

Ballinglen

WORKSHOP INFORMATION AND POLICY GUIDE

By registering for a workshop organized by Ballinglen: USA/IRELAND and held at The Ballinglen Arts Foundation (BAF) you agree to abide by the policies and regulations detailed in this document.

Workshop space is limited; therefore, bookings are first come, first served.

INCLUDED IN WORKSHOP COST

- Workshop tuition
- Transportation to and from train or bus stations in Ballina
- Accommodations (see below)
- Meals (lunch/dinner*/dessert*/tea/coffee) *dependent on the workshop and its duration
- Full use of the BAF facilities, including the Museum during regular opening hours, and access to Ballinglen Centre and Workshop Shed, 9 am - 9 pm, seven days per week.

REGISTRATION

Registration and confirmation of available space for workshops can be completed by submitting a booking form accessible on individual workshop pages.

PAYMENT

A completed booking form, booking fee, and agreement to the cancellation and withdrawal policies are necessary to reserve space in any workshop.

A \$500 booking fee applies, is non-refundable and payable via PayPal, debit, or credit card via the link on each workshop page. Final payment must be made in full at least 30 days prior to the first day of the workshop.

Payment of booking fee constitutes participants' agreement to the BAF cancellation and withdrawal policies.

MATERIAL FEES

A small fee will apply for materials provided and varies depending on workshop attended. This fee must be paid at the commencement of the workshop. When applicable a materials list will be sent with registration confirmation or prior to the start of the workshop.

CONFIRMATION

We will email you a confirmation once we receive booking form and booking fee payment.

CANCELLATION POLICY

If minimum enrollment is not met, cancellation of the workshop will be sent out approximately 3 months in advance. The workshop will be offered again at a later date and participants can either keep their place or request a full refund.

Booking fees and all other fees paid will be refunded in the event of a workshop cancellation by workshop leader or BAF.

WITHDRAWAL & REFUND POLICY

Withdrawal must be made in writing via email.

The \$500 booking fee will be deducted from refunds.

Payments are non-refundable 30 days prior to the class.

Refunds will be in the original form of payment, or a credit can be given for use towards another workshop.

If health risk concerns or illness prevent or make attendance inadvisable at workshop, please contact us and we will do our best to accommodate you.

WAITLIST

A waitlist is available for all workshops that have reached maximum enrollment and are noted as FULL. To join the waitlist, please email your request. If a space becomes available, those on the waitlist will be contacted in the order in which their names were submitted.

ACCOMODATIONS & FACILITIES

Accommodation is provided in a shared cottage with a private bedroom, close to BAF. A limited number of ensuite rooms are available at an extra cost and available on the arrival date to the departure date as stated on each workshop page.

The BAF Centre and cottages are like home while you are here. They are well maintained, and we appreciate each participant's help and respect in maintaining good standards and facilities. We endeavour to make your time here at BAF as comfortable as possible so please do not hesitate to ask if there is anything we can do to ensure your safety and comfort.

The Dolan/Maxwell Library at BAF is open for use all day, every day. Books are for reference use only in the library and are NOT to be removed.

Always set the alarm if you are the last out of the building.

PHOTO & VIDEO IMAGE RELEASE POLICY

By registering for a workshop, you give permission for photographs of you and your artwork taken during a BAF workshop to be used for publicity, video, website content, social media, and BAF publications. BAF will not share these images with any other institution or organization for their use.

If you do not give permission, please let us know in writing.

CALLING CODES

+ is your international access code (the most common access code is 00, but do check for variations as the US access code is 011)

353, is the country code for Ireland

96, is the area code for Ballycastle

85, 86 and 87 are cell phone area codes

If you are calling from an Irish phone begin with 0.

For example:

+ (insert international access code) – 353 (Ireland country code) – xx (area code) – xxxxxxx (telephone number)

Therefore, dialing from a North American phone to a number in Ballycastle, say BAF, would be:

(011-353-96-43184)

USEFUL NUMBERS & INFO

Úna Forde, Managing Director of BAF: (0) 85-174-2956

Ceide Ladle (Homecooked Food), Main Street, Ballycastle: (0) 83-012-5218

June's Cafe (formerly Mary's Tea Rooms), Main Street, Ballycastle: (0) 85-143-3806

Killala Bike Hire, www.killalabikehire.com (0) 87-275-4392

Dropoff and collection of bicycles to Ballinglen is facilitated.

The Gym, upstairs in the Ballycastle Community Hall

Hours: Monday–Friday 9am–1pm & 5pm – 9pm. Saturdays 10am – 1:30pm

Prices: €5 per visit or €20 per month

ATM: outside of Seaview Lounge at the top of Main Street

Please contact us with any questions or concerns:

telephone: +353 (0) 96 43184

email: ballingenarts@gmail.com