

BANKS MILL AFFILIATE SERVICE TERMS & CONDITIONS

1. General

- 1.1 Individuals will be required to undergo an application and vetting process for entry onto Affiliation. The Banks Mill Manager's decision will be final in this regard.
- 1.2 All terms and conditions are subject to change and Affiliates will be given one month's notice of any changes via email.
- 1.3 We reserve the right to amend services offered through the Affiliate Scheme.
- 1.4 Services may change from time to time depending on the availability of resources.
- 1.5 Affiliates must ensure that any business activity undertaken will not adversely affect, damage or compromise the reputation and profile of the University of Derby or the Banks Mill business community.
- 1.6 In the event that the terms and conditions as listed are breached by the Affiliate, we reserve the right to terminate all services with immediate effect without a refund.
- 1.7 New Affiliates will be given a 14 day cooling off period during which time services can be cancelled and a full refund given.
- 1.8 All prices will be reviewed annually and new prices implemented on 1st January each year.

2. Renewal of Affiliate Services

- 2.1 The Affiliate term is one year from 1st January each year.
- 2.2 A renewal/cancellation form will be emailed to Affiliates in November of each year.
- 2.3 Renewal/cancellation forms are required to be returned prior to the renewal date. If no cancellation is received prior to the renewal date, it will be assumed that they would like to remain an affiliate and will be invoiced accordingly.
- 2.4 If Affiliates do not renew on 1st January, but they then request to re-join during that current year, payment will be backdated to 1st January.
- 2.5 Affiliates joining between 1st February and 31st August each year are charged on a pro-rata basis to the end of the current year. Affiliates joining after 1st September will be charged for both the current and following year in full.

3. Payment Terms

- 3.1 Affiliates will be required to pay the full amount at the time of joining via an online link.
- 3.2 Cheques should be made payable to the "**University of Derby**" if online payment is possible.

4. Cancellation or Termination of Affiliate Services

- 4.1 The Affiliate services fee is non-refundable unless cancellation is made during the cooling off period.

5. Opportunities and Information

- 5.1 It is the responsibility of the Affiliate to supply Banks Mill with an up-to-date email address.
- 5.2 Opportunities and information will be filtered wherever possible.
- 5.3 E-mail details will be kept on a database and be used to inform the Affiliate of opportunities and information.
- 5.4 The Affiliate reserves the right for details to be removed from the database at any time during their affiliation; however this will not affect the fees charged.

6. Open Studios

- 6.1 Affiliates are invited to submit work for Open Studios and participate in the Artisan Fair (separate entry fees apply). All work submitted for display at Banks Mill will be assessed by the Open Studios selection panel.
- 6.2 Due to restrictions to available space, there is no guarantee that all work selected will be shown.
- 6.3 All 2D work (paintings, prints, photographs) must have 'D-rings' attached to be displayed on the hanging system. Work must also be individually captioned with prices on the back.

- 6.4 We will need to be informed beforehand if any large scale works (over 1.5 metres in size) is to be submitted for Open Studios.
- 6.5 The submission of large items of 3D work must be negotiated with staff due to space restrictions.
- 6.6 Small saleable items for retail can be submitted for display within the cabinets at Banks Mill but are dependent on available space and therefore the quantity to be submitted is negotiable.
- 6.7 All work, labels and marketing material for Open Studios will need to be submitted at least four weeks prior to the event.
- 6.8 Affiliates will need to ensure that all items are adequately insured for transit and whilst on University of Derby property, and that they have adequate public liability and contents insurance, where applicable.
- 6.9 The University of Derby cannot be held responsible for any loss, damage or stolen items, or accidents occurring within a studio or the communal areas.
- 6.10 Invitations/flyers/posters will be made available one month prior to the Open Studios for collection.
- 6.11 Affiliates will be invited to submit a brief proposal to hire a studio as short term work space for the week of the event depending on the availability of workspace.
- 6.12 Banks Mill short term workspace terms and conditions apply.
- 6.13 Affiliates participating via studio hire or studio sitting will be required to be open fifteen minutes prior to opening and for the whole duration of the event.
- 6.14 Affiliates will be required to complete a risk assessment for any studios that are hired and for studio sitting, a copy of which needs to be passed to the Incubation staff, with evidence that preventative actions have been taken. This must be completed prior to the event.
- 6.15 Affiliates are invited to attend all Open Studios meetings during the weeks preceding the event.
- 6.16 Affiliates are encouraged to volunteer their help prior to and during the event, this can include flyer distribution, hanging of artwork, assistance setting up the fair, directing visitors into the venue during the event etc.
- 6.17 Affiliates may be invited to studio sit for resident practitioners. No rental charge will be levied for studio sitting, however the participation fee will apply and the Affiliate will be given an opportunity to promote their work from the studio.
- 6.18 Open Studios information including deadlines will be emailed to Affiliates.

7. Exhibition Space

- 7.1 Exhibition space (the foyer area of Banks Mill) will be available free of charge for one solo exhibition per year, with a £100 refundable security deposit.
- 7.2 Banks Mill Exhibitions Policy terms and conditions apply.

8. Workshop Space

- 8.1 Workshop space at Banks Mill will be available to hire at a reduced rate (currently £10 per hour, maximum of 8 hours per day), when there is empty space in the building. A refundable deposit of £100 may be required, subject to the term/nature of hire.
- 8.2 Banks Mill Workshop terms and conditions apply.