

Peterborough Artists' Open Studios Application Pack



Dear Artist

Thank you for requesting a PAOS Application pack. Please find enclosed:

- **Event Information**
- **Contract Terms & Conditions**
- **Application Form**

Please read the information and terms & conditions **before** completing the application, even if you have participated before, as the pack is updated every year.

Event Information

Participation in Peterborough Artists' Open Studios Event

Peterborough Artists' Open Studios provides an opportunity for the public to visit artists' studios and homes, meet and talk with the artists and experience the way we work first-hand. There is no selection process and the event is open to any artist living or working in the "PE" postcode area.

As an artist it is an opportunity to promote your work in your own surroundings, meet with the visiting public to talk about your work, raise your profile and hopefully sell some of your pieces. How you present your studio or house is entirely up to you. Whether you open your studio to show completed work and work in progress, or show working practice and use one or two rooms in your house to show an exhibition of work, it is *your* event. You decide how many weekends you wish to open, and at what times during the day. Many artists also open their gardens to visitors, offer refreshments and organise additional events such as private views and demonstrations during the weekend.

If you are new to opening your space and would like advice, please email info@paos.org.uk.

Should you wish to become a full member (with a dedicated page on the website), but not participate in the Open Studios event, the application form will need to be completed.

Sharing Space with another Artist

It is interesting for visitors to see a variety of work in one venue and many artists choose to show the work of other artists who are unable to open their own studio or house. This is usually arranged between individual artists and **each artist** must complete an application, and pay the **full fee**. For groups of 8 or more artists, please contact the membership coordinator (see contact list) for more details, **prior to application**.

If you are an artist in need of a space, or an artist wanting to host the work of others, you must contact the membership coordinator prior to application. Artists willing to share will be given contact details of artists needing a space. It is then up to the artists to make arrangements to meet.

Banners and other Promotional Material

Every venue should display a banner to make it easier for visitors to find you. To ensure their safe return there will be a £10 refundable deposit requested when you collect your banner. It is advisable that you also make a sign showing your opening dates and hours. If you live off the beaten track or somewhere difficult to find, it may be advisable to provide other simple directional signage during your opening times.

If you wish to promote your own event, a downloadable invitation template is available on the website for you to use. In addition, if you wish to organise a private view or other event you are more than welcome to do so.

Website & Directory

A full member is given a dedicated page on the PAOS website: www.paos.org.uk which you can edit yourself. You will have the opportunity to upload 5 images of your work, input information about yourself as an artist, promote your own forthcoming events and link to your own website. The PAOS website will continue to run for the full calendar year, providing you with a year-round web presence. In addition, members participating in the Open Studios event will be given an entry in the full colour Open Studios Artists' Directory with an image of your work, chosen by you, plus a short statement about you and your work (**absolute maximum of 30 words**). The directory has a large circulation in and around the Peterborough area and advertises the event. One of the biggest tasks is the distribution of directories to good venues a few weeks before the event and we ask **every** participant to help with this. To contribute to the cost of producing the directory, advertising space is sold at very reasonable rates to local companies. If you, or anyone you know, would be interested in advertising in the directory please email the advertising coordinator (see contact list).

Full Membership Fee

An annual fee is payable **per artist** for full membership. Large group exhibitions of 8 or more artists must contact the membership coordinator prior to application for more details regarding group fees. **For current fees please refer to the website.**

You can join PAOS as a friend if you would just like to stay in touch with the Open Studios group and receive our email newsletter. You will be invited to the AGM and other events and will be listed on our online Artists' Directory (for a website page that can be edited you will need to join as a full Member **full member**). A reduced annual fee is payable for a friends membership, and a separate application form is available to download from the website.

Payment must be by cheque made payable to Peterborough Artists' Open Studios Group, and posted with your completed application form.

The fees contribute to the expense of printing the directory, advertising in local media, website administration and hosting fees and other minimal administration costs. Committee members are not paid to organise the event, and all work is done on a voluntary basis.

Completing Your Application Form

The form must be filled out clearly in **block capitals**. Once completed, the application must be posted with your payment and a signed copy of the Terms & Conditions, to the Membership Coordinator.

FOR ALL ARTISTS PARTICIPATING IN OPEN STUDIOS, THE FOLLOWING INFORMATION IS ALSO REQUIRED TO SUPPORT YOUR POSTAL APPLICATION. PLEASE EMAIL THIS INFORMATION TO THE DIRECTORY & WEBSITE COORDINATOR (email address below).

- Details of venue, opening times, artist information and an Artist's Statement of a **maximum of 30 words: Please DO NOT format your statement text.** For example: do not add returns, paragraph breaks, indents etc. All formatting will be done at the design stage.
- An email attachment of one high quality jpeg image of your work for the directory. This should be roughly A5 size (14.8cm x 21cm). The image file must be titled with your **NAME** followed by the **TITLE** of the work.

Please use the exact layout below in your email (put this information into your email. **DO NOT** email a Word document attachment):

Address of Open Studio venue

Postcode

Opening Times i.e.

Weekends 1 and 2

Open 11 am 4pm

Your Name

Artistic Discipline

Telephone Number

Website/Email Address

Artist Statement (maximum 30 words)

Please email this information along with your titled image attachment to the Directory & Website Coordinator at: brochure@paos.org.uk

We have done our best to supply as much information as possible however if you have any other questions please make contact via the appropriate email.

Contact:	Email
General Enquiries about PAOS	info@paos.org.uk
Membership Coordinator	membership@paos.org.uk
Directory & Website Coordinator	brochure@paos.org.uk
Advertising Enquiries	advertising@paos.org.uk

**Peterborough Artists' Open Studios (PAOS)
Terms & Conditions**

1. The PAOS scheme is open to all artists working in any medium, living or working in the PE postcode area.
2. An application for membership comprises four parts: the signed acceptance of these Terms & Conditions, the printed application, the payment and for participating artists, the email providing venue details and Artist's Statement with image attached.
3. Acceptance by PAOS of this membership application entitles the member to a one year membership of the organisation, which is run in accordance with its constitution, a copy of which is available on request. PAOS reserves the right to decline any application deemed unsuitable.
4. All fees must be paid in full with the application. Participating artists sharing a space with another artist must each submit an application and pay the appropriate fee.
5. Each participating member must open their venue to the public on the days they specified and be in attendance during the opening times stated.
6. Applications received after the deadline date will not be entered into the PAOS event. Applications are deemed to be received when all necessary documents and payment have been received.
7. The directory, website and any other advertising material will be based on the information contained in the application form. PAOS reserves the right to exclude, edit or decline any content deemed to be inappropriate or offensive. It is the responsibility of the applicant to ensure that all details in the application are correct at the time of submission, as no further proof reading will be carried out. Whilst every effort will be made to ensure accuracy of information included, PAOS accepts no liability, for any errors or omissions in its advertising or promotional material.
8. The PAOS logo must not be used on any personal promotional material.
9. Artists opening their studios are responsible for their own insurance cover, including public liability. Each artist has the responsibility to ensure the safety of their visitors. **PAOS organisers do not accept any liability for member or visitor safety.** Artists are responsible for insurance of their work at all times. PAOS accepts no liability for damage to or loss of work, equipment or other property in the care of members or the visiting public, or by any other person at the venue.
10. All work displayed must be original and must be the work of the registered member.
11. Artists exhibiting alone should make sure that they have someone to help them at all times. For your own safety it is not advisable to be on your own at home during open studio visiting times.
12. PAOS is not responsible for any losses resulting from cancellation of the event, though they will endeavour to reimburse fees where possible.
13. Any member found not abiding with the above conditions will be excluded from further PAOS events.
14. By signing this page I agree to abide by the above conditions.

Signed:
Date:

Print Name:

PAOS Full Membership Application



PLEASE READ THE EVENT INFORMATION AND TERMS & CONDITIONS BEFORE COMPLETING THIS APPLICATION

1. Your Contact Details

Your Name:		
Your Address:		
Postcode:		
Telephone:	Home:	Mobile:
Email Address:		
Website Address:		

2. Open Studios Event

	Please circle as appropriate
Are you participating in the Open Studios event?	YES / NO

If YES, please continue to Question 3

If NO, please go to Question 6

3. Open Studio Venue / Artists

	Please circle as appropriate
Are you the Host Artist?	YES / NO

If YES please provide the names of artists who are showing with you (if any):
If NO please provide the name of the host artist you are showing your work with:

4. Dates & Times of Opening and Venue Information

Host artist only need complete this section:

Weekend	Please circle as appropriate	If YES, Opening Times	
1	YES / NO	From	To
2	YES / NO	From	To
3	YES / NO	From	To

Venue details for website:	Please circle as appropriate
Will there be demonstrations?	YES / NO
Refreshments available?	YES / NO
Garden open?	YES / NO
Commissions undertaken?	YES / NO
Tuition offered?	YES / NO
Also open by appointment during the year?	YES / NO

5. Data Protection

Please tick the box if you **DO NOT** want your contact details published on the PAOS:

Website	<input type="checkbox"/>
Directory	<input type="checkbox"/>
Other Marketing Material	<input type="checkbox"/>

6. Fees

Category	Fee *
Individual	£
Group of 8 or more	£

* Please refer to the website for current fees (www.paos.org.uk)

Please make cheques payable to **“Peterborough Artists’ Open Studios Group”**
If you require a receipt please enclose a stamped addressed envelope.

Please post your completed form along with your payment and signed Terms & Conditions to: Peterborough Artists Open Studios Group, c/o Prue Pye, 122 Atherstone Avenue, Netherton, Peterborough PE3 9UG

PLEASE ENSURE YOU HAVE COMPLETED ALL THE STAGES OUTLINED BELOW:	TICK
Contract Terms & Conditions read and signed	<input type="checkbox"/>
Cheque payable to Peterborough Artists’ Open Studios Group	<input type="checkbox"/>
Application form completed	<input type="checkbox"/>
Emailed: Open Studios venue information, Artist Statement, titled image attachment	<input type="checkbox"/>