

NSCCD

NOVA SCOTIA CENTRE FOR CRAFT AND DESIGN

1061 and 1096 Marginal Road
Halifax, Nova Scotia B3H 4P6

STUDIO BOOKING REQUEST FORM

This form is to be completed for each project an individual wishes to work on in the Nova Scotia Centre for Craft and Design studios. It will be approved based on availability of studio, the nature of your project and safety concerns. If you have any questions regarding this form or use of the studios please contact the Studio Coordinator, Catherine Allen, at 492-2524. E-mail catherine@craft-design.ns.ca

Name: _____ Studio: Wood Metal Weaving

Phone: _____
(Day) _____ (Evening) _____ (Fax) _____

Address: _____

Description of Project: _____

Which describes your project:

skills development artistic work item for personal use item for future sale

Equipment to be used: _____

Date	Start Time	End Time	# hours/days weeks/month	*Unit Rate	method of payment credit card/cheque/cash	Fee	+ HST

*1 hour minimum booking time. **All fees exclusive of HST (14%).**

Payment Policy: The total project cost is payable in advance by cash, credit or debit card. There will be no refunds for unused time or time that is not completed as scheduled. Schedule changes must be in advance. Studio fees are as follow; \$7.00 /hour, \$22.00 /day, \$70.00/week, \$200.00/month. Cancellation/Rescheduling: The Centre reserves the right to cancel scheduled bookings and reschedule for a later date. You will be contacted in advance if a booking is cancelled. If the user wishes to reschedule time which has been booked they must do so in advance or forfeit payment.

I have read the above and Policies for Studio Use printed on reverse. I agree to abide by these rules and any special studio regulations or direction given by Centre staff.

Signature: _____ Date: _____

POLICIES FOR STUDIO USE

We are pleased to provide the Nova Scotia Center for Craft and Design Studios for your use. This program has been successful as a result of the cooperation and ongoing communication with all the studio users. It is our hope that all artisans feel they can work here in an atmosphere of respect for one another as well as for the facility. We do ask that these Policies for Studio Use are followed. If you have any questions regarding the studios please contact the Studio Coordinator, Catherine Allen at 492-2524.

- Studios are not available for purely business purposes without prior consent.
- Prior to using the facilities artisans must be approved as a studio user and have an approved Studio Booking Request Form outlining the specific project being completed.
- Studio users must sign a Liability Release Form which will be kept on file.
- Studios are to be kept clean and orderly. All equipment must be put away after use in their proper spots. **Clean up after yourself.** Please report any spills to the staff.
- Studio users are asked to notify staff of any loss or breakage to equipment or equipment in need of maintenance. This ongoing communication will help us to keep the studios in good working order.
- Artisans who have been approved to use the studio must sign in any guests at the front desk. Guests are welcome to pay short visits to the studios, however, studios are intended as work spaces not gathering places. Studios users are responsible for the conduct of any guests. Guests are not to use any equipment or work on a project unless they are approved as a studio user and have an approved Studio Booking Request Form.
- Studio users must book studio time in advance by completing a Studio Booking Request form. If you wish to book time which has not been noted on your request form you must contact the Studio Coordinator at least 24 hours in advance for approval; we do not guarantee you will be able to use the space. If you are not able to make your allotted time, please phone to cancel.
- There is **NO SMOKING** in the building, whatsoever.
- Staff at the Nova Scotia Center for Craft and Design has the right to refuse access to studios at any time if they assess any safety or security risk. Staff will refuse access to someone who has not requested time by submitting a completed Studio Booking Request Form and paid for the time in advance.
- The Centre reserves the right to establish further Policies on Studio Use which will be communicated to all studio users.