

Hebden Bridge Open Studios

Membership and Participation Terms and Conditions (July 2025)

1. Hebden Bridge Open Studios ('HBOS') runs an annual summer event that offers artists and makers the opportunity to open their studios and directly sell their artwork to the public usually during the first weekend of July (including the Friday). We may also run a second Open Studios event called 'Hebden Makes Christmas' which is held the first weekend in December.
2. To participate in either of the two Open Studios events, the June-July exhibition or June-July shop window trail you must be or become a member of HBOS.
3. Membership of HBOS is annual, with renewals made and membership fees due each January / February, at the same time as applications for the July event are made. Associate membership, at a lower annual fee, exists for those artists who do not want to participate in either of the HBOS open studio events.
4. All classes of membership entitle the member to their own artist webpage on the HBOS website, and to apply to be in each of the annual exhibition and shop window trail.
5. Only full members, taking part in the July open studios event, are included in the annual printed brochure of artists which exists to promote the July HBOS event.
6. Our application process and our contact with artists is all digital, via online submission forms, emails and WhatsApp group messaging. If you're not confident with digital tools, we recommend asking a friend, family member or fellow artist for support with the application form and any digital communications.
7. To ensure smooth communication, please read our emails and WhatsApp messages carefully, and respond where needed. Make sure your application includes an email address you check regularly (including your junk folder), and a mobile number.
8. Artists and makers must live, or have a permanent studio, within a 6 mile radius of Hebden Bridge town centre (see the map on the website for the extent of this radius).
9. Makers of consumable goods and commodities such as candles, soap, and foodstuffs that require regular replacement are not eligible to join Open Studios.
10. Eligibility to join HBOS will be assessed from information on your application form, including your location and the nature of your creative practice, and your confirmation of your acceptance of these terms and conditions on the application form. The committee, acting in its discretion, may choose to offer or decline membership where member eligibility is not clear cut.
11. Artists and makers must not display work for sale that they have not created themselves unless by prior arrangement with the HBOS committee, in which case a fee may become payable in relation to the third party artist.
12. Artists must open and supervise their venue personally during all published opening hours, and if there is an emergency, do their best to arrange cover of their studio space. Artists must not close their studio or pack up at a shared venue earlier than the stated closing time on each day.
13. The committee will do their best to market the event, but each artist is expected to do their bit by promoting the event to their existing contacts and distributing print.
14. At some events HBOS may arrange the hire of an art and craft fair venue for sharing by HBOS members who wish to rent table space rather than open their own venue. In this case, applications to be part of the art and craft fair must be made prior to annual membership applications being made or paid for. In the event applications to art and craft fair venues exceed

available table space, priority will be given to artists who are renewing or existing HBOS members. All applicants will be expected to meet the membership and participation criteria in paragraphs 8, 9 and 12 above as a minimum.

15. Artists and makers specifically agree to the following when joining the HBOS membership:
- a. I will help to publicise Open Studios and the event through social media, my website, my mailing list, etc. and I will distribute my allocation of flyers and brochures.
 - b. I agree to any submitted text and images being used by HBOS for promotion and publicity and that they may be edited for publication.
 - c. I understand that HBOS is a collaborative effort, and I'm happy to contribute at least 2 hours of volunteer time per event to support its success.
 - d. It is my responsibility to meet the deadlines, as late applications for membership and the July event, the window trail, annual exhibition and the Christmas event cannot be accepted (with the exception of Associate Membership which is open all year round).
 - e. I understand I will be placed in a WhatsApp group of artists appropriate to my venue and that the committee may use this to communicate with members. It is my responsibility to monitor my emails and WhatsApp messages, and to read and respond in a timely fashion.
 - f. I will complete a feedback form provided after each open studios event, if requested.
 - g. If I make over £500 in total sales (including commissions) during or as a result of the HBOS event, I will pay 10% of the amount exceeding £500 to HBOS, unless I have opted in advance to pay the higher annual membership fee which exempts me from this commission requirement.
 - h. Images, text and contact details will be used by HBOS as part of our general marketing and promotions for HBOS events, and may be edited for publication. It is my duty to ensure I submit accurate information – making it clear if certain details are not to be made public, and to proof read the draft brochure when asked to do so.
 - i. I will supply a copy of my current public liability insurance (PLI) which covers the date of the HBOS event, when asked to do so. I understand that HBOS does not provide insurance for individual artists' work, personal belongings, or venue contents. It is the responsibility of each artist to ensure appropriate insurance coverage if required.
 - j. I will supply a risk assessment for the HBOS event at my venue, or ensure that my venue manager has done so for the venue, when asked to do so.
16. Any concerns, grievances, or disputes should be raised in writing with the HBOS committee. The committee will respond in a timely and fair manner, and its decisions shall be final.
17. Membership fees and event participation fees are non-refundable, except at the discretion of the HBOS committee in exceptional circumstances. In the event an artist withdraws after acceptance, their place may not be reallocated, and fees will not be refunded.
18. HBOS will handle all personal information in accordance with the UK General Data Protection Regulation (UK GDPR). Your contact details will only be used for event organisation and promotion, and will not be shared with third parties without your explicit consent.
19. Artists are expected to behave respectfully and in the spirit of collaboration. The committee reserves the right to withhold participation if conduct is deemed damaging to HBOS or its members.
20. Failure to comply with any of our terms and conditions may result in an artist not being allowed to renew their annual membership and participate in HBOS events in the future.