



## Selkirk Community Arts Centre

### SCAC Events and Workshops Booking Procedure

The steps to hold an event or workshop at SCAC are:

1. **Contact the Events and Workshop Coordinator to see if your preferred date and time are available.** \*At least 2 months' notice is preferred.

The current Coordinator is **Ann Tigchelaar** at [SCACEvents@icloud.com](mailto:SCACEvents@icloud.com) or **(204) 997-1373**. She will advise if your date and time are available.

2. **Complete a SCAC Facility Use Request Form.**

Facility Use Request Forms are available at the Gwen Fox Gallery, on the Gallery website: <https://www.gwenfoxgallery.com/page/workshopsandevents> or from the coordinator. Drop off or mail completed forms to the Gallery (101- 250 Manitoba Avenue, Selkirk, Manitoba R1A 0Y5) or email them to [SCACEvents@icloud.com](mailto:SCACEvents@icloud.com) prior to the event or workshop.

3. **Sign the Facility Use Agreement between SCAC and User.**

Facility Use Agreements are available on the Gwen Fox Gallery website or from the coordinator and must be completed and returned to the coordinator prior to the event or workshop.

#### **User Fees:**

- **Members** may use the gallery at **no charge** for events and workshops that are free to participants. **Members** must remit 15% of revenue of events and workshops (not including the cost of participant supplies) that charge a fee.
- **Non-members** must remit 20% of revenue of events and workshops (not including the cost of participant supplies) or \$50 whichever is greater.

4. **Payment** can be made:

- by cheque to "**Selkirk Community Arts Centre**". Attach an **Events and Workshop Payment Form** to the cheque.
- **By e-transfer** to [gwenfoxg@shaw.ca](mailto:gwenfoxg@shaw.ca). Include event (name/date) and membership information in the message.

5. SCAC will designate a gallery key holder to open and close the Gallery or a sign-out key may be available to members.

6. Complete and submit a **Program Report** to the Coordinator immediately after the event.