

# Community Portrait Gallery Registration Form



📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)

☎ (02) 4868 0888 ✉ [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au)

## Privacy Notice

In lodging this form, you are providing personal information such as your name and contact details. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Your personal information will be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

**Purpose of collection:** Your personal information is being collected for the purpose of contacting you or serving correspondence upon you as the participant of the Community Portrait Gallery Program.

**Intended recipients:** Council officers, agents of Council and persons granted lawful access under the *Government Information (Public Access) Act 2009*.

**Supply:** Supply of your personal information is voluntary, however, if you cannot or refuse to provide some or all of the information sought, Council may be unable to process your form.

**Access/Correction:** You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

**Storage:** Your personal information is being, or has been, collected and will be held by: Wingecarribee Shire Council, Civic Centre 68 Elizabeth Street, Moss Vale NSW 2577. This form will be placed on a relevant file and/or recorded in Council's electronic document and records management system.

## Community Portrait Gallery Program

Council is excited to be subsidising a Community Portrait Gallery, a 12-month project to fill the Moss Vale Civic Centre Foyer Gallery. A representation of our community. People from all areas, suburbs, towns, villages, volunteers and staff are invited to participate. Due to Covid-19 we are structuring this project a little differently, so you can still participate from your own home! This fun portrait painting session directed by portrait artist John M Brain will unleash the hidden talent in anyone bold enough to pick up a paint brush! We can promise, you will walk away having painted a portrait that looks just like you, even if you have NEVER painted before!

## Registration Process

1. Fill in the registration form and submit with your photo headshot to: [artsfile@wsc.nsw.gov.au](mailto:artsfile@wsc.nsw.gov.au)
2. Your photo will be transformed into a sketch outline onto your canvas
3. John Brain will post direct to you a pack that includes:
  - One canvas ready to be painted
  - Tonal photograph
  - Black and white paints
  - Paint brushes
  - You will have an instruction set and an email video tutorial emailed to you
4. Paint away!
5. Need help? Email John Brain direct: [jmb@johnmichaelbrain.com](mailto:jmb@johnmichaelbrain.com)

*Working with you*

## Fee

Each canvas you paint is \$39.95. You can pay by cheque or pay over the phone by credit or debit card. The fee includes participation fee, art supplies and guidance by the artist over email. \*Note: During the COVID-19 shutdown period the credit card surcharge fee will be waived. If you have selected the option to pay by Debit/ Credit Card over the phone below, Customer Services will contact you by telephone to take payment.

## Exhibiting Portraits

As part of this project ALL Wingecarribbee Shire Council participants will be invited to bring their portrait in to hang as part of the portrait gallery.

## Participant Registration Details

I would like to take part in the Community Gallery at Moss Vale Civic Centre. Please fill in your details below.

<b>Name:</b>				
<b>Address:</b>				
<b>Phone:</b>				
<b>Email:</b>				
<b>Fee Payment</b> (please tick)	<input type="checkbox"/> Debit/ Credit Card over the phone	<input type="checkbox"/>	<input type="checkbox"/> Cheque	<input type="checkbox"/>
<b>I agree to the T&amp;Cs below:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No	<input type="checkbox"/>

## Terms and Conditions

**Artists Participate at Their Own Risk.** By participating in this project and registering you are agreeing to the Terms and Conditions, you agree to conduct a risk assessment of the area in which you plan to do your artwork in and ensure it is safe. As a guide, complete the below **At Home Safety Assessment:**

<input type="checkbox"/>	Sitting chair is comfortable and supports back and posture
<input type="checkbox"/>	Space is clean, tidy and safe
<input type="checkbox"/>	Paint and supplies are in easy reach
<input type="checkbox"/>	Ensure you break and stretch every 30 mins
<input type="checkbox"/>	Are there any trip hazards? How will these be made safe?
<input type="checkbox"/>	Ensure children and/or pets are kept out of work area

## Copyright Release Form for Written Work, Images, Artwork

I hereby grant to WINGECARRIBEE SHIRE COUNCIL/ARTSFILE /SOUTHERN HIGHLANDS ART TRAIL permission to use all images submitted as part of the Community Art Gallery. I understand I am giving permission for my images to be used to promote Arts and Culture in the region.

I certify that no other individual or parties hold copyright interest in any of the work(s) submitted, that I hold all rights to said works, and that the license granted herein does not violate any third-party rights or applicable laws. I hereby certify and covenant that I am of legal age (a parent or legal guardian must sign for a minor), or if applicable, that I am authorised to sign.

Name	Signature	Date