

## **Portrait Artist Pilot Scheme – Guidelines**

Please note the following guidelines for the Portrait Artist pilot scheme which will run from 1<sup>st</sup> October until 31<sup>st</sup> December.

### **Booking Shifts**

All Artists will be invited each month to apply for pitches reserved for them on the rota. The rota is based on the shift preferences which have been provided by all Artists at the start of the pilot scheme.

This will create a first version of the shift rota. This will be emailed out to all Artists following the licence renewal day.

Between Thursday at 9am until Friday at 3pm all artists will then be able to call the hotline 0207 641 3161 and book additional shifts that they see are free from the shift rota.

Artists will be allowed to book a maximum of 6 additional shifts for any one week

Artists will not be allowed to have their name appear more than once on the rota. Trading can only take place in one location at a time.

Artists will be permitted to switch shifts from their allotted slot. This will be to a maximum of 6 shifts per week.

Any additional shifts booked must be paid for in full. Payment can be taken over the telephone using a debit card. A receipt of payment will be emailed to each Artist.

No bookings will be taken after Friday at 3pm. After this time the final rota for the week will be published and will be sent to all Artists and Enforcement officers.

Please note that no changes that have been made for any other artist will be disclosed over the telephone. Artists may only enquire about the pitches they have booked themselves. This information will be contained within the final rota published for the week.

## **Utilising the Licence**

The licence must be used in accordance with the licence conditions

Artists will be allocated a location for each shift. There are no pitches allocated.

When the artist arrive at their location, they may select whichever pitch that is free that they choose.

Artists may not change location. They must trade at the location set out on the rota.

## **Enforcement Action**

Regular checks will take place on all Artists to ensure compliance with their licence conditions. Breaches of any licence condition will be dealt with in the following manner:

1. A verbal warning will be given
2. A written warning will be issued
3. Artists will be suspended from the scheme for the next licence period

The licence conditions are listed on the following page:

# **LICENCE CONDITIONS MADE UNDER SECTION OF THE CITY OF WESTMINSTER ACT 1999 APPLICABLE TO TEMPORARY LICENCES FOR PORTRAIT DRAWING**

## **1. Exhibition of Licence**

The licence or plate or a clear copy shall be prominently displayed at all times so as to be readily and easily seen by all persons using the service.

## **2. Trading Hours**

The pitch shall not, for any purpose of the licence, be opened before 12 noon hours and shall not be kept open beyond midnight hours.

## **3. Responsibility of Licence Holder**

The licence holder shall take all reasonable precautions for the safety of the public. The licence holder shall not obstruct the highway nor shall his/her artistic work lead to the highway being obstructed by people gathering to watch the artist at work. The licence holder shall not make use of the street furniture e.g. public seats, lamp posts, railings, walls etc.

## **4. Pitch Allocation**

The licence holder shall trade only from the pitch that has been allocated to them for that time (i.e. they shall operate within the pitch allocation rotation system stipulated by the council).

## **5. Attendance**

The licence holder must be personally present when the pitch is open and trading is taking place.

The licence holders right to trade cannot be delegated and is not transferable to any other person for any period of time.

## **6. Conduct of Licence Holder**

The licence holder shall deal with all members of the public, council staff and contractors fairly and respectfully.

The licence holder shall ensure that none of the following shall take place at the pitch:

- Unlawful possession and/or supply of drugs controlled by the Misuse of Drugs Act 1971;
- Indecent behaviour;
- Acts of violence against person or property and/or the attempt or threat of such acts.

## **7. Pitch Appearance and Equipment**

The licence holder shall keep the pitch in good order throughout trading hours and in particular shall:

- Dispose of all rubbish appropriately;
- Not use radios or any amplified noise equipment;
- Restrict equipment at the pitch to that which is permitted by the City Council; i.e. one chair each for artist and subject, one easel, one free standing display of their work not exceeding 1.5m x 1.5m in size, one umbrella.