#### *Please make your selection by initialing the box. A signed copy of the contract can be returned to the gallery in person or as a photo by email.*

#### Please note, contracts are automatically charged HSTNote: Facilitator supplies all materials unless otherwise arranged with the gallery. Workshop booking options:

**Option #1: Workshop Rental/Self Managed**

* You rent the workshop space from the gallery @ $25.00 p/hr.\*
* You set your price and manage your communications, bookings/cancellations, arrangements, etc.
* You manage your media distribution and advertising. The gallery provides you with one complimentary social media ad for your workshop that you can share to your network.
* A printed copy will be listed in our gallery events binder with your contact registration information.
* Note: Only Option #2 workshops are listed on the CP Gallery website.   
  

**Initial -**

**Option #2**

* You book the workshop space at no charge and Carleton Place Gallery takes 30% of each ticket sale.
* CP Gallery will manage all professional media design, list your event on our website and will provide distribution to our email and social media network, which gives your event exposure to over 2,000 members and followers.
* CP Gallery will provide a printed poster for the gallery media book and advertise your workshop on our window media monitor, visible to any foot-traffic passing by the gallery.
* CP Gallery will set up and manage your ticket sales through ™Tickets Please. Tickets Please is owned and managed by The Humm Art and Entertainment news publication and boasts a distribution of over 7,000 printed papers. In addition to the above-mentioned exposure, you will benefit from the advertising you receive through their extensive social media distribution network of over 3,000 followers.
* At the time of booking, CP Gallery will add approximately 5% per person to the cost of your workshop to absorb the processing fees through Tickets Please.

**Initial -**

***I have read and understand the Rental Fee Structure (signature)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\* Registered non-profit organizations, or a current CP Gallery artist receive a 20% discount on studio/workshop rental with option one. You are invoiced at the end of your session.**

*\_\_\_\_\_\_\_\_\_ Yes I am a registered non-profit and/or a current CP Gallery artist.   
  
If you are a non-profit please provide your charitable registration number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |
| --- | --- |
| Date of Activity Start time/End time (include your setup and tear down time) |  |
| Your name: |  |
| Email: |  |
| Phone: |  |
| Workshop Title: |  |
| Type of activity for this workshop |  |
| Are you an artist currently exhibiting in the gallery? (If so you are entitled to 20% off the hourly workshop booking fee) |  |
| Are you a registered non-profit? |  |
| Do you collect HST? If so please provide number: |  |
| Are you GST exempt? |  |
| Do you have a Status number? |  |
| Total number of hours you’re renting the space |  |
| Cost for each registrant to participate: |  |
| What is the minimum number needed to move your workshop forward? |  |
|  |  |
| Are there add-ons we need to include in your advertising? Is there a cost to these add-ons? (ie. resin coating, glued, a base for display, hanging hardware, etc.) |  |
| Are the materials for your workshop provided or will participants bring their own materials? (*The gallery carries a selection of Art Factory art supplies that are available to purchase and facilitators are entitled to a 10% discount for any supplies purchased from the gallery)* |  |
| Do you have a cancellation policy? |  |
|  |  |
|  |  |
| For **Option #2** CP Gallery will be creating the designs for social and print media - **Would you like us to send these to you for approval before we use them?** |  |
| **Option 2**. - Will you be providing images, samples, video clips, YouTube links, etc. so we can build your media. If you do not have anything available, we can use stock photos.  Please include a biography of yourself by email that we can use to promote your workshop. |  |
| **Do you have social media accounts you would like us to tag and/or make you a collaborator on posts?** |  |
| Please provide a concise summary of the session for use in the listing description and on social media posts etc. |  |
| What will participants go home with? |  |
| Should registrants bring lunch/dinner? *(there is currently no refrigerator at the gallery)* |  |
| Will you be using odorous chemicals in your workshop?  *\*\* If your workshop uses odorous materials, please ensure you are using the HRV located in the back left corner of the studio to vent the space. We will provide you with instruction.* |  |

**\*Workshop facilitators are responsible for removing their own garbage from the workshop and ensuring the space is left in good condition. There is a broom in the throughway closet if it’s needed and the space has a sink and washroom.**

*Please email your completed form and information as soon as possible to* [*carletonplacegallery@gmail.com*](mailto:carletonplacegallery@gmail.com) *with “Workshop booking” in the subject line. Colleen Gray will be your contact person unless otherwise specified.*

*By mail to Carleton Place Gallery 210 Bridge Street, Carleton Place, ON K7C 3G9  
Phone: 613-253-2080*

*Once we receive this form, we will begin building your media. At the end of your instruction session, you will receive an invoice for your rental with payment due on receipt. Payment can be made by e-transfer to our* [*carletonplacegallery@gmail.com*](mailto:carletonplacegallery@gmail.com) *or you can pay by credit card/debit at the gallery.*