

**Print Studio Membership (Individual) 2019-20**  
**(25 Feb 2019-25 Feb 2020)**

Applications for membership are reviewed by a selection panel made up of Creative Spark Board Members. You will be notified by email / phone within 28 days of application. (\*full-access given after completion of a three month trial period)

**Full-Time Membership\*:**

Cost: **€400 P/A (if paid in full on Feb 25th) or €45.00 per month by Direct Debit (€540)**

(This can be paid in monthly direct debit installments of €45.00 on the 25<sup>th</sup> of each month)  
Payment can only be accepted in full or by direct debit for the 2019 cycle.

- 24 hour access to workshop facilities.\*
- Eligible to submit work to Creative Spark exhibitions in the future.
- Storage (plan chest drawer)if available- limited drawers/lockers available
- Opportunity to be part of a community of printmakers.
- Currently developing a webpage for studio members on [www.creativespark.ie](http://www.creativespark.ie)
- Exhibitions, connections with other arts groups and charities locally and nationally and other group opportunities.
- Discounts for studio classes(10% members discount on print courses)
- Promotion of work through the website
- Unique facilities in the Co.Louth area
- Modern building with security and parking
- Knowledgeable and friendly members

**Part-Time Membership:**

Cost: **3 month €200 and 6 month €300**

- Eligible to submit work to Creative Spark exhibitions.
- Access during office hours, 9:30am – 5pm.

**Daily Rate:**

Cost: **€30.00 per day**

- Access during office hours, 9:30am - 5pm.

No unsupervised use of equipment 9:30am - 5pm.

**Note: Full-time Membership payment will run from 25 Feb 2019-25 Feb 2020.**

### Application for Full Time / Part-Time Membership

Please print in block capital letters

Name\*: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone\*: \_\_\_\_\_

E-mail\*: \_\_\_\_\_

#### **Membership Options:**

Option1- Full Time **€400 P/A (if paid in full by Feb 25<sup>th</sup> 2019) or €45.00 per month by direct debit (€540)**

Option2- Part Time **6 month €300**

Option3- Part Time **3 month €200**

Option Selected \_\_\_\_\_

Art Education (Third Level or Other): \_\_\_\_\_

\_\_\_\_\_

Please state printmaking experience to date, including particular printmaking processes proficiently trained in:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of art career to date. Please attach CV with application:

\_\_\_\_\_

\_\_\_\_\_

Which area do you wish to work in at Creative Spark Print Studio? (Please tick)

Etching ( ) Photo-etching ( ) Screen-print ( ) Relief (Lino/Woodcut) ( ) Digital ( )

## Submission of Portfolio

A minimum of six images are requested for each application. These must be high resolution and emailed to [printstudio@creativespark.ie](mailto:printstudio@creativespark.ie) with name/title/medium to correspond to BELOW LIST

No. Title: Medium: Dimensions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## Rules and Regulations of Creative Spark print studio.

### Conditions of membership

1. Members must have a Fine Art qualification or other relevant experience.
2. A probation period must be completed before any member may work independently at the workshop. This period is for insurance reasons and each member must prove, during this time that they can work in a responsible and careful manner. It is only after a successful probation period full time members will be issued with a key for 24 hour access.
3. Each member must read through these rules and regulations, be completely familiar with the workings of the equipment in their given area/ areas of printing and sign the relevant forms to say that they have, before they may commence printing at the workshop.

### Workshop

1. All areas and equipment in the workshop must be cleaned thoroughly after use.
2. Members may only work in areas that they have sufficient experience in, so as they can work independently and do not require supervision or instruction. If members wish to participate in other disciplines that they are not adequately trained in, a refresher/ beginners course must be undertaken.
3. All lights in the workshop, must be turned off after use.
4. Anyone using the presses (particularly the etching press and blankets) must have clean hands, use gloves, grips or French chalk.

### Intaglio

1. After use of presses, put blankets back down, roll the press beds to the middle of the etching presses and reduce the pressure on both sides.
2. After use, all areas must be left clean. This applies to the benches, inking up areas and washout area.

4. Gloves, goggles and a mask must be worn where necessary.
5. Failure to wear health and safety gear where applicable may lead to termination of membership. No second chances.
6. After using the drying cupboard, turn off the heater.
7. Turn off the hotplate at the mains after use.

### **Screen-printing**

1. Screens and squeegees must be immediately cleaned after use. When screens are in use, please label and date them with your name.
2. All water spillage occurring in the washout area must be mopped up when they occur.
3. After use, all electrical appliances must be turned off, especially the screen drying unit.
5. When using the exposure unit, please consult the operation guidelines relating to it, displayed on the wall beside it.
6. Any containers of media provided by the workshop must be resealed after use. Please note increased costs to the workshop will cause an increase in membership costs.

### **Workshop Practice**

1. Printmakers are required to ring in advance to book the workshop, at least giving a full-days notice, as times may vary due to courses. Certain courses will be run in the studio in the evenings. Members are welcome to work during these times at their own discretion.
2. Let's keep our workshop tidy! Your individual help is invaluable in this. Please remove all rubbish and discarded materials when leaving. If a bin is overflowing, please discard it into the main bin at the rear of the building and please replace it with a fresh bag. There are two types of bins on the premises; one for recyclables and landfill in the black. We are an environmentally friendly workshop; let's not forget about the rubbish side of that.
3. All equipment to be switched off after use and this is to be checked again upon leaving the workshop.
4. Personal items and materials are left in the studio at the owner's risk.
5. Doorways must be kept clear at all times. Please note the fire exit and locations of the extinguishers. The Health and Safety statement is available in the office for further reading.
6. When the studio is in use, the worktop and floor area must be kept free of baggage. This is required at all times.
7. Toilets are provided for member's convenience; please leave it as you, yourself, would like to find it!
8. No food, drink or smoking is allowed in the studio at any time. If you do require nourishment, please put empty containers, wrappers in suitable bin.

### **Digital Printing**

1. Digital printing can be availed of during office hours of Monday to Wednesday 11-4.
2. A staff member must be with the member wishing to print at all times.
3. Booking must be made in advance in order to prevent waiting for equipment. This can be done by phone or email.

**Note:** Full members will be asked to contribute 2 prints per year to Creative Spark; one for the archive collection and one for fundraising.

I, the undersigned, hereby acknowledge that I have read and understand the rules and regulations of Creative Spark print studio. I am aware of the proper use and maintenance of the workshops' equipment, facilities and supplies. Accordingly, I will be responsible for payment of damages to equipment, facilities and supplies because of my improper use or maintenance.

I further acknowledge that I enter upon the premises with the full knowledge of its condition and that I assume sole responsibility for any loss of personal property and injuries that may be sustained.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Signing this form, on reading the Rules and Regulations, is a pre-requisite to printing at the workshop.

Please return to Creative Spark, Creative Spark Print Studio, Clontygora Drive, Muirhevnamor, Dundalk, Co. Louth

For Office Use Only

Date Received: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Committee: \_\_\_\_\_

Comments: \_\_\_\_\_

**Type of membership:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

Payment: Full ( ) Monthly ( )