

Mangawhai Art Workspace

Information for Workshop Tutors

Kitchenette and toilet in the workspace (see floor plan below)

- The kitchenette and toilet in the workspace are shared space and gallery persons are permitted to use this space during their exhibition.
- Please ensure that you book the workspace for enough time to set up and clean up at the end of the session.
- Hire for a workspace day is broken into three sessions and there is currently a \$25.00 charge for each session. The sessions are:
 - i) morning - until 12.30pm
 - ii) afternoon - until 5.30pm
 - iii) evening - until 8.30pm
- Any bookings overlapping the end times of these sessions should be discussed with the Learning Opportunity Co-ordinator Raewyn Vague.
- The current session hire charge may be changed with notice at any time if it is insufficient to cover costs.

During workshops tutors are responsible for:

- Tea, coffee, milk, sugar, rubbish bags, and cleaning cloths required during the workshop.
- You may use the fridge during your workshops, but it must be emptied and cleaned when you are finished.
- You are permitted to use mugs & glasses however these must be washed by hand and returned to the pantry cupboard at end of the day.
- Gallery supplies such as paper towels are not to be used as supplies for your workshop. Please advise the participants what to bring with them.
- Please ensure all rubbish including toilet rubbish and any excess products such as containers are removed.
- You may leave 4 tables up at the end of the session. All other tables should be put down and stacked against the wall inside to the left of the door. (see floor plan below)
- Excess chairs should be returned to the trolley. Some chairs can be left up against the wall. (see floor plan below)
- Floors must be swept, and floor cleaned if required.
- Ensure toilet is cleaned at the end of the session.
- Cleaning products may be found in the cupboard and or under the kitchen sink.
- A spill kit is in the workspace store cupboard.
- There is a First Aid Kit on the wall to the side of the stainless-steel tubs. If this is used please make a note in the logbook of the date and what was used so that we can restock when needed. This logbook is attached to the First Aid Kit.

- Check the toilet window and doors for both the gallery and the workspace are locked at end of the day.

If the Workspace is not left clean and tidy after an event the tutor or person hiring the space will be charged a \$40.00 cleaning fee.

If in doubt about anything above please contact **Raewyn Vague** – Learning Opportunities Coordinator, phone 021 751 859, email artworkspacemangawhai@gmail.com

Or if you are requiring stock of supplies such as paper towels & toilet paper. Contact **Ann Connew**, phone 021 624 224, email annconnew@gmail.com

