



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

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 **Oct 08-11, 2015** (Thu-Sun) at the Harrison Hot Springs Resort & Spa. We are highly looking forward to seeing what you would LOVE to teach! We will be hosting 3 to 4 six-hour workshops in the day time and 2 to 3 three-hour evening workshops during two days of the *Into The heART* event.

Who we are looking for is top notch experienced instructors teaching new/popular techniques which will draw students to *Into The heART*. We recently held our very first Art Retreat at Harrison Hot Springs Resort in May 2014. It was a fabulous success! Join us as we strive to make *Into The heART* a highly sought after annual creative journey. To get a glimpse of our last retreat, please visit our BLOG post here: <http://creativefinds.ca/blog/art-retreat/what-a-wonderful-adventure-pics/>.



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

Teaching Info: Instructors will be paid by Duran Designs Inc. per student that attends their class (\$90 cdn a student per 6 hour class & \$45 cdn a student per 3 hour class). Student numbers in each classroom will range between 8-25. We have three to four classrooms to fill. *NEW* We also have the opportunity of offering a 3 hour class on the Friday night. If you are interested in proposing a short workshop for this, please include it with your initial application package.

* If Instructors wish to attend a class/workshop in their off time, they will need to pay a discounted rate to Duran Designs Inc (6 hour class = \$115.00 cdn, 3 hour class = \$57.00 cdn).

Class outlines & supply list will be posted on our website along with a small Instructor bio. Please note that the Instructors are responsible for making their own way to and from the venue.

The **student package price** will range from approximately \$525.00 to \$595.00, depending on our final contracted room rates with the Resort, which should be finalized by the late Fall of 2014.

FYI: **Student PACKAGE INCLUDES:** Swag bag, 2 six hour art classes, & Welcome night reception (hors d'oeuvres).

The evening workshops are optional at an extra cost.

Accommodation: There are many accommodation choices in the Harrison Hot Springs area. **Harrison Hot Springs Resort**, itself, has wonderful accommodation choices on site, great proximity to your classrooms/event locations, plus the use of their natural hot spring pools. *Please book your accommodation directly with your chosen location.*
Address: 100 Esplanade Avenue, Harrison Hot Springs, British Columbia, V0M 1K0, Canada. For **Room Reservations for the Harrison Hot Springs Resort, please call: (866) 638-5075**

Room Rates: Speciality guest room rates (+ tax & hotel fees)(rates subject to change)

Room	Per Night Rate
Main Hotel	\$149.00 cdn
West Wing	\$169.00 cdn
West Tower	\$179.00 cdn
East Tower	\$189.00 cdn

What we require from you:

- a) One application form for each class proposal. Please be thorough in your class outline and email in sample photos, as these will be posted on our website Nov 1st, 2014.
- b) If you are selected to teach a workshop, we will email you a contract that needs to be signed and returned to us by October 24th, 2014. You are also responsible to assist in the promotion of your workshop(s)/class(es) and the retreat, as the more students in your class, the better for everyone.
- c) For each class we will post up to 5 images with your course description. One of these four should be a photo of yourself. Please mail/e-mail your photos with your application. (email photos to creativefinds@gmail.com with the subject line: "Into the heART photo samples".)
- d) We require that you do not teach the same class within British Columbia during the 6 months 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.
- e) Please note that all applications need to be in to us no later than October 03rd, 2014.
 FYI: The shorter the supply list, the better. If you are supplying art kits, please try keep the costs low and with no profit, as the lower we can keep the art retreat costs, the better.

Schedule of Notification:

- Oct 03 – deadline for class proposals due in our office.
- Oct 17 – we will advise all applicants via email of acceptance / non-acceptance.
- Oct 24 – signed contracts to be returned to our office.
- Nov 1st – online brochure will be on the website and student registration begins Nov 10th, 2014.

Thank you for taking the time to apply to Into the heART!
 Keep smiling & creating!

From,
 Nicci & the CFE Team
www.creativefinds.ca

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



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

Art Workshop Proposal for 'Into the heART' Oct 8-11, 2015

www.CreativeFinds.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 by September 24th, 2014 (You may also send this in with your application).*

Application Deadline: September 03, 2014

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



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LIABILITY WAIVER

for 'Into the heART'

Oct 8-11, 2015

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 **Oct 08-11, 2015** (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)

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 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 Fall 2015 'Into the heART' Instructor Contract.

Teaching Info: Instructors will be paid per attending registered student in their class per day (6 hour class = \$90 per student, 3 hour class = \$45 per student). 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. 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. 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:

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