



### **Workshop Application Form**

Instructor Name \_\_\_\_\_

Name of Workshop \_\_\_\_\_

Date of Workshop \_\_\_\_\_

Workshop description:

Age of participants: \_\_\_\_\_

Minimum number of participants: \_\_\_\_\_

Max number of participants: \_\_\_\_\_

Cost per participant: \_\_\_\_\_

### **Workshop Policy**

- Workshops run via the Arts Station must be booked at least 6 weeks in advance of the workshop to allow proper administration.
- Arts Station will promote workshop by poster, social media, website and newsletter, workshop instructors are encouraged to self promote as well. Registration will made arranged by the Arts Station for both in person and online.
- All workshops must be pre-registered in Arts Station working hours or online at Eventbrite.
- Full payment by cash/cheque/credit must be made to secure your registered spot. Refunds will only be issued with 48 hours working days notice. The Arts Station hours are Monday-Friday 9.30-3.30pm.
- All payments must be made to the Administrator or Assistant Administrator. Workshop instructors cannot take payment. If the class does not meet the minimum number of students, all fees collected will be returned to the participants. If the course runs the FDAC will retain 15% of the revenue.
- For children's workshops parents/guardians must complete a emergency contact form when registering. All workshop instructors working with children aged under 18 must have a Criminal Record Check, issued within 3 years.