

Tutor Workshop Agreement

Information for Scattered Arts Members wishing to run a workshop, class or group.

All members are welcome to use the workshop space at Scattered Arts Shop, Wynnum or the BVAC Tarragindi premises when available.

Costs and Charges effective 1 January 2026

- For adult workshops held at the Scattered Arts shop, Edith Street Wynnum, cost is 20% of workshop sales
- For children's workshops held at Scattered Arts shop, Edith Street Wynnum, cost is \$7.50 for workshops priced \$50 and under. 20% of workshop sales for workshops priced above \$50.
- For workshops held at the BVAC Tarragindi premises, cost is 25% of workshop sales.

What Scattered Arts will provide:

- Venue – Scattered Arts Wynnum or BVAC premises The Hub, Weller Road Tarragindi
- Sale of tickets and record of bookings via Scattered Arts website and at the shop counter
- Insurance- Public Liability
- General promotion on social media and via Scattered Arts customer newsletter on MailChimp
- Promotion in the Scattered Arts Creative Wynnum shop- tutors are encouraged to supply a sample product for display in the shop
- Templates
 - Attendance Sheet
 - Workshop Report Form- this will be sent to the Treasurer and accompany an invoice for workshop proceeds

What the tutor needs to do:

- Contact the relevant keyperson to book a venue
 - BVAC premises- check the BVAC calendar on their website and then request the SA Secretary make the booking
 - Check the Scattered Arts website calendar – and then request the Workshop Co-ordinator/Secretary reserve the date and time
- Complete the **Workshop Submission Form** in the Members' Area of the Scattered Arts website and submit to the workshop co-ordinator along with images for promotional purposes- password for the Members' Area is Scattered2025. The workshop will then be posted on the Scattered Arts website.
- Tutors will need to install the **Check In by Wix** app on their phone or computer. This will allow the tutor to monitor bookings, names of participants and contact details.
- Tutors should promote their own workshops and share SA posts on own socials and networks
- Tutors are responsible for setting the format and class costs – established tutors are happy to help, just ask!
- Tutors will make contact with booked participants to remind them of the workshop schedule, safety requirements and pertinent information. While a Wix website generated reminder email is sent, to ensure participants are fully informed, tutors will send a preliminary email or text confirming arrangements.
- Tutors will ask participants to sign the attendance sheet as they arrive for the workshop. This is required for insurance purposes.
- Tutors conducting classes for children must have a current Queensland Blue Card that is registered with Scattered Arts. All children's workshops must have 2 adults with registered Blue Cards in attendance.
- Parents of children attending workshops will need to sign the child in and record their contact phone number on the attendance sheet.
- Tutors should prepare and submit risk assessments for activities with inherent risks and advise participants of safety procedures, equipment and requirements e.g. wearing closed in shoes, tying long hair,
- Tutors are responsible for any post-workshop follow up and communication e.g. collection of items made in workshop, communication with students. There is a collection box in the SA Office where workshop creations can be left for collection. Tutors should package and label such items.
- Bookings will close 2 days prior to the scheduled workshop. Tutors need to contact the Workshop Co-ordinator to request the Report of Participants for the workshop if needed.

- If a tutor has to cancel a class, it is their responsibility to contact booked participants and notify the workshop coordinator and treasurer of cancellation.

Things to consider are:

- Cost of venue – see above
- The cost of what you will supply e.g. handouts, materials
- The technical level of skills you are teaching, number of students, size of workshop facility
- On the day of the class the tutor should arrive and set up for the class in time to greet the participants when they arrive. Tea/coffee is available if you wish to offer it. After the class tutors should clean up, including the floor and remove rubbish.

After the Workshop:

- *The Workshop Report Form/ Request for Payment and Workshop Attendance Form* should be left in the **Workshop Reports Folder** in the office after the class has taken place. These forms are available in the bottom drawer of document file in the office.

Scattered Arts Terms and Conditions – see attached Workshop Cancellation Policy. This policy is on the SA website and shown to customers at point of purchase.

As a tutor operating under the auspices of Scattered Arts, I agree to the above conditions.

Name:

Signed:

Date:

WORKSHOP CANCELLATION POLICY

Scattered Arts, as a not-for-profit arts collective, provides members with the opportunity to hold workshops in the Edith Street, Wynnum location. Scattered Arts provide overarching administrative support; however all workshops are planned, delivered, and managed by individual tutors who operate independently. This workshop cancellation policy applies to all workshops hosted through Scattered Arts.

Participant cancellation

Participants who cancel 7 days or more prior to the workshop may receive a full refund or choose to transfer their registration to a rescheduled date of the same workshop in liaison with the relevant tutor. Participants who cancel less than 7 days prior to the workshop are not eligible for a refund or credit, except at the discretion of the tutor.

No-show policy

No credit or refund applies in the case of non-attendance by a participant.

Substitution policy

If you are unable to attend, you may send someone else in your place. It is the participant's responsibility to ensure the substitute is able to participate i.e. has the skills required and readiness for the workshop. Financial arrangements for substitution is the participant's responsibility. Scattered Arts or the tutor must be informed of the substitute arrangement and contact details provided. The substitution may only be used for a workshop run by the same tutor offering the original workshop i.e. like for like.

Organizer cancellation or postponement

In the event that a workshop is cancelled or postponed by the tutor, participants will receive a full refund or may request a transfer to a rescheduled date.

Force Majeure

If workshops are cancelled or postponed due to force majeure events e.g. severe weather, public health emergencies, or venue availability, participants will receive a full refund or given the option to attend at a rescheduled date.

Payment terms

Full payment is required to book a place in a workshop. Deposits and part- payments are not available.

Liability waiver

By registering, participants acknowledge that workshops may involve the use of tools, materials, or equipment that carry inherent risks. Participants agree to follow all safety instructions provided by tutors, including wearing suitable clothing and footwear if required.

Participation in workshops is undertaken at the participant's own risk.

Contact

Tutors may contact participants directly regarding details of the workshop. Scattered Arts administration can be contacted by email on scatteredartsbrisbane@gmail.com and messages will be forwarded to tutors.

Policy Acceptance

By registering for a workshop, participants confirm that they have read and agree to this cancellation and refund policy.

Version Control

Version	Author	Date	Comment
1.1	Des Finlay	23/01/2026	