



Workshop Application Form

Instructor Name _____

Name of Workshop _____

Date of Workshop _____

Workshop description- a blurb that can be used for promotion and explains what the workshop will entail:

Other details:

- Level- beginner/intermediate/advanced
- Materials- included/additional charge/ bring your own
- For full day workshops lunch break/pack a lunch
- Workshop instructor bio

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 social media, website and newsletter, external publications. Workshop instructors are encouraged to self promote as well. Registration will be 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 7 working days notice. The Arts Station hours are Monday-Friday 10-3pm.
- All payments must be made to The Arts Station staff. 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 an emergency contact form when registering. All workshop instructors working with children aged under 18 must have a current Criminal Record Check.