



ARC Consent form & Contract

As the successful applicant receiving the ARC residency award, you are kindly asked to adhere to the rules and regulations governing the programme, facilities and administrative team. Please carefully read, complete and sign the terms and conditions as follows;

Studio/office space

1. Strictly make use of the studio/office space from Monday to Friday between 08:00- 22:00/ 8am-10pm. (in line with Gaborone Club closing times)
2. Utilise the studio/ office space no less than 3 working days a week and no less than 3 hours a day. Deviations must be communicated and authorised by ARC administration. It is the responsibility of the artist/creative to communicate through a formal email in advance.
3. Observe logical safety and security by locking all doors and windows when not in the studio/office area.
4. Ensure that the studio/office space and other facilities used must be kept in a clean and orderly condition during the residency period and upon completion. Damage or dirt left by resident will be met with formal and legal request of remuneration.

Art/production making process

THE ART RESIDENCY CENTRE has been registered under the societies act of Botswana: CR13822



1. Become aware and if possible integrate the social and cultural history of the Gaborone Club and/or the community of the Village into some part of their creative process and final outcome and production.
2. Keep organised, consistent and legible documentation and records of their art making process for archiving purposes. This can be in the format of writing, video and annotated sketches photographs.
3. Provide a copy of the final production/performance for archiving purposes. This can be in the format of writing, video and annotated sketches photographs. It is the responsibility of the artist in residence to organise the documentation prior to the performance.
4. Complete a written report and review of their experience of the ARC programme. No less than 1 A4 typed page and no more than 3 typed A4 pages.

Stipend

The ARC administration will provide you with a once off stipend of **P1000** only to assist with the residency. The artists in residence can spend the money on what they see fit.

However, ARC encourages artists in residence to;

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Plot 1739, the Village, Gaborone
arcbotswana@gmail.com
Cell: 00 267 71806037

1. Consider portioning part of the stipend on material costs related but not limited to the artistic outcome/ production and the documentation and archiving requirements.
2. Transport and sustenance needs.

I agree to adhere to the terms and conditions governing the ARC residency programme and will assume responsibly for any damage, theft or lost incurred during my residency period start on date:..... and ending on date:.....

The signatures below are to confirm the participation of the selected artist and them receiving the **BWP 1,000-00 stipend**, *studio key and Gaborone club access chip*.

ARC Management/Administration

Name: _____

ID/Omang number: _____

Signature: _____

Date of signing: _____

Place of signing: _____

Selected Artist

Name: _____

ID/Omang number: _____

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Signature: _____

Date of signing: _____

Place of signing: _____

Indemnity signature-

ARC bears no responsibility for any criminal act, accident or health issue arising at the ARChive, Gaborone Club, Plot 1739, the Village, Gaborone, in terms of the resident artist.

That being understood the Art Residency Centre will endeavour to ensure the safety of its resident artist throughout their residency.