

MAC Birmingham Individual Artist Pass Terms & Conditions

Applications

- All potential Artist Pass applicants will apply by completing the application form available on **MAC** website or obtained from **MAC** Sales and Information desk. The form is completed and returned to Administration, **MAC** Birmingham, Cannon Hill Park, Birmingham, B12 9QH

Who the Scheme is for

- The Artist Pass is designed for creative practitioners to develop their practice in order to be considered the applicant must
 - have completed a **MAC** Learning & Participation Course in the appropriate discipline (to advanced level if applicable)
 - and/or been involved in a **MAC** project
 - and/or have a relationship with **MAC** through a programme area and can provide a referee.
 - The applicant must demonstrate a relevant level of experience and be confident to work in **MAC Birmingham** studios without direct supervision, tuition or guidance.
- The Individual Artist Pass application is for individual pass users only and is not transferable. Please refer to the Collectives Artist Pass application if you are a group of artists that work together.
- If professional /demonstrable experience is not made upon application, applicants will be signposted to the relevant **MAC Birmingham** Learning & Participation course programmes and invited to re-apply when appropriate with a recommendation from their Artist Tutor.
- The Artist Pass facility is intended to provide studio space for creative practitioners to work independently. The Learning & Participation courses are designed to provide introductory or intermediate level tuition based learning. We ask that Artist Pass holders do not also book on any **MAC** courses in the same discipline as their Artist Pass.

Approval Process

- **MAC** will endeavour to action all artist pass applications within 7 working days of receipt. We will review the details on the application and seek approval from your referring tutor, Producer or other **MAC** employee as applicable. Approval timescales will therefore depend on responses from your referee.
- Your application may be approved but there may be waiting lists for some artist pass areas.

Spaces

- The following studios are available for use via the Artist Pass Scheme:
 - Visual Arts – Drawing & Painting Studio, Pottery Studio, Sculpture Studio, Textiles Studio
 - Music – Music Studios 1-5
 - Performance – Randle Studio, English Studio, Performance Studio
- An Artist Pass is specific to one type of space only (i.e. pottery, sculpture, textiles, drawing and Painting, music studios, performance studios). If you wish to apply for multiple spaces you must complete a separate application for each space and, if successful, purchase a pass *and* complete an induction for each studio space.
- **Visual Arts studios** (pottery, painting & drawing, textiles) are available for use at designated times outside of the Learning & Participation course programme as per a published timetable. Prospective applicants are advised to refer to relevant timetables before submitting an application to ensure it fits in with their personal schedule. Refunds cannot be offered. (see How to Book)
- **Music and performance studios** can be booked for any time during **MAC** opening hours, subject to availability. (see How to Book)

How to Book

- Artist Pass users must book their place in advance. To book your place you must contact Sales & Information either by telephone 0121 446 3232 or email info@macbirmingham.co.uk, or in person.
 - Visual Arts Studios (pottery, sculpture, painting & drawing, textiles) book no earlier than **2 weeks** in advance.
 - Performance/Music studios book no earlier than **1 week** in advance, and no later than the day before.
- **Your place is subject to availability at the time of booking.**
- You will need your **MAC** Artist Pass ID card or number if over the phone.

Artist Pass Induction

- An Induction session will be charged at £18 and must be completed before start of tenure.
- If at induction any potential Artist Pass Holder is not felt by the assessor to have sufficient working knowledge they will be referred to a course; in this instance the induction charge will not be refundable but the applicant will not have to pay for an induction session upon re-application.
- Artist Pass holders will be asked to refresh their induction at their own cost if any significant changes to their practice and intentions is made e.g. new and less familiar equipment is being employed.

Artist Pass Terms of Use

- The maximum number of participants for each space is 16.
- If an Artist Pass Holder is found misusing the space in any way, including but not limited to, gaining access to a studio without permission, not presenting their unique Artist Pass ID card on arrival, using unapproved chemicals or non portable appliance (PAT) tested equipment etc. a "yellow card" will be issued and reported to Sales and Information and the Learning team to record. If this happens again the pass will be withdrawn with no refund.
- Passes are for individual use only and cannot be transferred to any other individual.
- No one can use their pass for other purposes than are outlined in the application proposal, including offering tuition or working with other non-Pass Holders in the space etc. where they may benefit from financial remuneration. This example is a hire, and should be directed to **MAC** Event Sales.
- Artist Pass Holders will be issued with a unique ID card; this must be presented to Sales & Information on **each** visit. Pass holders will not be granted access to studio spaces if they do not have correct ID.
- All Pass holders must sign in and out at the Sales and Information desk and collect a key card which allows access into the designated working area(s). The key card must be returned at the end of the session.
- After studio use pass holders must return the studio to normal set up and clear up any waste materials used.
- **MAC Birmingham** cannot guarantee spaces. A schedule will be produced for visual arts studios, which will take into account course programme and studio maintenance. Pass Holders should ensure the designated times fit into personal schedule before purchasing a pass. Refunds cannot be made.

Terms of Use for Pottery/Sculpture Studios

- Please note that we can only fire ceramic items in our kilns that are made on **MAC** premises.

Using the Studios

- When you arrive or leave **MAC**, you need to sign in and out at Sales & Information. This is so that we know you are in the building and if there was a fire evacuation we know to look for you. You will also need to pick up a door entry pass so that you can get in to the studio space.
- Artist Pass holders may work alone in the space, however a technician must be in the area for all visual arts studios and an Operations Manager will be aware of their presence via the booking system.

Renewing your MAC Artist Pass

- Renew your Artist Pass via our Sales and Information desk and pay the appropriate fee based on the term you select. (See Artist Pass Fee and Pay as You Use Prices)

Review of MAC Artist Pass Scheme

- The artist pass scheme is reviewed annually, and will next be reviewed April 2020