
- close windows
- check that all doors are locked upon leaving the building

If the Workshop Committee agrees to do registration, they will

- take registration and payment for workshop in advance and collect contact information of participants
- keep the Workshop Presenter informed of the number of registrants (re minimum or maximum numbers required) and wait list if necessary
- unless specified otherwise, walk in registrants are welcome, and can pay at the workshop, if space is available
- make payment to the Workshop Presenter within fourteen days of the workshop

The NAC does not assume responsibility for loss or damage to the Workshop Presenter's property or work while on the premises

Workshop Presenter Name _____

Title of workshop_____

Date(s) and time of workshop_____

Description of Workshop_____

Minimum _____ and Maximum _____ number of people accepted

Cost of workshop for registrant (including Fraser fee of \$10/ full day OR \$5 for less than 4 hours)_____

Materials for registrant to bring_____

Materials provided by the Workshop Presenter_____

Requirements (provided by the NAC) for the workshop_____

le: tables, chairs, electrical outlets, extension cords and/or other requirements for the workshop

For more information email workshops@thefraser.org

OR phone during operating hours 902 657 3285

Mailing address:

The Fraser
P.O. Box 335
Tatamagouche
NS
B0K 1V0

Date of Agreement _____

NAC representative _____

Workshop Presenter _____

Phone _____

Email _____

Mailing address _____
