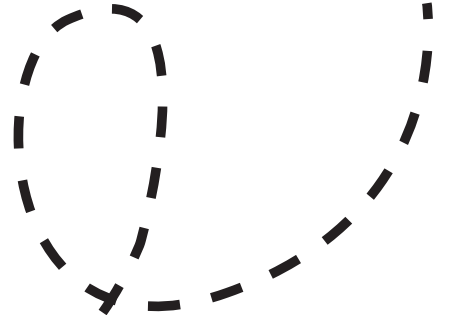




# Buzz in the City



**Artist submission form**



[buzzinthecity.co.uk](http://buzzinthecity.co.uk)



Registered Charity No. 284670



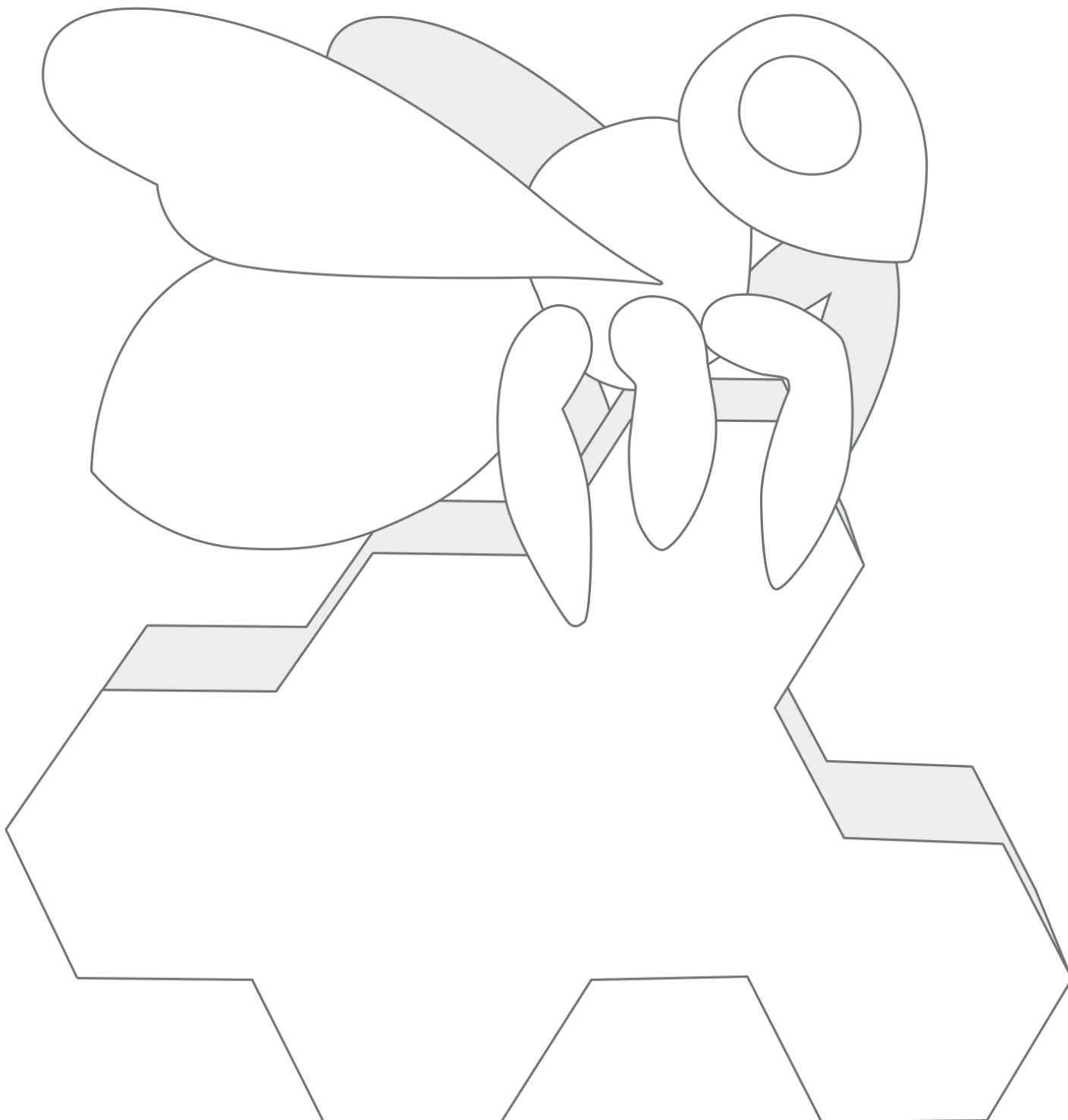
## Design template



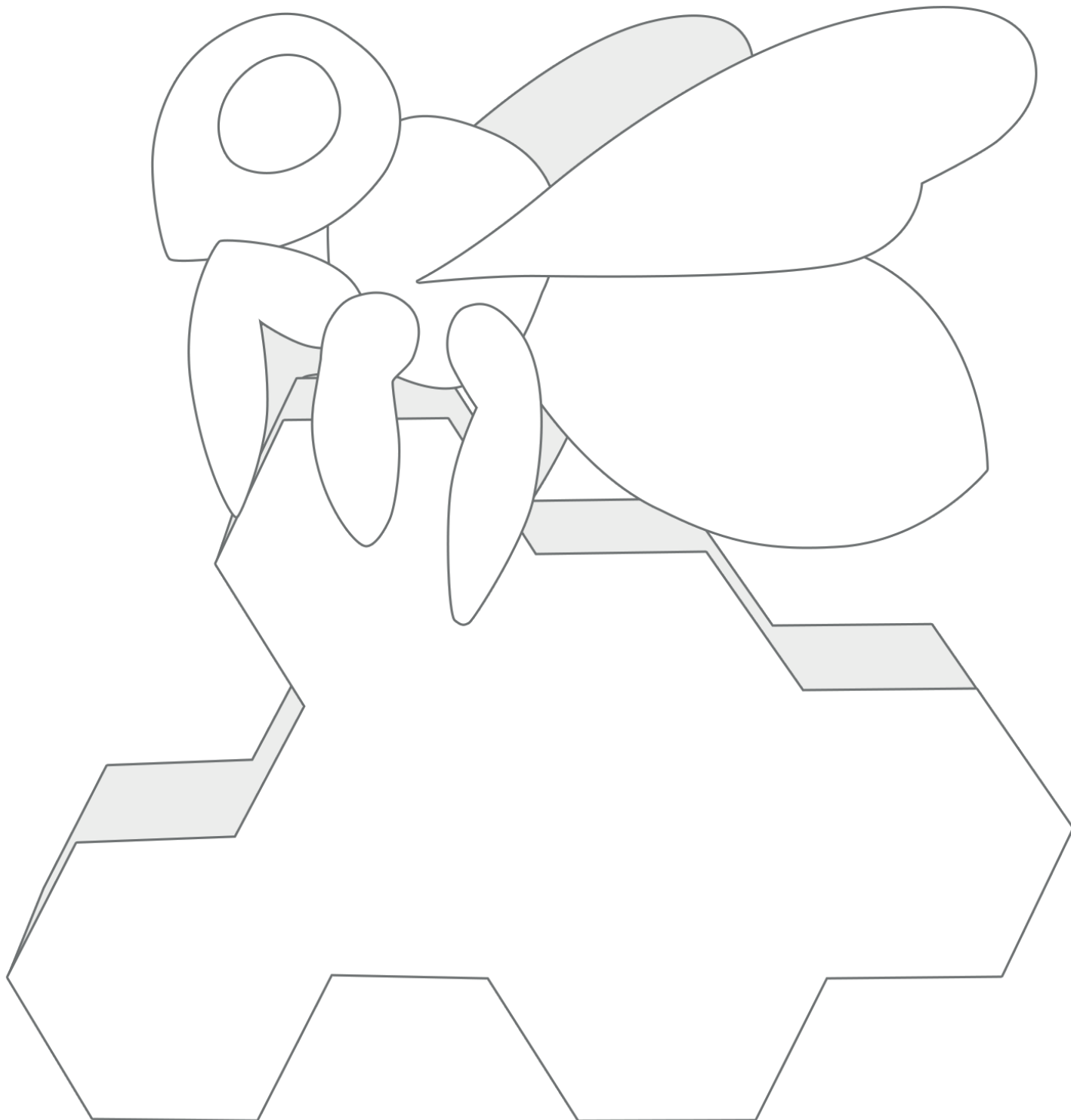
Use these templates to create your design and save them in PDF or JPG format at high resolution. Send them, along with a completed Artist Submission Form, by email to [arttrail@farleighospice.org](mailto:arttrail@farleighospice.org)

Email attachments must not exceed a file size of 5MB.  
Closing date for submission is Friday 31 January 2025.

### Side 1



Side 2



## Artist Submission Form



Please use block capital letters

**First Name**

**Surname**

**Full postal address, including postcode**

**Telephone**

**Email**

**Web address**

**Date of birth (if under 18)**

**Artist name, as you wish it to appear on the sculpture base and in promotional material**

## Artist Submission Form



Proposed title for your sculpture

Artist statement (Please write a short statement of no more than 100 words about yourself and your work, written in the third person, which will be used on the website and in other promotional materials)

Production

Please indicate whether you intend to paint your bee at the central location in Chelmsford. This is not a binding commitment at this stage

Please confirm that you will be available to complete painting your bee, if your designs are commissioned, between the beginning of March and the end of May 2025

Do you have any experience of delivering artist workshops within schools/community groups, and would you be interested in doing so between March and May 2025?

If yes, please confirm your DBS check status and can you provide a reference.

Acknowledgement

By signing this submission form I confirm that I have read and agree to all terms and conditions stated and I certify that all information I have supplied is true to the best of my knowledge. I acknowledge that Farleigh Hospice is not liable for damage or loss of materials submitted.

Signature

Date

## Terms and conditions

1. For each design that you submit, you are agreeing to be bound by all terms and conditions.

2. You must be the sole owner of all Intellectual Property rights of the design you submit.

Alternatively, if the work is not yours in full you must have sole permission in writing from the copyright owner to use their work for the Buzz in the City art trail. Source material or proof of permission to use must be available when requested by the project organisers before decisions are made on the final selection of designs.

3. Designs submitted must be something that the artist has the ability to reproduce on a bee sculpture(s). Up to five designs can be submitted by each artist providing that they can complete as many as are commissioned in the allotted time.

4. To be considered, designs must be received by email by the closing date of 31 January 2025. Each entry must be accompanied by a completed, signed and dated artist submission form.

5. Contact details you provide will only be used to communicate with you about the Buzz in the City project and will not be stored after completion of the project without your express consent. Your contact details will never be passed on to any third parties without your express, informed consent. Our privacy policy is available on our website [farleighhospice.org/privacy](https://farleighhospice.org/privacy) or on request from [arttrail@farleighhospice.org](mailto:arttrail@farleighhospice.org)

6. Copyright and all other Intellectual Property rights belong to and remain with the artist, but the artist grants Farleigh Hospice and Making Trails an irrevocable, royalty-free licence to use the completed artwork online and in print for marketing, promotional and legacy purposes connected with the Buzz in the City project.

7. You consent to the use of your name, work, photograph and artist statement in any and all promotional material that may be produced by Farleigh Hospice without any further compensation or financial payment.

8. The honorarium of £750 will be paid on completion of each bee sculpture and subject to it satisfactorily replicating the original commissioned design. Any alterations to the original design must be discussed with the project manager. We reserve the right to withhold any payment if the quality of the finished work falls below what can be reasonably expected for public display and/or substantially different from the submitted and commissioned design.

9. The decision on all matters related to approval of designs and commissioning is final and the project manager will not enter into any further correspondence.

10. Each bee sculpture will be supplied at no charge to you but the cost of materials is your responsibility along with any expenses or transport costs associated with moving the sculpture(s) to your own premises if you choose NOT to paint it at the central location in Chelmsford. The only payment made to artists is the honorarium of £750 on completion of commissioned artwork, subject to sign-off. Payment will be made within 30 days of receipt of the invoice. No recompense or expenses will be paid to artists who submit designs that are not approved for inclusion in the design display or which are not commissioned following that display.

11. The bee sculpture remains at all times the property of Farleigh Hospice and must be kept in good condition prior to handover of the finished, decorated bee.

12. If the sculpture is returned unfinished or deemed to be irreparable due to damage while in your possession you will be charged for the full replacement cost of the sculpture.

13. All bees will be auctioned to raise money for Farleigh Hospice so that we can continue to provide free hospice care to local people who need it, unless a sponsorship arrangement allows a sculpture to be retained by its sponsor.