



Beloit Fine Arts Incubator

520 E. Grand Ave. - Beloit, WI 53511 - 608-313-9083

FIND CREATIVITY WITHIN.



Program Proposal/Agreement

Thank you for your interest in conducting a program at the Beloit Fine Arts Incubator (BFAI). Please submit the completed proposal along with any supporting documentation to the address on this letterhead. The BFAI program committee will review your proposal and advise you of its disposition. The mission of the BFAI is to provide resources to help emerging artists, offer community education and cultural events, and expand on the "Arts Center" theme.

Your Name _____ Age _____

Address _____ Phone _____

E-Mail _____ Web site _____

Dates of program: From _____ To _____ Time of program: From _____ To _____

Are you here as a representative of a third party organization? Yes _____ No _____

If yes, what is the name and contact information of the organization ? _____

Are you a resident artist of the BFAI? Yes _____ No _____

Please identify any other instructors/associates that will be working with you in this program:

Name of Program _____

Description of the program (attach additional page if necessary) _____

What are your qualifications for this program ? _____



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Program Proposal (con't)

Who is the target audience of the program, age group, etc.? _____

Will the program include participants that are under the age of 18 years of age ? _____

What resources & facilities will you require from the BFAI? _____

What fee will be charged to the participants of the program? \$ _____

Note: BFAI requires a 40% commission on all participant fees. If no fee is being charged a flat rate will be determined by the BFAI program committee.

Program Agreement Terms and Conditions

- 1) **Background Check** The applicant and all instructors may be subject to a background check.
- 2) **Program Costs** Unless otherwise noted, the applicant is responsible for all costs associated with conducting the program.
- 3) **Use of facility** The BFAI agrees to provide a designated space and facilities for the purpose of conducting this program only. Use of said space or facilities for any other purpose is prohibited.
- 4) **Security/Insurance** The BFAI provides reasonable security for the BFAI facility. However due to the public nature of the building the applicant assumes all responsibility of security in the conduct of the program. All tenants and instructors are provided with a key to the facility. All rules and regulations set forth in the Beloit Fine Arts Incubator Facility Guidelines shall apply to the applicant's use of the Center during the term of this agreement.
- 5) **Independent Contractor** The relationship between the BFAI and the applicant shall be that of an independent contractor.
- 6) **Fee Payment** All fee payments from program participants will be made out to and paid to the Beloit Fine Arts Incubator. The BFAI will keep a list of all participants. Upon completion of the program the BFAI will submit payment in the amount of 60% of proceeds to the program applicant.

The BFAI Program Committee will review your request and advise of any changes. Upon acceptance by both parties this signed document will serve as the agreement for your program.

Requestor

Date

BFAI Program Coordinator

Date