1. Artists must complete their application for Swan Open Studios through the Ellenbrook Arts website by the advertised deadline. Eligibility is as follows:
	1. Artists must be over 18 years of age.
	2. Artists must reside or work within the City of Swan boundaries.
	3. Guest artists from outside of the City of Swan boundary can participate by agreement with another artist in a shared studio space after consultation with, and approval from, the Ellenbrook Arts, and must in all ways present themselves as an Artist in their own right and act independently from the hosting Artist.
	4. Artists must provide a valid Public Liability Insurance Certificate to the value of $5M to cover their venue’s participation in the Swan Open Studios.
2. Ellenbrook Arts reserves the right to decline any application.
3. Ellenbrook Arts will notify artists on the success of their application via email.
4. Artists acknowledge that the participation fee is mandatory and is used to cover signage, printing and administration costs associated with the delivery of the Swan Open Studios event.
	1. This fee is applicable per artist.
	2. In the case of shared studios or buildings, each individual artist must pay the fee and agree to the terms and have insurance.
	3. Payment of the fee ensures participation in the event and without making the payment by the advertised deadline, artists cannot be listed or included in the event.
5. The Swan Open Studios will be promoted through a printed catalogue and via digital platforms. Artists will be required to provide the following marketing content:
* *Studio address*
* *Studio opening hours*
* *A short biography*
* *A clear artist portrait image*
* *Artist contact details*
* *Artist website address*
* *Artist social media links*
	1. Artists guarantee their venue will open to the public during their published opening hours.
	2. Artists give permission for this information to be utilised by Ellenbrook Arts for marketing purposes relating to the Open Studios event.
	3. Artists ensure that no artwork on display is in breach of copyright law and artists accept any liability and penalty arising when in breach of such laws.
1. Artists agree to promote the Swan Open Studios through the distribution of marketing collateral in their local area and sharing event information to their networks.
	1. Artists agree to use ONLY the Swan Open Studios branding in their own promotion of the event.
2. Artists must be satisfied that that venue is safe, and they have obtained adequate insurances to open their studios for public visitation.
	1. Ellenbrook Arts accepts no liability for loss of, or damage to artwork, equipment and other property that may arise from public visitation during the Swan Open Studios event.
	2. Ellenbrook Arts accepts no liability for personal injuries sustained by artists, or any person visiting the venue, that may arise from public visitation during the Swan Open Studios event.
3. Artists agree to take part in a participation survey at the event’s conclusion.
4. Artists must keep a tally of the number of visitors and report these numbers back to Ellenbrook Arts.
5. Artists must agree to report on the total sum of income via sales made during or due to the event.
6. Artists must report all sales, commissions, and opportunities that arose due to the Open Studios event, up to three months after the event closes.