

MAC Artist Pass Terms & Conditions

About MAC Artist Pass

Thank you for your interest in MAC Artist Pass scheme. If you are an experienced student, we want to help you take the next step in your artistic progression. With our flexible Artist Pass scheme, you can have affordable access to our Ceramics, Dance and Music studios to develop your ideas and practice independently.

The Artist Pass is for creative individuals who are experienced and confident in their own practice, to work without guidance in our studio spaces - though you're often sharing the workspace with others who can offer helpful advice!

To apply, complete the application form and read the Terms and Conditions below.

Passes are currently available for individual pass users only.

A limited number of passes are available and following a successful application process will be issued on a first come first served basis.

Please send your completed form to learning@macbirmingham.co.uk or post to Learning & Participation, Midlands Arts Centre MAC Birmingham, Cannon Hill Park, Birmingham B12 9QH.

- 1. Applying for Artist Pass**
- 2. Who the Scheme is for?**
- 3. The Approval Process**
- 4. Artist Pass Studios**
- 5. How to Book**
- 6. Artist Pass Induction**
- 7. Terms of Use**
 - **General**
 - **Ceramics and Sculpture**
- 8. Fees**
- 9. Timetable**
- 10. Artist Pass Holders and Courses**
- 11. Studio Access Outside of the Timetable**
- 12. Health and Safety, Security and Fire Evacuation**
- 13. Code of Conduct for Artist Pass Holders**
- 14. Renewing Your MAC Artist Pass**
- 15. Review of MAC Artist Pass Scheme**

Applying For Artist Pass

- All potential Artist Pass applicants will apply by completing the application form available on MAC website. [Artist Pass | Midlands Arts Centre \(macbirmingham.co.uk\)](https://www.macbirmingham.co.uk).
- The form is completed and returned to: Learning & Participation, Midlands Arts Centre - MAC, 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 studios without direct supervision, tuition or guidance.
- The Individual Artist Pass application is for individual pass users only and is not transferable.
- If professional /demonstrable experience is not made upon application, applicants will be signposted to the relevant MAC 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 beginner level 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 MAC tutor. 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.

Artist Pass Studios

- The following studios are available for use via the Artist Pass scheme:
 - Ceramics Studios 1-3
 - Music Studios 1 & 2 (does not include Recording Studio)
 - Randle Studio, English Studio, Performance Studio
- Please note we are not currently able to offer Artist Pass for Jewellery or Stained Glass.
- An Artist Pass is specific to one type of space only. 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.
- Ceramic studios 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 at our Welcome desk.
 - Ceramics and sculpture 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 number when booking.

Artist Pass Induction

- Every new Artist Pass holder must have an induction. The current fee is £27, and the induction must be completed before the start of tenure.
- Ceramics and Sculpture require an induction with our Arts Studio technical team. Music and performance will have an induction with MAC Duty Manager.

- 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 refunded 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.

Terms of Use General

- We have different capacities in each of the spaces.
- 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 on arrival, using unapproved materials including clay, glazes, chemicals or non-portable appliance (PAT) tested equipment etc. a “yellow card” will be issued. 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 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 directed to MAC Event Sales.
- Artist Pass holders will get a unique ID reference number; please quote this when you book with the Welcome Desk on each visit. Pass holders will not be granted access to studio spaces without this.
- All Pass holders must sign in and out at the Welcome 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.
- Pass holders must ensure that they adhere to MAC’s security procedures and keep doors closed.
- MAC cannot guarantee spaces. A schedule will be produced for the ceramic’s studios, which will take into account course programming and studio maintenance. Pass holders should ensure the designated times fit into personal schedule before purchasing a pass. Refunds cannot be made.

Additional Terms of Use for Ceramics and Sculpture

- Firing in our kilns is for work **only made on MAC's premises and with MAC's clay and glazes**. We are unable to fire work that has been made outside of MAC, this is to ensure that no inappropriate materials are fired that can cause damage to the kiln and other participants work.
- MAC is committed sustainable practice and in reducing carbon emissions and waste across the centre. We encourage all Artist Pass holders to commit to sustainable practice within their creative process, reducing waste and firing only work that is important to their practice. [Our Goals and What We're Doing | Midlands Arts Centre \(macbirmingham.co.uk\)](#)
- Artist Pass holders may work alone in the space; however, a technician must be in the area for all ceramics studios and a Duty Manager will be aware of their presence via the booking system.

Fees

The Artist Pass fee is for one month. For ceramics and sculpture there is an additional charge 'pay as you use' to reflect the additional cost of materials, equipment, maintenance and technical support. There is also an additional charge for firing of items. The current fees, pay as you use and firing charges are available on our [website](#).

Timetable

- Artist Pass times are usually set up by term, and holiday periods.
- We will aim to provide 3 artist pass sessions each week, however this may be subject to change depending on the demands of the Learning Programme.
- **If you book an artist pass slot and are then not able to attend, please ensure you cancel that in good time to allow others to take your place.**
- **You need to book via our Welcome desk.**
- We intend to ensure that Artist Pass times are clearly advertised, through wall/door posters and information via our website <https://macbirmingham.co.uk/artist-pass>

Artist Pass Holders and Courses

- Artist Pass holders must not enroll on beginners' courses.
- Our aim is to ensure that the progression of learning is clear at MAC, so people can join as absolute beginners, learn their craft with a specialist tutor

and then progress to independent working where they can also opt to do advanced courses and open studios when we are able to provide them.

- We welcome ideas from the Artist Pass holders on the types of advanced courses that they would like to see at MAC, and we will endeavour to review those ideas with care to ensure we continue to support our learners in a mutually beneficial way.

Studio Access Outside of the Timetable

We are currently unable to offer access outside of the published artist pass timetable.

Health and Safety, Security and Fire Evacuation

All studios have fire doors that must be kept closed at all times. This is particularly important to the ceramics department with interconnecting glazing doors.

Fire doors are designed to stop the spread of fire and smoke between different areas of the building in accordance with MAC's fire strategy.

This is particularly important in areas of higher risk, for example kiln and boiler rooms. Most doors at MAC are rated to hold back the spread of fire for 30 minutes, in some areas doors are rated to stop the spread of fire for 60 minutes. If these doors are not closed the fire and smoke would be able to spread unchecked, putting people's lives at risk. Please ensure that you do not leave any fire door propped open.

All Artist Pass holders are expected to abide by MAC health and safety requirements.

For health and safety reasons and out of consideration for other Artist Pass holders it is not possible for students to bring a young baby or child into studios at MAC unless stated otherwise.

Should an Artist Pass holder with access needs wish to bring along a carer, that person should be there to assist them rather than participate in the activity.

Anyone who is not authorised by MAC should not be in any rooms or adjacent rooms when children's classes are running without prior agreement.

Health and Safety for Artist Pass holders during Covid-19

Please refer to our general [visitor guidelines](#) before returning to the centre.

Where possible please bring your own equipment including aprons.

Please ensure that you do not go into any other rooms other than that allocated to artist pass time.

Code of Conduct for Artist Pass Holders

Everyone at MAC deserves to be treated with respect.

Everyone is expected to work with MAC to provide a supportive environment that secures the well-being and very best experiences for users of MAC. This includes taking care of MAC property and facilities.

Everyone is expected to work with MAC to consider the safety of its users.

MAC has a zero-tolerance policy towards bullying and harassment, including sexual harassment.

If you witness or experience harassment or any other unsafe situations, you should report it to the Operations Manager on duty. You have the right to be listened to and to be taken seriously.

MAC has the right to withdraw services and/or exclude persons from the building if the code of conduct is not adhered to.

Artist Pass holders are expected to conduct themselves in a respectful manner.

Where an Artist Pass holder becomes persistently disruptive, we reserve the right to offer a verbal warning and if this does not resolve the situation you may be asked to leave the Artist Pass scheme or any courses you are booked on to.

Artist Pass holders cannot invite members of the general public to sit in and observe sessions.

Renewing your MAC Artist Pass

You can renew your Artist Pass via our Welcome 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 rates are for 28th March 2024 to 31 March 2025. MAC is committed to continuing to support Artist Pass but in view of rising materials and fuel costs we reserve the right to review prices for the scheme and make changes to the published rates during the above period.