

Berwick Open Studios Terms & Conditions

Sections

- Key Dates
- Opening Times
- Public Liability & Health & Safety
- Access
- Data Protection/Privacy Statement
- Marketing & Promotion
- Fee Categories
- Listing & The Guide Map
- Payments/Cancellations/Refunds
- Code of Conduct & Expectations
- Acknowledgement and Agreement

Key Dates

Applications Open	Thursday 30 th April *
Flyers & Posters ready for collection & distribution	Towards the end of May
Application Deadline	Friday 12 th June *
Acceptance & Invoicing	By 24 th June at the latest
Participant Meeting 1 – ideas, help, suggestions, networking	Beginning of July (TBC) **
Guide Map Print Deadline	Monday 13 th July
Guide Map ready for collection & distribution	Towards the end of July/Start of Aug
Participant Meeting 2 – collection of guide maps, networking, & help	August (TBC) **
Participant Meeting 3 - participant packs ready for collection, getting ready for the event	First week of September (TBC)**
Berwick Open Studios – weekend 1	Saturday 26 th & Sunday 27 th September

Berwick Open Studios – weekend 2	Saturday 3 rd & Sunday 4 th October
Feedback – Stats & Stories Meeting	End October/Beginning of Nov (TBC)

* We will be reviewing and accepting applications throughout the application period (30th April to 10th June), so you do not need to wait until the deadline to apply.

**You do not need to attend every participant meeting, but you must attend at least one of the three.

Opening Times

Publicised opening times are 10am-4pm on both weekends of the event. These must be adhered to, in order to avoid visitor disappointment. Participants can choose one weekend, or both, but must keep to the set opening hours.

Cultural Hubs who have their own set opening hours that cannot be changed, are exempt from this requirement – but they must include their opening hours in the listing information when applying. Cultural Hubs opening hours will be published in the guide map.

Public Liability & Health & Safety

Please note that neither Berwick Open Studios (BOS), organiser Abigail Thomas, nor any volunteers accept liability for loss or damage to personal property or for personal injury sustained by members of the public while visiting venues during the Open Studios event, nor for any misprints, misrepresentations or failings by the participants or participating organisations.

Participants must take out their own Public Liability insurance for the open studios event and will be asked to send a copy of this once accepted. If you are exhibiting at home, you should inform your household insurer. The participant is solely responsible for the health and safety of visitors to their venue/property, and we highly recommend that you write a risk assessment document for your space, if you do not have one already. You should keep the risk assessment document up to date throughout the event. You should make yourself aware of possible risks and mitigate risks where possible. This

helps to demonstrate that you are not negligent. This is good practice guidance only.

Access

Visitors: BOS would like this new event to be as accessible as possible for visitors. We completely understand that not every house, studio, garden, venue, shop etc. will be fully accessible, especially in this wonderfully historic, and quirky town, we would like to provide as much information to visitors as possible so they can decide for themselves if they are able to access your venue when they plan their visit. When choosing the options in the application form, please think about your whole venue, and be aware that accessibility is not simply about wheelchair access. For example, a visitor in poor health may need to sit down during the visit.

Please choose from one of the following options.

- **Limited Access** = more than 3 steps up or down, or fewer than three steps but no handrail, tight turns, narrow doorways, unlevel ground/flooring, or low lighting
- **Partially Accessible** = fewer than three steps with handrail, narrow doorways to parts or all the venue, temporary ramps or lifts that require help to use, low lighting in some areas
- **Fully Accessible** = wide doorways, level access at point of entry, or access via permanent ramps, reliable wheelchair accessible lifts, good lighting, seating available.

Please be aware that BOS might forward on a query about your venue should any visitor ask for more specific access details.

If you're not sure which option to choose, or would like to talk through your venue access before applying please email Abigail to arrange a phone call: berwickopenstudios@gmail.com

Applicants & Participants: If you, as an applicant and participant, have any access requirements in relation to applying for this opportunity, or in relation to participating, please get in touch. We can provide all information in Large Format and make reasonable adjustments to the application form itself if needed.

Data Protection/Privacy Statement

We will only ever contact you regarding BOS and related opportunities. Unless you are an active participant in the current year's event, you can unsubscribe at any time, and request that your contact details be removed from our database. We only ask for information needed to adequately organise and deliver the event

We will only use the data in your application form to correspond with you regarding this year's event, and in promotion where applicable. We will only retain this application form information until the end of 2026. It will be the artist's responsibility to reapply in 2027, should the event continue in the future. The information we have asked for in this application form is necessary for the administration, running, and promotion of the BOS in 2026.

Marketing & Promotion

BOS will be marketing the event. We are using a high-quality PR agency to support us advertise and promote this new event as much as possible, but of course you are expected to do your bit by promoting the event to your existing contacts and in the local area. This event is all about artistic community coming together to showcase what amazing creativity Berwick has to offer – and that means you!

Advertising & PR: we will be advertising in various print and digital magazines, via social media, distributing flyers and posters and the guide maps to key venues throughout Northumberland and the Borders

Flyers, Posters & Guide Maps: we will be producing both print and digital versions of flyers, posters and guide maps. As a participant you will be given a bundle of your own to distribute as you see fit, but there will also be an opportunity to sign up to help us distribute them further afield. Participants will also get access to digital files.

Logos & Branding: participants will receive access to logo files once they have been officially accepted and have paid the fee. Please follow the Brand Guidelines when promoting the event and your participation within it.

Banners: we will be using banners in key places throughout the town in the run up and during the event.

Images: participants grant Berwick Open Studios the right to reproduce any image provided in the application for publicity and promotional purposes of this event.

Participant Packs: will be available for collection at the last participants' meeting before the event and will include signage to help you signpost your venue and attract visitors during the event itself.

Fee categories

- **Individuals** **£35**
- **Exhibitions (Groups/Galleries/Shops)** **£35**
- **Young Artists (18-25)** **£15**
- **Cultural Hubs** **£70**

Please be aware these prices reflect the fact that this is a PILOT event, funded by Create Berwick for 2026. In future years this cost will change and may well increase, dependent on funding, sponsorship etc...

Your participation fee will help towards printing costs for promotional materials and advertising.

Explanation of fee categories

Individuals with their own studio located within Berwick-upon-Tweed, Tweedmouth & Spittal, either at home, in an alternative space, or part of a dedicated studio block. This category also includes creative businesses or partnerships with more than one employee, such as a pottery business for example, where the work created falls under one business name. If accepted, you will receive one listing, one image, and one dot on the map.

Individuals without their own dedicated studio located within Berwick upon Tweed, Tweedmouth & Spittal, living in or near to Berwick-upon-Tweed can apply for a pop-up space. We have access to Berwick Market's quayside huts, which we will allocate to those who are successful in their application. If you have already made arrangements with a shop/gallery space to share or use part or all of their space as a studio for the event please mention that in your application. This category also includes creative businesses or

partnerships with more than one employee, such as a pottery business for example, where the work created falls under one business name. If accepted, you will receive one listing, one image, and one dot on the map.

Exhibitions include galleries, shops, popup spaces, educational groups, and community groups which are showing the work of one or more artists. Artists do not have to be present at these exhibitions, but it would be in the spirit of the open studios to have a presence. Where more than one artist is involved, please plan to have 'meet the maker' times when artists/makers are on-site doing a demo, or are simply there to chat to visitors during the Open Studios event. If you are taking this approach, please include this information in your listing text. Artists showing in the exhibition or gallery at the time of the event do not ALL have to be based locally, however the group must be Berwick/Tweedmouth/Spittal based.

Galleries & Shops who sell a significant amount of artwork, or handcrafted objects made by Northumbrian/Border artists and makers may apply to take part. In taking part you must commit to creating a dedicated area or display of these artists and makers, including information about the artists themselves if they are unable to be there in person. You must apply in the exhibition category. If accepted, you will receive one listing, one image, and one dot on the map.

Educational/Community Groups; this includes schools, children's groups, educational groups, college/university students, community groups including constituted community groups, church groups, charity groups and not-for-profit organisations. Before submitting your application, you must have agreed their availability with your intended venue (eg. church hall, school hall, empty shop, gallery) during the Open Studios dates, and their willingness to offer their premises. If you're struggling to find a venue for your group, please get in touch and we will try to help where we can. You must choose one person to apply for your group as a whole. Where more than one artist is involved, it is worth exploring the possibility of having 'meet the maker' times when artists/makers are on-site doing a demo, or simply there to chat to visitors during the Open Studios event. If you are taking this approach, please include this information in your listing text. If accepted, you will receive one listing, one image, and one dot on the map.

Young Artists (18-25) are individuals between the ages of 18-25. If accepted, you will receive one listing, one image, and one dot on the map.

Cultural Hubs are places such as museums, galleries with a public programme, and other cultural destinations who wish to be listed and marked on the map as alternative places to visit. At least part of your venue must be free to visit. Listing entitles the venue to submit alternative opening hours to the set Open Studios hours, a short description of what will be shown during the Open Studios weekends, plus up to three ticketed events running between 26th September and 10th October 2026. For instance, a drawing workshop, performance, or cinema showing. If accepted, you will receive one listing, one image, and one dot on the map.

Listing & The Guide Map

Please remember that this is a pilot event. We do not know exactly how many people will apply this year, and therefore we cannot say for sure how much information we can fit into the printed guide map we have budgeted for. The minimum will be:

- Name
- Art form
- Contact details (if provided)
- 1 weblink
- Venue details
- Access details
- 1 image

If we can fit in the text too, we will.

Note that the digital listing will include everything submitted in the listings section.

Please note: Where there is a venue with multiple individuals taking part, the map will show a different coloured dot with one location number. In the listing, individuals will be listed with full information under one venue address.

Payments/Cancellations/Refunds

Payments

Payments must be made via Paypal Business invoice to Abigail Thomas – on behalf of Berwick Open Studios as a freelance organiser in charge of

delivering this pilot event in 2026. If payments are not made before the guide map print deadline, you will be unable to take part.

Cancellation & Refunds

Participant cancellation within 2 weeks of being accepted and issued an invoice, no matter the date: 75% refund.

Participant cancellation by the 13th July 2026: 50% refund.

Participant cancellation after 13th July 2026: no refund.

In the unlikely event the organiser of BOS has to cancel the event, participants will receive a full refund.

Force Majeure

This clause states that neither venue/participant nor BOS are responsible for compensating each other if something happens that is genuinely outside their control, for example: sudden illness, flooded venue, power outage, etc. prevent the venue/participant going ahead with opening their space during BOS.

Code of Conduct & Expectations

As a participant of Berwick Open Studios (BOS), you are expected to abide by the following Code of Conduct:

- All participants should promote BOS, and our funders, in a positive and professional manner, including on social media
- All participants should respect the rights, dignity and worth of all other participants in BOS regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity
- All participants should uphold these values: creativity, inclusion, mutual respect and support, and community.
- All participants must commit to meeting deadlines and adhering to guidance issued by BOS

Organisers of BOS will:

- Uphold the same Code of Conduct expected of participants

- Work as transparently and fairly as possible, keeping participants best interests at heart
- Listen to constructive feedback, and provide responses where possible, within the limits of our time and capacity

Expectations

Please remember this is a pilot event. The participation fees have been kept low to reflect that. As a pilot event, there are no guaranteed outcomes. However, BOS will use our skills to the best of our ability, and exercise care to deliver a well promoted and organised event for all involved.

Also remember that an Open Studios event is a fantastic opportunity for you as an artist, maker, group or gallery to join in with your creative community and benefit from sharing your work and your space with visitors.

Acknowledgement and Agreement

By taking part in BOS and paying your fee, you confirm that you have read, understood, and agreed to all Terms & Conditions outlined above.

Berwick Open Studios 2026 is funded by Create Berwick – a designated Culture and Creative Zone (CCZ), funded by the North East Combined Authority and Northumberland County Council.

Contact: berwickopenstudios@gmail.com

Website: <https://createberwick.co.uk/berwickopenstudios/>

Socials: Instagram: @berwickopenstudios & Facebook:
facebook.com/BerwickOpenStudios

Berwick Open Studios 2026 is funded by Create Berwick – a designated Culture and Creative Zone (CCZ), funded by the North East Combined Authority and Northumberland County Council.