



Instructor Application

E-mail: creativefinds@nicci.ca

Mailing address: 15450 - 18th Ave, Surrey, B.C., V4A 1X2 Canada

Thank you for your interest in teaching at our **Into The heART** Art Retreat on **May 22-25, 2014** (Thu-Sun) at the Harrison Hot Springs Resort & Spa.

We will be hosting five six-hour classes during two days of the **Into The heART** event.

Who we are looking for is top notch instructors teaching new/popular techniques to help draw students to **Into The heART**. There is no other art retreat of this kind in Western Canada and we are striving to make this a highly sought after annual creative journey. We are only looking for one day classes. The shorter the supply list, the better. If you are supplying art kits, please keep the costs low and with no profit, as the lower we can keep the art retreat costs, the better. *(You will earn \$90 cdn per student that attends your workshop.)*

Event Location: Harrison Hot Springs Resort & Spa, Harrison Hot Springs, British Columbia, Canada.

Teaching Info: Instructors will be paid \$90 per registered student in their class per day. Student numbers in each classroom will range between 8-25. We have five classrooms to fill:

Cascade Room: <i>U shape classroom fits up to 36 people</i>	Cheam Room: <i>U shape classroom fits up to 30 people</i>
Rainbow Room: <i>U shape classroom fits up to 30 people</i>	Fraser Room: <i>Classroom set up fits 30 people</i>
Miami Room: <i>U shape classroom fits up to 30 people</i>	

For every 6 hour class you teach at the retreat, \$120 will be deducted from your retreat package price. Class outlines & supply list will be posted on our website along with a small Instructor bio. We suggest that all Instructors be registered attendees (staying on site and attending meals), as this adds greatly to the overall experience for both the Instructor and the Students. Instructors are responsible for making their own way to and from the venue. The **student package price** will range from approximately \$800.00 to \$1,175.00 depending on accommodation choices.

PACKAGE INCLUDES: Swag bag, 3 nights accommodation, 2 six hour art classes,
 Welcome night reception (hors d'oeuvres), Breakfast each morning (3) in The Lakeside Cafe,
 Soup, salad and sandwich lunch on two (2) days, Dinner one (1) night

What we require from you:

- One application form for each class proposal. Please be thorough in your class outline, as it will be posted on our website.
- If you are selected to teach a workshop, we need you to help promote your class(es) and the retreat, as the more students in your class... the more money you will make.
- For each class we will post up to 4 images with your course description. One of these four will be a photo of yourself. Please mail/e-mail your photos with your application.
- We strongly ask that you do not teach the same class during the time leading up to our retreat and up to 3 months following our retreat. This unfortunately refers to teaching online as well, as it takes away from possible students registering for your class at the 'Into the heART' retreat. Thank you.
- Please note that all applications need to be in to us no later than Saturday August 10th 2013.

Schedule of Notification:

- Aug 10 – deadline for class proposals due in our office.
- Aug 16 – we will advise all applicants via email of acceptance / non-acceptance.
- Aug 30 – online brochure will be on the website and student registration begins Sep 21st.

We look forward to hearing from you & having you join us in this great adventure!



Art Workshop Proposal for 'Into the heART' May 22-25, 2014

www. Creative Finds.ca

(A division of [Duran Designs Ltd.](http://www.durandesigns.com) BC, Canada.)

Name: _____

Phone No.: _____ Cell: _____

Address: _____

Postal Code/Zipcode: _____ Website: _____

E-mail Address: _____

Name of workshop (3 words maximum are suggested):

Which day would you prefer your workshop to be on?: Fri / Sat / either day

Minimum # of students for this class _____. Maximum # of students for this class _____.

Have you or your artwork been published within the past 5 years? If so, where and when:

Have you taught this class prior to our retreat or plan to somewhere else?

If yes, please advise where and when: _____

Application checklist: ___ short biography ___ workshop description
___ supply list ___ project photos ___ bio photo ___ waiver
___ *Signed contract is due within 2 weeks of acceptance notification.*

Application Deadline: August 10, 2013

Mailing address: Nicci Battilana 15450 - 18th Ave, Surrey, B.C., V4A 1X2 Canada



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LIABILITY WAIVER

I THE UNDERSIGNED, BEING AN INSTRUCTOR INVOLVED IN THE CREATIVE FINDS INTO THE HEART ART RETREAT (A DIVISION OF DURAN DESIGNS LTD.) AT THE HARRISON HOT SPRINGS RESORT & SPA (HEREINAFTER REFERRED TO AS THE ART RETREAT), IN CONSIDERATION OF MY OR AN EMPLOYEE'S PARTICIPATION IN THE ART RETREAT, I HEREBY, FOR MYSELF AND ANY EMPLOYEE FOR WHOM I AM RESPONSIBLE, RELEASE, DISCHARGE, HOLD HARMLESS, AND FOREVER ACQUIT THE PROVINCE OF BRITISH COLUMBIA, THE CITY OF HARRISON HOT SPRINGS, HARRISON HOT SPRINGS RESORT & SPA, NICOLE BATTILANA O/A CREATIVE FINDS INTO THE HEART ART RETREAT, DURAN DESIGNS LTD., OR OTHER LOCAL SPONSORS, AND THEIR OFFICERS, AGENTS, REPRESENTATIVES AND EMPLOYEES FROM ANY AND ALL ACTIONS, CAUSES OF ACTION, CLAIMS OR ANY LIABILITIES WHATSOEVER, KNOWN OR UNKNOWN NOW EXISTING OR WHICH MAY ARISE IN THE FUTURE, ON ACCOUNT OF OR IN ANY WAY RELATED TO OR ARISING OUT OF MY PARTICIPATION IN THE ART RETREAT. FURTHER, I ASSUME ALL LIABILITY OF ANY NON-PARTICIPANTS WHO ACCOMPANY ME.

I UNDERSTAND THAT I AM AN INDEPENDENT INSTRUCTOR FOR ALL PURPOSES, INCLUDING WORKERS COMPENSATION, AND AM NOT AN EMPLOYEE OF THE PROVINCE OF BRITISH COLUMBIA, THE CITY OF HARRISON HOT SPRINGS, HARRISON HOT SPRINGS RESORT & SPA, NICOLE BATTILANA O/A CREATIVE FINDS INTO THE HEART ART RETREAT, DURAN DESIGNS LTD., OR OTHER LOCAL SPONSORS, AND THEIR OFFICERS, AGENTS, REPRESENTATIVES AND EMPLOYEES, AND AS SUCH THEY ARE NOT RESPONSIBLE FOR INJURY OR DEATH OF MYSELF AND ANY EMPLOYEE FOR WHOM I AM RESPONSIBLE WHICH MAY OCCUR WHILE ACTING AS A INSTRUCTOR.

Signature

Date Signed

Name/Position

Company



Instructor Contract

for 'Into the heART'

www. Creative Finds.ca

(A division of [Duran Designs Ltd.](#) BC, Canada.)

We, Nicole (Nicci) Battilana and the Creative Finds Events Team, are very glad to have you teach at our **Into The heART** Art Retreat on **May 22-25, 2014** (Thur-Sun) at Harrison Hot Springs Resort & Spa.

I, _____ will make every attempt to be on time and prepared for conducting my workshop(s) (as outlined in my Art Workshop Proposal) at the 2014 Into the heART Art Retreat, located at the Harrison Hot Springs Resort & Spa (100 Esplanade Ave., Harrison Hot Springs, British Columbia (<http://www.harrisonresort.com>)).

Workshop Name: _____ Date being taught: _____

Workshop Name: _____ Date being taught: _____
(if applicable)

- I understand that it is in my best interest, as well as Creative Finds Events (aka C.F.E.), that I conduct my classroom in a respectful, educational and fun atmosphere.
- I will leave the classroom in the same condition I found it in, if not better. My students & I will make use of the garbage cans and recycle bins left in the room for our use. All paint/dirty water containers will be emptied into the supplied resealable containers, so that they may be drained by a member of the C.F.E. Team.
- I understand that I am not an employee of C.F.E. and therefore am responsible for my own actions and income tax reports.
- I will save the opportunity for selling my work, books, etc for the Artisan Market, as my class instruction time is limited.
- I understand that if I need assistance, for any unforeseen reason, I can contact a member of the C.F.E. team with the use of my own WIFI technology (using the free WIFI network), or cell phone. The C.F.E. team will be on-site, but may be in another part of the retreat location.
- I understand that I may not host/organize a creative retreat within British Columbia, Canada until a minimum of two years has past since having attended an Into the heART Retreat.
- I understand that by signing this contract it encompasses that of my original Art Workshop Proposal, Student Registration Form, and Event Waiver, and that the four of the forms together make up my 2013 'Into the heART' Instructor Contract.

Teaching Info: Instructors will be paid \$90 per attending registered student in their class per day. Student numbers in each classroom will range between 8-25. The total amount paid to you will be determined on how many students attend your class on the day of the event. Instructors will be paid upon completion of their workshop(s) and prior to departure from the above mentioned retreat, unless otherwise agreed upon in writing between C.F.E. Organizer, Nicole (Nicci) Battilana and the Instructor.

For every 6 hour class you teach at the retreat, \$120 will be deducted from your retreat package price. The classes that fill up first for each day will be assigned the larger classrooms. Class outlines & supply list will be posted on our website along with a your Instructor bio. The retreat **package price** ranges from approximately \$800.00 to \$1,175.00 cdn depending on accommodation choices (*with the added option of a \$75 vendor table rental for the Market Night*). NOTE: all monetary amounts noted in this contract are in Canadian funds.

Instructor Signature

Printed Name

Date Signed (D/M/Y)

Event Co-ordinator's Signature
(to be signed by Nicole (Nicci) Battilana)

Printed Name

Date Signed (D/M/Y)

Creative Finds Events contact information:

E-mail: creativefinds@nicci.ca **Mailing address:** 15450 - 18th Ave, Surrey, B.C., V4A 1X2 Canada **Phone:** (604) 531-3773