



Manningham Art Studios

Information Pack

**MANNINGHAM
ART STUDIOS**





Welcome!

We're so pleased that you have chosen to join us. Below is some important information you need to know before joining our classes.

About Our Studios

Manningham Art Studios is a **place for the community** to learn and experience artmaking.

It is a place where **we welcome everyone** who is interested in learning skills and techniques and people who want to socialise and have fun.

Our classes are designed for a **range of ages and levels of skill**, and our Art Tutors are professional practicing artists who enjoy sharing their knowledge with you.

We offer classes in painting, drawing, mixed media and more in our **Visual Arts Studio**.

And – we offer wheel throwing, hand-building and ceramic techniques in our **Pottery Studio**.

Joining Our Community

Being a part of our Art Studios community means that you agree to treat everyone with respect. We also want to make sure you feel safe, supported and included. This means:

- Everyone should be **treated fairly**, and with **respect**
- Everyone should **feel included** and **welcome**
- Everyone should be **free from harassment, discrimination and abuse**
- Everyone should feel safe and be safe

To make sure we can maintain safe and inclusive place for everyone, we ask that you:

- Respect other **people's differences** and their **personal space**
- **Act with kindness** towards each other and our Art Tutors
- **Take care** with studio equipment, furniture and other people's artworks
- **Listen and follow directions** from the Art Tutors or any other Council staff

Booking Your Class

All of our class bookings are through Eventbrite. This makes it easy for us to collect the right information to ensure you will get the best experience.

Term Classes

- Most of our classes are for an 8-week term which needs to be fully paid in advance.
- For all adult classes you will also need to pay a materials fee which covers access to all materials, tools and equipment.
- Kiln firing in the Pottery Studio is charged at time of firing at \$15 per kilogram.

If there is a spot still available after the term has commenced, you can join late but the full term's fees will be payable.

Short Courses

We also offer short courses if there is community interest. We will advertise these through our newsletter and on our Facebook page, and list them on Eventbrite.

These classes may be for a few weeks or just one time only.

If you have an idea for a class or workshop you would like to try – let us know!

Open Studios

If you've attended a workshop with us before you can sign up for a term-by-term Open Studio membership to either our Visual Art Studio or our Pottery Studio.

Open Studio membership gives you access to the studio space to continue your projects or just connect with like-minded people.

These sessions are untutored and offered on certain days. You can book via Eventbrite.

Refunds

We are only able to offer refunds if you request it 1 week prior to the course commencing.

In special circumstances we will refund your fee either in full or in part if:

- A class is cancelled by us
- You are seriously unwell, experience a bereavement or other personal circumstances that would warrant consideration on compassionate grounds

Eventbrite booking fees are non-refundable.

Note: all of our class fees are set annually by Council and provide subsidised access to our community.



Attending Your Class

Adult Classes

To make sure that everyone has the best experience we ask that you:

- Arrive on time for your class
- Treat our Art Tutors and each other with respect
- Follow any directions given by our Art Tutors for your safety and the safety of others
- Put your mobile phone on silent – if you need to take a call during your class please go outside of the studio
- Tell us if you need extra support to participate in the class – if you usually need a support worker, please bring them with you

Please note: our adult classes are not suitable for anyone under the age of 18.





Children and Young People's Classes

We have a range of classes for different age groups, and to make this the best experience for your child we ask that:

- A parent or a caregiver is required to attend the first 10 minutes of the first session of the term to hear important information about your child's enrolment
- All children under the age of 13 must be signed in and signed out of every class by a parent or caregiver
- An emergency contact number must be provided during sign in

Late Collection of Children

- Please arrive on time to collect your child at the end of each class
- Ensuring a child safe environment means that we need to have a paid staff member onsite until a parent or caregiver arrives
- If you do arrive late, we will need to charge you an extra \$15 per 15 minutes payable immediately to cover these costs
- In the event of unavoidable delays – please contact us on **03 92491503**

Additional Support and Medical Conditions

- If your child has additional support requirements that require one to one support, they will need to attend with a support worker
- Please tell us if your child has any communication support needs, or if they prefer lots of personal space – we are happy to accommodate these where possible
- If your child has any allergies – please let us know

Please note: we are not able to accept enrolments for children outside of the stated age group for each class. We will issue a full refund if you have enrolled your child in error, less any booking fees.

Other Important Information

Class Cancellations

We have minimum numbers for some classes and may need to cancel prior to the beginning of term if we don't have enough enrolments.

If we need to cancel a confirmed class and cannot find a suitable substitute Art Tutor, we will:

- Contact you by email and by SMS at least 30 minutes prior to your class commencing
- Issue a refund for the date that has been cancelled, or offer an additional class where possible

Parking

Free parking is available at the Manningham Council MC Square building. There are two ways you can access the building:

- Through the Doncaster library entrance on ground level
- Via the elevators from the MC2 underground car park

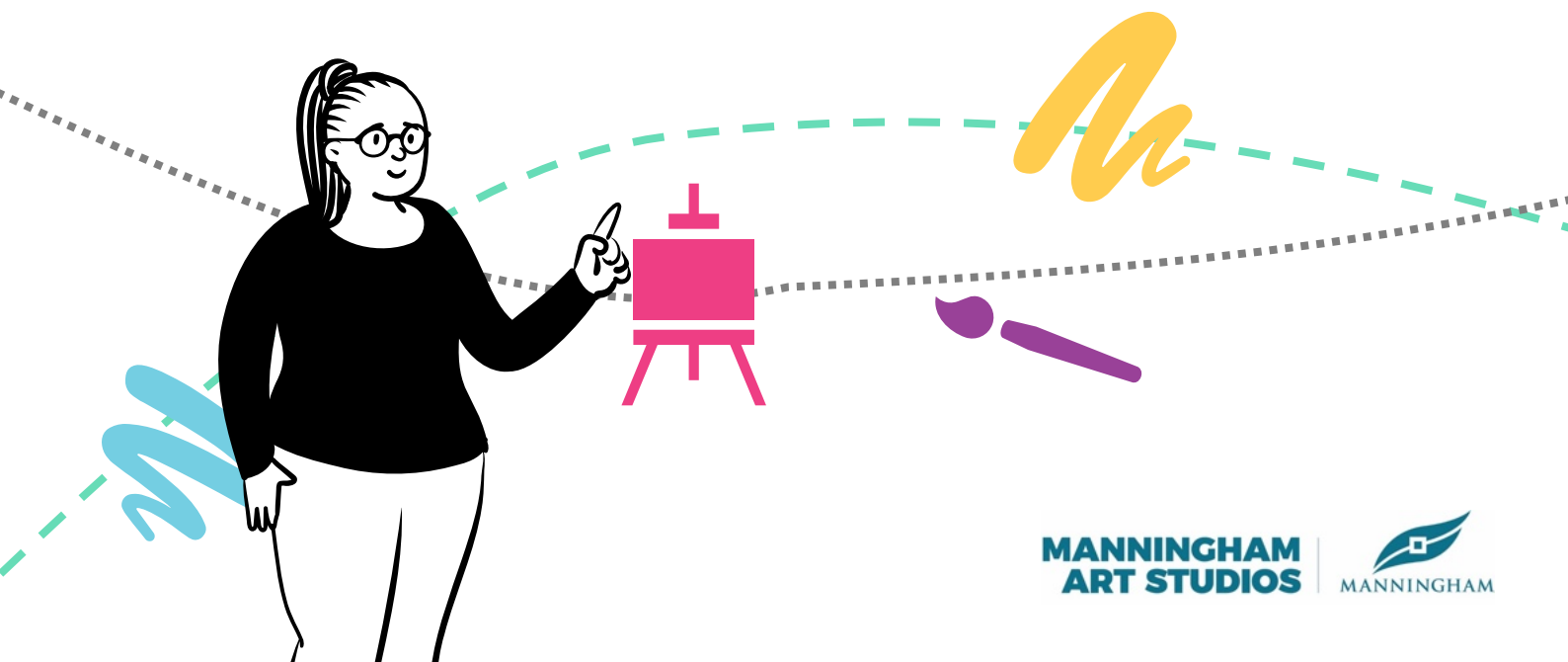
Please note: Carpark entry gate automatically closes at 8pm but has a sensor for exiting as you leave at the conclusion of your class.

Privacy

Your email will be added to our Arts Manningham mailing list. If you are not interested in receiving emails, please just hit unsubscribe.

We will only collect personal information that is necessary to operate the Art Studio. We will only use personal information provided for the purposes for which it was collected.

See Manningham Council's [Privacy Policy on our website.](#)



Feedback Welcome

If you have any ideas about what classes you would like to see, what you like most or suggestions for what we can do better, please contact us:

- By phone on 03 9840 9382
- By email at arts@manningham.vic.gov.au

We love to hear from the community!

Find Out More

Find out more about **Manningham Art Studios** on our website:
manningham.vic.gov.au/artstudios

Follow **Arts Manningham** on Facebook:
facebook.com/ArtsManningham



**See you at the
Art Studios!**