

WORKSHOPS POLICY AND PROCEDURES

1. A series of workshops will be offered by Pearl Ellis Gallery for members and non-members in Spring and Fall. Topics for workshops will be presented by local and non-local artists.
2. Workshops are limited to 12 persons, unless otherwise stated and will be held in the Lion's Den below the Pearl Ellis Gallery, unless the Lions Den is already booked. Two-day workshops will be held at an alternate venue, such as the Comox Community Centre.
3. Remuneration for these workshops will be negotiated with the Workshop Organizer, and prices set accordingly. Non-member fees will have \$25 added to the workshop price if a participant does not wish to join the gallery.
4. Any non-member wishing to join the Gallery and to participate in a workshop will pay the member price.
5. There will be no refunds given, unless a spot can be filled from a wait list. A wait list will be kept by the Workshop Organizer at pearlellisgallery.com.
6. Registration for the workshop: Email pearlellisgallery@gmail.com for inquiries or to ask if there is availability. Registration will be on a first come, first served basis at the Pearl Ellis Gallery. The list of workshop participants will be based on PAID REGISTRATION.
7. Feedback is welcome after each workshop.
8. The PEG has the ability to cancel any workshop due to insufficient registration.
9. Preference for registration will be given to members for one week after the announcement of the workshop.

Created: February 2018