



WOMENS SHED CENTRAL COAST CREATE | BUILD | GROW

WSCC Workshops Terms of Agreement

Changes to workshop

Any change to the workshop content or the timeline of the workshop must be confirmed in writing prior to the commencement of the workshop.

Fees, expenses & payment

The facilitator will invoice WSCC for the workshop fee and any agreed expenses specified in the Facilitator Agreement.

WSCC will pay the fee and any agreed expenses within 14 days of the date of invoice.

WSCC responsibilities

WSCC will provide/supply the facilitator with:

- The specified space required to conduct workshop as per prior agreement and outlined in the Facilitator Agreement.
- Any equipment required to conduct workshop as per prior agreement and outlined in the Facilitator Agreement.
- WSCC volunteer assistants on the day of the workshop where applicable. Agreed prior and outlined in the Facilitator Agreement.
- A WSCC liaison person to act as the central point of contact between you and WSCC in relation to the workshop.
- WSCC will only use and disclose any personal information of the facilitator provided to WSCC in the manner and for the purposes specified in its Privacy Policy.

Facilitator responsibilities

Facilitator will:

- Ensure you represent WSCC in a positive light, and honour our objective and ethos by engaging with all members and other students in a supportive and inclusive manner.
- Ensure all activities are conducted in a safe and responsible manner.

- Ensure the Shed is left clean and tidy, and that all furniture and equipment is returned to where it belongs.
- Will purchase any materials for workshop as per prior agreement and outlined in the Facilitator Agreement, and supply our Treasurer with receipt of purchase.
- Provide WSCC with a copy of their Public Liability Insurance Certificate of Currency where required (Contracted Facilitators only)
- Agrees to our Confidentiality Clause
- Agrees to our Photography/Video/Social Media Clause
- Agrees to our Business Promotion Clause

Confidentiality Clause

The facilitator will not share any confidential information relating to WSCC, its members or participants received or accessed during the workshop, for any purpose other than the provision of the workshop or with the prior written consent of WSCC.

Photographs/Video/Social Media Clause

All Members and participants must be given the opportunity to opt out of being photographed/filmed/or of having their image shared on social media. Any participant who chooses not to be photographed or filmed must be respected.

Any photographs or films taken on WSCC premises and shared on social media, must be tagged or otherwise credited to WSCC.

Business Promotion Clause

WSCC workshops are not to be used as a promotional tool for your private business. If you have a business that relates to the topic/discipline of your workshop, your business name and information can be shared, but no promotional material or external workshop advertising is to be shared with workshop participants.

Cancellation of scheduled workshop

WSCC may cancel a scheduled workshop at any time due to unforeseen circumstances. WSCC will provide the facilitator with as much notice as possible of any such cancellation. If WSCC is required to cancel a scheduled workshop, WSCC will not be liable to pay the facilitator, but will absorb the cost of any materials purchased for use in the workshop.

The facilitator may cancel a scheduled workshop at any time due to unforeseen circumstances. The facilitator will provide WSCC with as much notice as possible of any such cancellation. If the facilitator is required to cancel a scheduled workshop, the facilitator will be liable to pay WSCC for any materials purchased by WSCC specifically for the workshop, or absorb the cost of any materials purchased by the facilitator for use in the workshop.