



WHAT YOU GET FOR YOUR MEMBERSHIP

Art is in many forms and here at the Artrium we hope members not only progress in their chosen and desired field, but learn new ways and forms of expressing art – from water colours, acrylics, mod roc and other various mediums to craft making and displaying art work, creative writing and poems – the list is vast and endless in the world of art.

Below are just a small number of things in which you will encounter and experience during your time within the Artrium: -

- A warm, friendly and safe environment in which to express yourself without fear or judgement;
- A place to mix and meet new people and become involved in group projects and activities;
- A facility to exhibit your works, via Hartlepool Art Studio Limiteds facilitated and held exhibitions and window displays during the course of the year;
- Skill mix – knowledge and experience - learn from others and others can learn from you;
- A choice of many mediums to work with, some you know, some which are new to you and in time and with support can learn;
- IT Suite – research, learn and experience art from around the world;
- Printing, photocopying, scanning and laminating facilities (small charge payable);
- Opportunities for gallery visits, trips, etc (charge payable);
- Tea, coffee and other refreshments (charge payable at subsidised rates, not on packages).

The Artrium's paramount aim is to allow for art production and promotion to be made accessible to all within Hartlepool and for artists of all levels – professional and novice to have an artistic outlet in which to promote, produce, learn and elevate skills and to introduce new skills and experiences by way of sharing and learning via other users. Should you require additional art materials or support, consult the **Menu of Items and Services** attached to the end of this document.

Hartlepool Art Studio Limited hopes you enjoy the services and activities and are happy to help and support in any way possible.

If you do encounter any problems or wish to discuss any ideas for possible artistic projects / activities, possible events, funding ideas or any ideas in general, please contact the Project Manager who will be only too happy to listen and put forward to Board Members/Trustees for possible approval.

Should we necessitate changes to our Policies, Procedures, Code of Conduct or Pricing we will endeavour to inform you with within a reasonable notice period.

PLEASE ENJOY THE ARTRIMUM AS MUCH AS WE DO



MEMBERSHIP POLICY

All Members MUST adhere to all Hartlepool Art Studio Limiteds Policies and Procedures at all times.

Membership can and will be revoked at any time if the Board of Directors and / or Project Manager deems Policies or Procedures have not been adhered to.

Membership fees and Personalisation Budgets are non-refundable if we have to terminate membership. (See other FAQ).

The Code of Conduct Policy must be signed and agreed before Membership is approved.

The Confidentiality Policy must be signed and agreed before Membership is approved.

The IT Security Policy must be signed and agreed before Membership is approved.

All materials used which are provided by Hartlepool Art Studio Limited remain the property of such until the appropriate fee/s is paid.

The use of the computer suite is on a booking system and all members must book a time prior to usage. The IT area is for reference only and is NOT to be used to play games/social networks on.

The sale of any art works is permitted on Hartlepool Art Studio Limited's property but there is a commission charge attached to it. We will not permit a "cottage" industry to develop from works completed at Artrium.

Hartlepool Art Studio Limited holds no responsibility or liability for any art works left at the owner's risk which becomes damaged, lost or stolen.

All tasks undertaken within Hartlepool Art Studio Limited's buildings must be done so in the allocated and designated areas only.

All members must ensure all areas of activity are cleared away after usage.

We reiterate as a Board, our commitment to welcoming all members' views and opinions.

There is already a place reserved for a Members Representative on our Board and members are invited to elect a member for such and are very welcome to hold their own meetings at the Artrium.

Any members Board agenda items to placed via the Chair (via the Project Manager) in advance of Board meetings.

All Board minutes will be posted on the projects notice board for perusal by all, as will any other minutes from sub groups held within the project.

Frequently Asked Questions

1. When will my annual membership start?

Your membership will start on the date given on your membership agreement form. Please ensure you receive one from a member of staff. Part payments will be logged here until it is finally paid (see point 6), this also acts as a receipt.

2. How long will my annual membership last?

Your membership will last 12 full calendar months after the start date and will automatically finish on the first annual renewal date shown on the membership agreement form.

3. What do I need to know about paying my membership fee?

You need to pay your full annual membership fee within 2 months of agreeing to join. Failure to do so will cancel your membership and any fees paid will be lost. Your membership gives you the right to attend HASL (Artrium) when you want to (according to your package). An additional daily session fee is also paid (£7.00) by Basic package members. That goes towards general costs such as electricity, communication, domestic products and administration, any costs for art materials are paid direct to the Artrium staff/volunteers (see price list attached).

4. How do I renew my annual membership?

If you want to continue your membership, you will need to pay your fees (as above). You will receive a letter from HASL advising when your renewal is due. However, please keep a copy of your membership agreement as it will indicate your renewal date.

5. Fee changes

As long as you continue to be an annual member, your membership fees will stay the same for as long as you have your annual membership. We will only increase your membership fees if we have no other alternative, we will not ask you for further fees once you have paid until your renewal is due. We will give you written notice of any changes.

6. What if I cannot pay my membership in one go?

You can pay weekly for your annual membership. This will need to be agreed by the Project Manager and will need to be paid in full within 2 months (see point 3)

7. Can I put my membership on hold?

We will permit you to put your membership on hold if you have a medical condition that stops you from using the HASL facilities. We will put your membership on hold for between three and twelve months. We will need to see proof of your medical condition, such as a doctor's certificate.

We will add any periods your membership has been on hold to the end of your annual term. This means that your renewal date will change.

8. Can I end my membership early?

You may only end your membership early after you have been a member for more than six months. A pro rata refund (per full month) will be repaid minus a 10% admin fee. Alternatively you can cancel if the circumstances in section 9 apply.

9. Ending my membership for medical reasons or because I'm moving house

You may terminate your membership early if you:

- a.) have a medical condition that stops you from using the HASL facilities; or
- b.) move house and your new home is more than 20 minutes' drive from the studio in Park Road, as measured by the RAC route planner. We will need to see proof of these circumstances.

You are responsible for making sure that we have received your written notice and any proof of circumstances.

10. Can my partner (husband/wife) join on my membership?

Your partner will need their own membership as outlined in points 1/2/3 of this document. Members who join in this way are both responsible for the payment of all membership fees.

11. My membership package

You are responsible for making sure you are on the membership package that best suits your circumstances (Personal Budget). If your circumstances change, it is up to you to inform us, we will do our utmost to amend your package so that they available to you. Ensure you are aware of all payments and associated costs (of fees and materials) as it is not always possible to change your plan midterm.

12. Our facilities

We may need to change our opening hours or the facilities available at the studio, for example for cleaning, refurbishment, repairs or for special sessions. If possible, we will put notices up if we are planning to do this.

If a large part of HASL's overall facilities is not available for at least 20 days out of 60, you may be entitled to an appropriate refund. Written evidence of this will be required so in any event we would expect it to be mentioned (and minutes taken) at a general meeting.

13. What happens if I change my mind?

You can cancel your membership by giving us written notice within 48 hours of signing the membership agreement form (unless you use your membership in this time). We cannot refund your joining fee.

14. What happens to my personal information?

We are registered under the Data Protection Act. We take our responsibility for looking after your personal information very seriously.

For security reasons you must agree that we can take a digital photograph of you to use on our membership database. You are responsible for telling us about any changes to your personal information such as contact details or address changes etc.

15. Our right to cancel your membership

We will cancel your membership with immediate effect if you seriously or repeatedly:

- a.) break these terms and conditions of HASL rules;
- b.) put the health, safety or wellbeing of our staff or other members at risk;

- c.) use inappropriate language or behaviour to any other person in the studio
- d.) engage in disruptive or violent behaviour
- e.) fail to pay your daily fees 4 times in succession
- f.) steal or abuse any of the facilities provided by HASL
- g.) incite unrest between members
- h.) bring into the premises or use in the premises alcohol or non-prescribed drugs (or be under the influence of either)

If we cancel your membership we can't refund your membership fees for the rest of any membership you have left.

We have the right to cancel any membership at any time with notification.

16. Our responsibility to you

We will not be held responsible for any possessions lost damaged or stolen by anyone, unless we have been negligent. Lockers are provided for your personal belongings at a refundable deposit of £10. Lockers are distributed on a First Come First Served basis as we have just 20. If you have an accident or injure yourself at the studio you must report this to the Project Manager immediately (if possible), or at least within 48 hours.

17. Changes to these terms and conditions

We may change these terms and conditions. We will tell you about any changes via the HASL notice board. If we change our terms and conditions, a date of the new version will be advised.

18. The terms of my contract

These terms and conditions, the membership agreement form and the HASL rules make up the whole contract between us and you.

It is important that you read and understand all of these documents and are happy with the information in them before you sign your membership agreement form.

If you do not have any of these documents, please ask us and we will give them to you.

19. Resigning from my annual membership because I am moving house

Moving House

Within our terms and conditions of membership we agree that if you move house we may accept your contractual period of notice to resign your membership, even if the end date of your resignation falls within your minimum term. (See point 9)

This condition is subject to:

- a.) your having been a member of HASL for a minimum period of 3 months with no membership fees outstanding; and,
- b.) your new address not being 20 minutes travel by vehicle as per the RAC route planner is considered reasonable travelling distance.

We will require proof of moving house before accepting your resignation. Examples of proof can include - a utility bill, mortgage statement, tenancy agreement or similar confirming your new address.

The Artrium Packages



Title	Cost	Includes	
Basic	£55 per year and £7.00 per session, all other materials must be paid for (see Menu of Items)	<ul style="list-style-type: none"> • Studio Space • A4 card • Pens • Pencils • Small beads • String • Glue • Envelopes • Felt pens • Textile off cuts • Thread/needles, cotton etc • Brushes • Coloured paper • Use of moulds • Wood/MDF off cuts • Recycled card and paper • Brush cleaner • Palettes • Reference Library • PC usage (for art work only) • Use of tools 	
Bronze	Bronze £104.30 per month based on a calendar month of 4 weeks or £1220.00 per year as a "one off" payment. (Personalisation Budget or from your bank account) This works out at £12.20 per day after discount applied.	<ul style="list-style-type: none"> • As above but including • Annual membership • 2 sessions per week. • Volunteer/artist support • Poster paints. • Acrylic Paints • Unlimited Refreshments 	Bronze PLUS To include all bronze benefits PLUS taxis to and from the studio (Hartlepool area) £227.38 per calendar month or £2800.00 one off payment
Silver	Silver £127.38 per month based on a calendar month of 4 weeks or £1490.00 per year as a "one off" payment. (Personalisation Budget or from your bank account) This works out at £14.90 per day after discount applied.	<ul style="list-style-type: none"> • As above but also • a choice of one of the following sessions Many more available) <ul style="list-style-type: none"> PC for beginners Jewellery Making Coil Pottery (air clay) Card Making Textiles 1 to 1 volunteer support. 	Silver PLUS To include all bronze benefits PLUS taxis to and from the studio (Hartlepool area) £250.46 per calendar month or £3100.00 one off payment
Gold	Gold £213.30 per month based on a calendar month of 4 weeks or £2495.00 per year as a "one off" payment. (Personalisation Budget or from your bank account) This works out at £16.63 per day after discount applied	<ul style="list-style-type: none"> • As above but also. • 3 visits per week • All materials included. • 3 days out per year 	Gold PLUS To include all bronze benefits PLUS taxis to and from the studio (Hartlepool area) £369.69 per calendar month or £4650.00 one off payment
Platinum	Platinum £333.69 per month based on a calendar month of 4 weeks or £3904.00 per year as a "one off" payment. (Personalisation Budget or from your bank account) This works out at £19.52 per day after discount applied.	<ul style="list-style-type: none"> • As above but also • 4 sessions per week. • Unlimited sessions • Mentor service • Sign Posting Service • Photocopies (not unlimited) • Access to all workshops inc:- <ul style="list-style-type: none"> Fimo All pottery inc slip Mod Roc Water Colours Model Making All materials • 4 days out per year • NO ADDITIONAL COSTS 	Platinum PLUS To include all bronze benefits PLUS taxis to and from the studio (Hartlepool area) £550.46 per calendar month or £7000.00 one off payment

Packages Explained

We try to cover for all requirements. Some people just want to attend and be left alone to draw or paint; they may be proficient and just want to have access to references and space. In that case we suggest the BASIC package. You will need to pay for all materials and should you require artistic assistance we suggest you look at the packages rather than the basic.

You may be a budding artist and need so help and guidance and need access to paints and brushes – if that is you we suggest the BRONZE package.

Are you a rising star? The SILVER package helps by giving you access to a choice of sessions hosted by our proficient volunteers and 2 visits a week.

The GOLD package is very handy if you want more than just an interest as you can visit us 3 times per week and stay as long as you want with added sessions on offer. We also offer days out on this package.

If you want to ensure all of your needs are met and include mentor support, advice and guidance and have unlimited visits with unlimited uses of materials and then the PLATINUM package is for you. We also offer days out on this package.

We will offer packages PERSONALISED to you. This means that you inform us of your requirements and we will come up with a price that suits you. For example, you may want to attend 3 times a week but not want any days out, we will price this accordingly. These are all different custom prices.

All of these payments may be paid via your Personal Budget; you will need to have a Social Worker or a CPN. As part of our commitment to you, we can also assist with this process.

Prices correct 28/05/15



Menu of items and services Hartlepool Art Studio Limited (HASL)

As of 6th April 2015 the following prices apply for materials and services within HASL. Not all people pay for these services as they have a Personal Budget in place but if you are unsure please ask at the reception for clarification. If you have a basic membership and pay a daily session fee you will need to pay for any additional materials or services not included (all in large left hand box are included).

Payments must be given to the reception; a receipt will be issued if required. We have tried to keep these prices to a minimum and in most cases they are subsidised.

Item/Service	Cost	Comments	Item/Service	Cost	Comments	
A4 card	Palettes	Any other additional Items will be added or amended when required.	Acrylic paints	£2.00	For a 3 hour session	
Recycled card/paper	Artistic Assistance		Oil Paints	£3.00	For a 3 hour session	
Brushes/Cleaner	Internet Research		Gesso/Bob Ross	£2.50	For a 3 hour session	
Pens	Library Research		Pastel Chalks	£1.50	For a 3 hour session	
Pencils	Included in sessional fees		Ream of A4 paper	£3.50		
A4 Copy paper			Air drying clay	£3.00	Per 1kg piece	
String			Other clay	£3.50	Per 1kg piece	
Glue			Slip clay	£3.50	Per 1 litre of clay	
Envelopes			Firing (oven)	£8.00/£3.00	Sole use/shared* *used only when full	
Sellotape			Electric mini oven	£0.50		
Felt pens			Jewellery making	£2.50	5 x pairs of earrings	
Coloured paper			Bracelets	£4.50	Pandora style with 4 beads	
Basic Mentor support (internal)			Pandora bead/spacer	£1.50	Each additional bead	
Poster paint			Fimo	£2.20	Per small block	
Use of moulds			"Foam" letters	£0.30	For each letter	
Wood/MDF off cuts			Candle wax	£2.50	For each candle made	
Reference Library			Mod Roc	£3.50	For a 1lb bag	
Yearly membership		£55.00		Mirrors	£3.00	
Daily subs		£7.00		Glazes	£1.50	
Professional artist		£28.00	For one hour	Copier	£0.40/£0.60*	*Colour, See full list on wall
Mentor support		£6.50 per half hour	External support	Plaster of Paris	£2.50	For a 0.5lb bag
Artistic assistance	£8.50 per half hour	One to one	Assorted Items	£2.50	i.e key rings/rings/stuffing	
Frames x 1	Assorted prices	See price list	Tea/Coffee/Juice	£0.50		
Canvas x 1	Assorted prices	See price list				
Mounts (framing)	Assorted prices	See price list				
Laminating	Per A4/A3 sheet	£0.25/£0.40				

If required, we can supply members with their own stock of materials, simply request and pay for them and they will be delivered to you within 7 working days