

art works RFQ ART WORKSHOPS FOR QMHW 2020

12-17 OCTOBER | RFQ HERSTON HUB | 298 GILCHRIST AVENUE, HERSTON

Art Workshop Participants | Terms and Conditions

1. General Information

The Richmond Fellowship Queensland (RFQ) 'Art Works' Art Workshops is a ticketed event open to the public subject to bookings and government measures during the COVID-19 pandemic.

Two workshops per day will be on offer from Monday 12 October to Saturday 17 October 2020.

Participants must be 16 years or older as there is no supervision for minors available.

Lead Artists and RFQ staff possess yellow cards (disability services) and blue cards (working with children).

Under the present COVID-19 restrictions, each class can have up to 12 participants.

Bookings are taken in the order they are made. If a class is fully booked, you may put your name on a waiting list.

Please only register for one class to allow for others to participate. If you wish to take part in two classes, register for one and put your name down on the waiting list for others. If there is a space available, you will be contacted after 28 September 2020.

2. Entry Fee

- a. A workshop ticketing fee of \$15.00 applies per person
- b. Fees must be paid upon booking
- c. Eventbrite retains a fee of \$1.91 per ticket and RFQ retains \$13.09 which contributes towards the cost of the workshop.

3. Bookings, Cancellations and Refunds

- a. All bookings must be received before 11.59pm 28 September 2020 through the Eventbrite link: https://rfq_art_works_qmhw2020.eventbrite.com.au
- b. Those on waiting lists will be contacted in the following days from the deadline close, to fill any available spaces
- c. Confirmations and reminders are automatically sent from Eventbrite to the provided email address
NOTE: RFQ is not responsible for reminders and messages that are sent into spam/junk accounts
- d. If COVID-19 restrictions increase and results in the cancellation of your booking, you will be contacted by RFQ and refunded on the credit card the booking was made
If class numbers are to be reduced, cancellations will be made in the reverse order of booking (i.e. of bookings from 1-12, booking 12 will be cancelled first, then 11, then 10 until the permitted number of participants are left. Those who have been cancelled from a seating space due to the pandemic will go to the top of the waiting list
- e. Materials are purchased prior to the workshops
NOTE: If cancellations are made after 28 September 2020 and there is no participant to take your place, the booking fee cannot be refunded. Refunds that are made after this date forfeit the Eventbrite fee

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- f. To contact RFQ regarding a cancellation please email info@rfq.com.au or call 07 3363 2555
- g. Participants who do not attend and give no notice automatically forfeit their booking fee.

4. Artwork and materials

- a. Materials will be provided by RFQ
- b. Materials that are not used at the time of your class still belong to RFQ and will be used in subsequent workshops
- c. Artwork created by workshop participants is to be taken home. In the event artwork is too wet to take home, RFQ will 'hold' the artwork for a time period of up to two weeks. If the artwork is not collected by the end of this period (Monday 2 November) the artwork becomes the property of RFQ and can be used or disposed of at RFQ's discretion. This may include repainting, stripping and reusing the canvas for recovery program materials
- d. Please contact RFQ to arrange a time for collection beforehand to ensure someone will be available to assist at the Herston location. You will not receive a phone call to remind you to collect artwork that has been left behind.

5. Required Attire

- a. Please dress appropriately. Suitable clothes include casual attire that participants are comfortable with getting messy. Art media such as paint, glue and spray adhesive may damage clothing. Bringing and apron to protect clothing may be a good idea.

6. Workshop etiquette

- a. Participants involved in each workshop are asked to respect the Lead Artist and not disrupt other members of the workshop
- b. RFQ reserves the right to ask participants to leave a workshop if they are disrespectful, offensive or disruptive
- c. Participants are to maintain social distancing and COVID-19-safe hygiene practices
- d. There is no smoking permitted in the building.

7. Photography and Videography

- a. A videographer may be present at some workshops. The videographer is hired by RFQ to film the workshop for Queensland Mental Health Week and to use as a resource (for RFQ recovery programs, social media and/or the website)
- b. RFQ may take photographs of the workshops. These photographs may be used on social media and RFQ publications such as the *Annual Report*.
- c. An option to opt out of being filmed and/or photographed is available on the Eventbrite booking. Please note that as the video will primarily be focused on the Lead Artist, participants wishing to not be filmed/photographed may be required to sit at a distance from the Lead Artist.
If you initially chose to not be filmed/photographed and change your mind on the day you will need to

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fill out a permission form to void your initial response.

If you initially chose that filming/photography would be ok but change your mind on the day, please mention it to an RFQ staff member upon your arrival so the videographer/photographer can note to avoid capturing your image

- d. Photography of participant's own artwork is permitted provided it does not cause a distraction to the Lead Artist and/or other participants
- e. Please ensure you have permission to photograph other participants/Lead Artist work and before posting them on social media
- f. Tagging RFQ in social media about the art workshops is welcome and appreciated.

8. On the day | COVID-19 measures

- a. Please arrive early to ensure workshops commence on time and without distraction
- b. To ensure RFQ complies with government measures, all visitors to RFQ locations must 'sign in' by registering their details (name, time of arrival, address, email, contact number) for contact tracing purposes
- c. RFQ does not sell or distribute personal information to other parties
- d. Hand washing and sanitising stations will be available. Please ensure you have clean hands before seating
- e. A ramp to the Herston Art Hub is available for those with mobility access needs
- f. Parking is not available on site. Metered parking is available on Gilchrist Avenue and Herston Road but limited due to the proximity to the hospital. There is an adjacent parking station. Please arrange a lift or use public transport if possible. The RFQ Herston Hub is located near the RBWH bus station
- g. Please bring your own bottled water
- h. We ask that once the workshop is over participants exit promptly to enable thorough cleaning and sanitising of the venue before the following workshop begins.

9. Other information

- a. RFQ is not the supplier of any goods or the agent of any Lead Artists and takes no responsibility for the actions of any artist
- b. RFQ will not be providing food and food is not to be brought into the workshops. Please remember to bring your own water bottle
- c. RFQ will exercise due care in relation to all artwork left behind to dry but under no circumstances is RFQ, or it's representatives, liable for any loss, damage, theft or destruction of any work whilst at the offices of RFQ
- d. RFQ reserves the right to use images for promotional purposes. RFQ is not obligated to pay Lead Artists or participants for the use of these images.