



Workshop Instructor Application Form

Please return this form to tiersespace@gmail.com
and attach a few images that we can use for promotional purposes

Instructor information

Name: _____ Pronouns: _____

Email address: _____

Mailing address: _____

Phone number: _____

What is your preferred method of payment? (circle one)

E-transfer
(to the email address above)

Cheque
(mailed to the address above or picked up)

Short bio:

Workshop information

Workshop title: _____

Brief description of the workshop:

Proposed workshop dates: _____

Anticipated workshop duration: _____

Required Materials:

Maximum number of participants: _____ Minimum number of participants: _____

Proposed location: _____

Proposed price of admission: _____

Anticipated material costs*: _____

**If workshop instructors intend to use materials from their studio (already purchased) please indicate this here. Third Space may raise the instructor fee to cover the cost of materials used.*

Compensation

Workshop instructors will be paid 60% of the net revenue Third Space earns from the admission fees collected for the workshop described above.

Workshop instructors will be paid by e-transfer or cheque within a week of the completion of the workshop.

If workshop instructors require reimbursement for materials, they can submit receipts in advance of the workshop. If workshop materials are expected to be more than the amount indicated on this form, please inform Third Space right away.

Expectations

Workshop instructors are expected to provide Third Space with all necessary information for the promotion of the workshop.

Workshop instructors are expected to communicate clearly with the Board and Staff of Third Space and correspond in a timely manner.

Workshop instructors are expected to conduct the workshop in a professional manner.

Workshop instructors are expected to present their workshop in an inviting and welcoming space, free from discrimination.

Agreement

I agree to abide by the Third Space [Code of Conduct](#) and agree to adhere to the stipulations presented in this application form. I understand that Third Space may, unilaterally and at its own discretion, cancel the workshop at any time, and in this situation, Third Space is not obligated to pay the workshop instructor fees.

If the workshop instructor decides to cancel the workshop or is unable to meet the stipulated deadlines or other tasks set out by the Executive Director, Third Space is not obligated to pay the workshop instructor fees.

*** Please note: Third Space will cancel the workshop immediately if Zone 2 is in the Red or Orange phases of the New Brunswick COVID-19 Recovery Plan ***

I agree to the terms outlined above
