

>> RULES AND CONDITIONS OF ART STUDIOS

As part of their statutory activities of ZAMEK Culture Centre organizes art classes and activities for children, adolescents and adults.

Detailed rules and conditions of participating in such classes and activities are specified in this document.

- 1)** Information about the classes and activities is available on the institution's website www.ckzamek.pl, in printed information materials (leaflets, posters etc.) available at CK ZAMEK in Św. Marcin 80/82, through social networking: [fb/zamekdzieciom](https://www.facebook.com/zamekdzieciom), and may be obtained via phone, by contacting the Department of Artistic Education (tel. 61 64 65 317).
- 2)** Classes and activities are intended for specific age groups; size of the groups taking part in particular classes is established by CK ZAMEK.
- 3)** Enrolment for classes take place directly at the studios on the premises of CK ZAMEK.
- 4)** Persons who have enrolled for classes in the 2016/2017 season may take part in the classes provided that they have paid the fee and have completed their participant card valid until June 2017.
- 5)** Participation in the classes is available to persons who wish to take part, meet the age criteria and comply with the stipulated rules and condition. In the case of underage participants, consent of their parents or guardians is required.
- 6)** Classes run by CK ZAMEK are subject to fee. Decision about the amount of fee is taken by the Director of ZAMEK Culture Centre.
- 7)** The amounts charged for the classes are an annual fee for participation in the period from SEPTEMBER 2016 to JUNE 2017 (in the case of classes lasting one semester this is a half-yearly fee). The annual fee should be paid at enrolment, in one payment with a 10% discount or in two equal instalments (first instalment payable at enrolment, second instalment by the end of January 2017). Classes lasting half a year/one semester the fee should be paid no later than 14 days from enrolment. The 10% discount does not apply with the half-yearly fee.
- 8)** Large Family Card – each holder of the card will receive a 30 % discount for the studio for which they have enrolled (applicable to all modes of payment). This discount be combined with other fee reductions on studio fees available at CK ZAMEK, i.e. the 10% discount for single payment of participation fee.
- 9)** Employees of CK ZAMEK and members of their families may take part in the classes free of charge. However, such employees shall bear the cost of income tax (18 % on the studio participation fee).
- 10)** Payments for classes (after enrolling with the instructor / group and filling in the participant card) may be made at the CK ticket office during opening hours. Subsequently, the completed participant card with proof of payment should be returned to the instructor.
- 11)** The participant who failed to make the required payment in due time, cannot take part in the classes and will be removed from the list of participants.
- 12)** Participant / legal guardian of participant consents to the recording and dissemination of the likeness of participant by CK ZAMEK for the purposes of documenting the activities of CK ZAMEK,

publicizing the activities of CK ZAMEK (e.g. by means of publication of images in the press and online) and promoting the institution. The above consent does not cover and apply to sale (by CK ZAMEK) of rights to the likeness for advertisement purposes.

13) In reasonable circumstances, the participant may request to have their fee reduced or waived entirely. The request along with justification, endorsed by the instructor, should be submitted to the Director (before payment of fee is due), who will decide whether the fee is to be reduced or waived.

14) Participant who discontinues their participation in classes will not be reimbursed the costs of participation.

15) Participants who pay their fee in due time are guaranteed the right to participate in the classes, supervision of the instructors and access to necessary facilities and part of the necessary materials.

16) Participants take part in the classes and activities at the studio /with a group following the schedule and syllabus devised by the instructor. Underage persons remain under instructor's care only for the duration of the classes.

17) In exceptional circumstance, such as illness of the instructor, classes will be cancelled. If prolonged absence is likely, CK ZAMEK will provide a substitute instructor. Instructors themselves inform the participants regarding cancelled or rescheduled classes.

18) The rules concerning the use of materials provided by CK ZAMEK are determined by the instructors. Certain classes (e.g. pottery, painting, fabrics, graphic arts, photography etc.) require the participant to provide additional materials on their own, as specified by the instructor. Participants are furthermore required to take due care of the equipment they use during classes and to keep their workplace clean. If equipment is damaged by the participant, the latter will cover the costs of repairs or purchase of a new one.

19) Prior to taking part in the classes and activities, participants are required to accept these rules and conditions, make timely payment of the fee and respect social norms of behaviour as well as comply with health and safety and fire safety regulations which apply in all interiors of CK ZAMEK. Participants whose behaviour and attitudes are problematic (in that they prevent others from participating effectively in the classes and fail to comply with the regulations relating to general order at the institution) may be removed from the list of participants (when prior verbal caution proves ineffective) without any reimbursement of incurred costs.

20) Payments of fees for the participation of underage participants, as well as other organisational matters are within the responsibility of their parents or legal guardians. Parents and legal guardians are also responsible for the behaviour of children under their care.