



Guide to

Art Print Residence

Art Print Residence is located in a rural location in Arenys de Munt, near Barcelona.

This guide is to help you navigate during your experience.



Art Print Residence is a professional Printmaking Studio specialized in intaglio etching and other printmaking methods.

The Art Print Residence provides accommodation and welcoming creative space for printmakers from all over the world while they research and create their work at the studio. The rural setting provides a quiet space for you to live and work. **You'll have the freedom to create your own work or participate in a variety of courses and workshops.**

The residency is located in Arenys de Munt, approximately 30 minutes from Barcelona and 45 from Girona by road. Arenys de Mar, the adjoining seaside town, is within walking distance and from there you can catch local transport to Barcelona.



Jordi Rosés and Clàudia Lloret operate a professional Printmaking Studio specialized in intaglio and other printmaking methods. As owner/operators of Murtra Edicions, they have worked with and printed for artists since 1991, creating plates and printing editions and special collections. They have taught courses locally and have been invited to teach in Europe and in northern Canada. They have published prints, artists' portfolios and books for individual artists as well as publishers, museums, galleries and private companies.

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Before your arrival

1.1

Registrations

- A. All the artists / students must be in possession of a valid passport or Identification Card as well as all visas, permits, certificates, or any other document needed for the whole of the journey. It is the responsibility of the artists to obtain them.

- B. Taking out travel insurance which covers any eventuality you may have during your stay is necessary. **see the travel health insurance below*

- C. Admission requires acceptance of all these terms and conditions.

- D. Admission and accommodation will be under chronological criteria and prepayment of a deposit of 30% of the total cost.

1.2

Payments

- A. The residency relies on artist fees to operate. You must pay a reservation in advance to secure your place in Art Print Residence.
- B. A deposit is required on acceptance of the quotation. **A deposit of 30% of the total cost** (+bank taxes) is required for booking and it should be done after receiving the budget. We work on a first-paid, first-served basis, which means that we can book the space for you once we receive your deposit.

C. PAYMENT

You can make a bank transfer to our bank account or you can transfer the money via Paypal, Wise or Revolut.

D. CONFIRMATION

We will confirm your reservation via e-mail as soon as we receive your deposit.

- E. **The remaining amount of 70% is payable upon arrival at the residence with cash or by card.** You can also pay one week before the arrival date by bank transfer or Paypal.
- F. Upon arrival, we will charge a **100€ fee for supplies**. We will discount the purchased supplies from this amount. At the end of the residency, artists must pay for the purchased supplies (paper, plates...) and extra services (coffee, laundry, extra nights, etc) before leaving the residency. Residents who stay longer than one week should pay for the purchased supplies at the end of each week (on Fridays).

**Please make sure that your transfer is in Euros.
Indicate your name as a reference of the transfers
so we can easily identify who is paying.**

G. REFUND POLICY

A. RESIDENCIES & COURSES ON REQUEST -REFUND POLICY.

All cancellations incur a 50€ administration fee. The deposit of 30% for the booking is not refundable.

In addition to the administration fee, our cancellation policy is as follows:

Cancellations made more than three months prior to your stay: the deposit will be held for one year.

Cancellations made between three months and one month before your stay: half of the deposit will be held for one year.

Cancellations made 30 days or less before the start of your stay, or during the residency: no refund will be issued.

B. ANNUAL PROGRAM WORKSHOPS WITH GUEST TEACHERS - REFUND POLICY.

All cancellations incur a 50€ administration fee. The deposit of 30% for the booking is not refundable. Cancellation 3 months before the course: we keep the deposit during 1 year for another course or residency. Cancellation less than 3 months before the workshop: no refund.

H. WORKSHOP CHANGES OR CANCELLATIONS

- A. Art Print Residence reserves the right to change any of the prices, limit class size, service or other particulars contained on the Art Print Residence website at any time.

- B. Art Print Residence reserves the right to change or cancel a workshop if the minimum number of bookings required to run a workshop is not reached. If a workshop is canceled due to this reason, students will be able to choose between applying for another course or residency or getting a refund for all money paid to Art Print Residence. Refund payments will be limited to the total amounts paid to Art Print Residence less the bank taxes for the transfer. Art Print Residence can not be liable for any consequential loss of any kind.
- C. In the unlikely event that the named Master is unable to attend due to illness or other circumstances beyond his control, Art Print Residence will first try to find a suitably qualified replacement Master. Students will be able to choose between accepting the substitute or applying for another course or residency.
- D. Because of all these reasons, participants are recommended not to buy flight or train tickets until workshop has been properly confirmed, or buying them having change/cancellation covered by the company or an insurance.

The Art Print Residence reserves the right to admission for non-compliance with the regulations, or in case of any issue, with no right of refund.

1.3

Insurance

When travelling abroad one has to keep in mind that numerous unexpected costs might pop up therefore we have the concept of travel insurance policy.

Art Print Residence does not administer insurance to artists and does not assume any legal responsibility for the artist, their work, their guests, or their travels, or any other activities while attending Art Print Residence program. It also does not insure artists or their artworks.

All claims must be made by the artist to their **private insurance, travel insurance, or workplace insurance** (or any other applicable insurances).

Artists are highly encouraged by Art Print Residence to sort these matters out before arriving to the residency.

Travel health insurance

WHAT IS IT?

The concept of travel health insurance relates to covering up medical expenses in case an injury or unexpected sickness arises during one's trip. In case you are wondering if one needs health insurance when travelling to a foreign country depends deeply on the desired destination as well as the ability to personally cover any health care needs during the stay out at the certain foreign country.

However travel insurable is a must for most people, apart from medical expenses, travel insurance is destined to cover different losses suffered during the trip including one's own country as well as internationally. Unexpected happenings like lost at the last moment, travel agency or accommodation bankruptcy. Therefore, travel insurance policy is designed to provide also cancellation insurance by means of full or partial refunds.

Whether you are travelling once or several times during a short period of time, the travel insurance policy will match and cover the exact number of the days spent in the international territory, in this case the Schengen territory, the price ranging accordingly.

WHO MUST PURCHASE...?

ANYONE travelling temporarily to a Schengen area from a country that is subject to visa requirements, be it an individual visitor or group visitors, tourists, or business travellers.

The insurance policy can be purchased either online or conventionally depending on the chosen company.

EU citizens have an “European Health Insurance Card”.

It covers you for most medical care in public hospitals. It will not cover you for non-emergencies or emergency repatriation home. So even with the card, you will still have to pay for medicine bought from pharmacies, even if prescribed, and perhaps for a few tests and procedures. The card is no good for private medical consultations and treatment in Spain; this includes virtually all dentists, and some of the better clinics and surgeries.

In either case, we encourage you to purchase an insurance to attend to Art Print Residence since we does not administer insurance to artists and does not assume any legal responsibility for the artist, their work, their guests, or their travels, or any other activities while attending Art Print Residence program. We also does not insure artists or their artworks.

Preparing your trip

Traveling to Art Print Residence

We advise changing money in the airport as soon as you arrive.

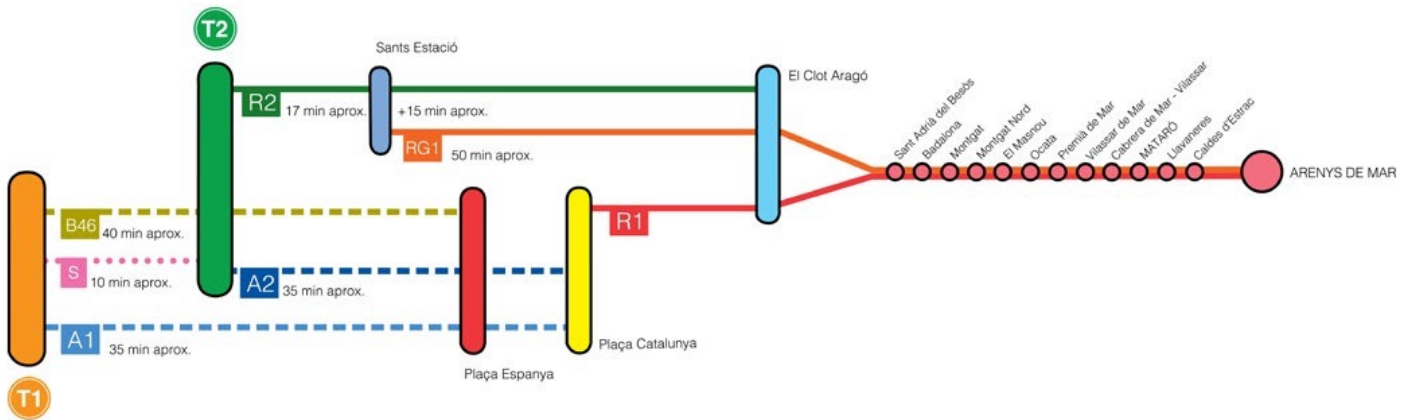
We know arriving into a foreign country can be a little disorienting, that's why all the travel experts recommend you to have prepared, at least, the way to arrive to your destiny point (hotel, pension or in these case residency) before to start your journey. In some cases urban transport can be a little bit tricky and the taxi rates are not that cheap.

In these section we show you the best ways to arrive to our residency, so you won't have to worry working out how to match the different transports.



2.1

Air travel Barcelona



• From Barcelona airport Terminal 1 (T1)

- AirBus A1 + Train (Recommended Option)

Take the AirBus to Plaça Catalunya and then take a train to Arenys de Mar

- AirBus to T2 + Train + Train

Take the AirBus to T2 and then take a train to Sants Station. In Sants you have to take another train to Arenys de Mar

The train goes to Maçanet-Massanes (or either: Calella / Blanes / Figueres/ Portbou) passing by Mataró

* **CAUTION!** If the train finishes in Mataró station, you will have to take another train from Mataró to Arenys de Mar.

• From Barcelona airport Terminal 2 (T2)

-Train + Train (Recommended Option)

Take the R2 Train to Sants Station and then you have to take another train to Arenys de Mar

- AirBus A2 + Train

Take the AirBus to Plaça Catalunya and then you take another train to Arenys de Mar

The train goes to Maçanet-Massanes (or either: Calella / Blanes / Figueres/ Portbou) passing by Mataró

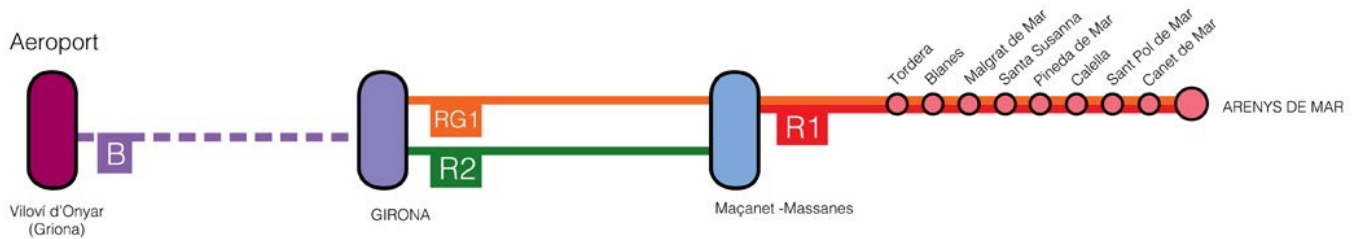
*** CAUTION! If the train finishes in Mataró station, you will have to take another train from Mataró to Arenys de Mar.**

Other options:

- Take a taxi from the airport to the residency. It costs around 100€.
- Taxi to Barcelona center (Plaça Catalunya) + Train to Arenys de Mar
- Taxi to Barcelona Sants Station + Train to Arenys de Mar
- Rent a Car **see the car route below*

2.2

Air travel Girona



- **Take the Airport Bus to Girona City + Train to Arenys de Mar* (Recommended Option)**

* **CAUTION!** Not all trains go directly from Girona to Arenys de Mar. Sometimes the train stops in Maçanet- Maçanes and then you have to take another train from Maçanet-Maçanes to Arenys de Mar. The connection between trains in Maçanet-Massanes is not always coordinated, so you may have a long wait there. The stop is isolated. Ask in the station desk and make sure the connection time is enough to change trains (or not too long) so you don't have to wait there for an hour.

- **Take the Airport Bus to Girona City + Train to Barcelona + Train to Arenys de Mar**
- **Take a taxi.** It costs around 100€.
- **Rent a Car** **see the car route below*

2.3

Once you arrive at Arenys de Mar train station

Even though the nearest train station is in Arenys de Mar, we are located 3km away in Arenys de Munt and there is a hill at the end of the way.

To get to your destination you can:

- Take a Taxi

There is a 24h taxi service on the left side of the train station (carpark).

- If you don't see any taxi there, you can contact:

Taxi Isidoro +34 639971355

Taxi Iñaki +34 652966754

Taxi Ruben +34 677501636

JUST REMEMBER!

Our address is: Carrer Ramon Llull, 1 (Urbanització Aiguaviva) Arenys de Munt

- If you don't find any taxi in the carpark, you can **contact us**

and we'll be glad to pick you up.

You can contact us via WhatsApp (or call) Jordi at +0034 672416404

2.4

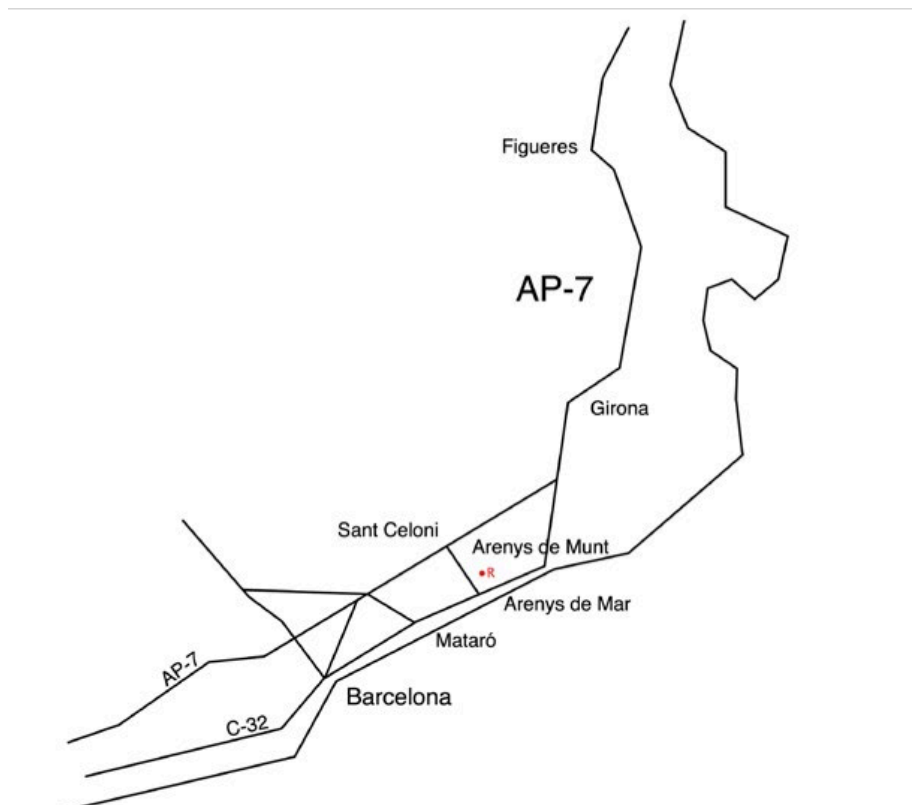
Rent a car to Arenys de Munt

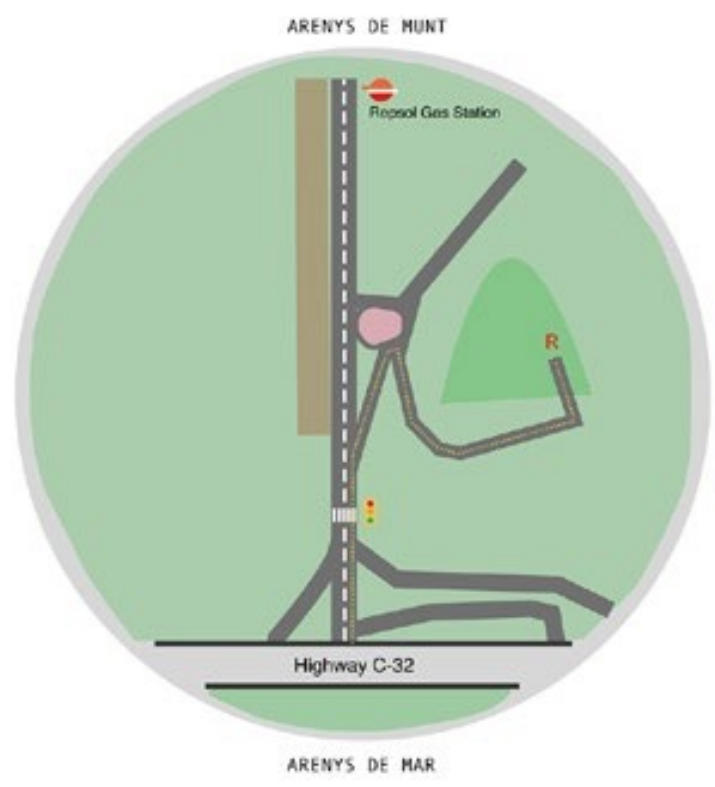
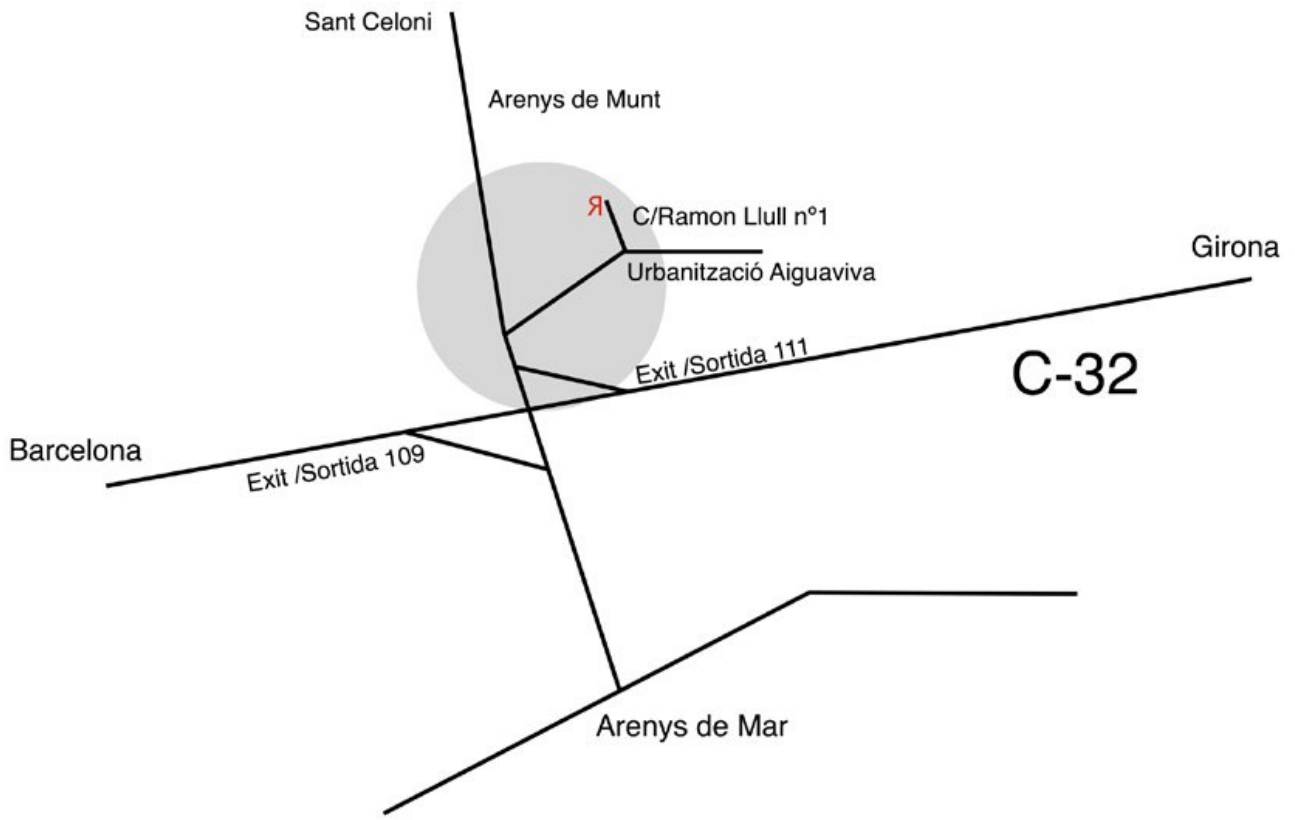
If you are planning to rent a car to come to the residency or to have it there so you can move around, **the best option is to rent it directly on the airport, you may check: Hertz, Avis, Europcar, etc.**

Things to consider:

- An International Driver's License (IDL) is required if the renter's national driver's license is not in Roman alphabet (i.e. Arabic, Greek, Russian or Chinese)
- International driver's license must be accompanied by the original domestic license of the driver
- A Credit Card with the name of the renter is required

CAR TRAVEL - GPS 41 o 35 '41.07 "N 2 ° 32' 41.89"





Arriving from Barcelona or Girona by car

Arriving from Barcelona Airport (61km) aprox.60 minutes

Take the road direction to Barcelona. Take the “Ronda de Dalt” or the “Ronda Litoral” to go around the city and avoid getting stuck due to the traffic.

Continue in C-32 highway direction to Mataró.

Drive direction to Arenys de Munt. Take the exit 109.

Take the road C-61 direction to Arenys de Munt, turn right direction to urb. Aiguaviva Arenys Residencial (it goes up the hill).

Turn left to Carrer Ramon Lull, 1. Welcome to the Art Print Residence!

**ATTENTION: if going to Arenys de Munt you see the petrol station on the right side of the road, you missed the road! Turn back and turn left before the highway bridge.*

Arriving from Girona Airport (50km) aprox. 40 minutes

Take the C-25 road direction to N-II - BARCELONA. GI-672 - RIUDELLOTS DE LA SELVA - CASSÀ DE LA SELVA

Take the A2 highway direction to Tordera.

Take the C-32 Highway direction to Barcelona and drive to Arenys de Munt. Take the exit 111.

Take the road C-61 direction to Arenys de Munt, turn right direction to urb. Aiguaviva Arenys Residencial (it goes up the hill).

Turn left to Carrer Ramon Lull, 1. Welcome to the Art Print Residence!

**ATTENTION: if going to Arenys de Munt you see the petrol station on the right side of the road, you missed the road! Turn back and turn left before the highway bridge.*

[Find US on Google Maps](#)

03

Once you arrive

Welcome!



Art Print Residence

3.1

Accommodation

The accommodation in the residency consists of private/shared rooms in a shared apartment.

The apartment is totally equipped with a kitchen, living room, balcony, 4 rooms, and patio. Each room has a private bathroom and 2 of the bedrooms have a bathroom inside the suite. Free Wi-fi Internet connection.

Towels and linens are provided. Cleaning service once a week.
All the rooms have their own set of keys.

Please, remember to be considered with the other people living in the residency when sharing the apartment, which means you must clean up the common areas (including doing your dishes, wiping a table down, rubbing spills from the ground, cleaning the fridge, throwing away the expired food and removing the garbage).

You must leave your room and common spaces as clean as you found them.

- A. Accommodation will be under chronological criteria. (First-paid, first-served basis)
- B. No pets are allowed.
- C. The use of illegal drugs is prohibited inside the Property.
- D. **Environmental awareness**

Please turn down the lights if you are not using them, and use the heater or the air-conditioned only as you need it. Please make sure to turn the heaters completely off before you leave the house. Remember to use only the lights that you really need. Otherwise we are contributing on the climate change.

The residency is powered by Solar Energy. Even though we have solar panels on the roof, sometimes it isn't enough to cover all the energy needed. Save energy!

Please, help us to keep the residency fee low by airing the houses EVERY DAY!
If you are leaving the house for a trip, make sure ALL windows are closed, as you don't know if the weather will change and bring an unexpected storm.

E. Cleaning and garbage The residents are responsible of keeping the kitchen and shared spaces properly clean. There are recycling bins inside the kitchen for the garbage. Please separate your waste into different bins:

- The yellow bin is for plastic envelopments, metallic cans and tetra bricks
- The blue bin is for paper and cardboard
- The brown is to throw organic waste
- The grey bin is for non recyclable waste
- The green bin is for glass. Keep it separate in the kitchen because there is no container for glass in the street. We will empty the glass bin at the end of the residency.

Please empty the kitchen bins regularly except the glass bin. The organic waste has to be emptied every day in the summer. You will find containers at the end of the street. Use the orange key to open the container's area.

Once a week, the housecleaner will clean the rooms and the bathrooms.

F. Household supplies

If you happen to break anything in the house, please inform someone from Art Print Residence so it can be replaced.

Art Print Residence will assist and provide some non-consumables like towels, dishwashing sponges and soap, sheets and blankets... Artists are responsible for consumable items like toilet paper. We provide the first roll of toilet paper for free.

G. Room /bathroom maintenance

Keep your room as you find it. The house cleaner comes once a week (usually on Monday's afternoon) to clean the rooms and the bathrooms. She changes the towels and the linens. Please, give the keys of your room to her in order to clean your room properly.

You can draw, make sketches, paint with crayons or watercolours, etc.

You are not allowed to use products from the studio in your room. You are not allowed to carve, make plates, bevel or sand, etc. It must be done in the studio. You can't hang your prints or paintings on the walls.

You are not allowed to change the furniture of the room without permission.

If you need extra blankets or additional pillows, please ask Clàudia.

Bathroom: Please remove your hair from the drains. It is not allowed to throw hygienic wipes, sanitary napkins, pads, tampons, or Q-tips inside the toilet.

H. Smoking

You are not allowed to smoke inside the apartment neither in the studio. If you smoke, you must do it outside.

I. Internet

There is free internet connection in the residence.

J. Laundry

We provide dehydrated detergent. The strips are vegan, free of phosphates, parabens, dyes, and dioxanes, suitable for sensitive skin, and for white or colored clothes.

We are using a dehydrated detergent that can be put inside the washing machine with the clothes. It replaces the traditional products (soap and softener) and it is sustainable, as it consumes less water and produces less plastic waste.

You should pay 4€ every time you use the washing machine. Please, kindly write down every time you use it and pay at the end of your stay.

K. Guests

The facilities, services, and tuition provided in the residence are for the exclusive use of our paying clients. It is not permitted to invite guests to use or share any of these facilities—even for a short time—without the express permission of Art Print Residence. Extra charges may be applied.

3.2

Liabilities

- A. Neither Art Print Residence, or their assigns is liable to any injuries or health problems sustained by the artist/ student (accident/illness/death and any repatriation costs) during the stay.
- B. Neither Art Print Residence, or their assigns is liable for any and all stolen property at lodging place. Store your properties safely.
- C. By accepting these terms and conditions all clients of Art Print Residence's workshops state that they take full responsibility for their own personal actions, safety and risk during the workshop.
- D. Art Print Residence does not accept liability for any loss or additional expense caused by delay or interruption to travel services through weather conditions, civil disturbance, industrial action, strikes, wars, floods, sickness or force majeure. Such losses or additional expenses are the responsibility of the passenger. Force majeure represents unusual and unforeseeable circumstances such as war or the threat of war, riots, terrorist activity, civil strife, industrial disputes, natural or nuclear disaster, pandemic, fire, flood or adverse weather conditions.
- E. Art Print Residence does not accept responsibility or liability for death, bodily injury or illness caused to the client or any other person included on the application form. Any claims shall be subject to Spanish law in respect of any question of liability or quantum.
- F. Your own insurance policy must cover every mentioned eventuality and you must show evidence of your insurance cover at the time of your arrival. APR will require:
 - Name of Insurance Company —Insurance Policy Number
 - Insurance Emergency or Hotline telephone number.
- G. In case you do not have an insurance that covers these eventualities, or any other, any cost product of them will be at your cost and expense.

3.3

The workshop



The studio offers access to specialist printmaking equipment for experienced printmakers and a wide range of courses in printmaking for those new to the processes.

Our fully-equipped studio is a comfortable place to work in. We have 5 Etching presses, 1 Relief press and a Typography Letterpress. We have a large variety of printmaking tools, papers for printing, plates, and other supplies. Art Print Residence hosts independent workshops specialized in large-scale prints.

When technical assistance is required to develop the project, an extra fee of 20€/h must be paid.

STUDIO SCHEDULE

The studio is accessible from 9 am until 5 pm from Monday to Friday.

WORKSPACE

- A. The studio is divided into specific areas: artist's workplaces, with several large tables, a mechanical zone with a wide variety of saws, milling drills, and a set of electrical tools. There is a printing area with several presses and inking tables, a clean area to work with paper, a soaking tray, acid baths, and an area for cleaning (outside the studio). Artists can work on metal plates (usually copper) as well as on plastic or wood blocks.
- B. Please, optimize your workspace to accommodate fellow students.
- C. Do not bring in chemicals or smelly products into the studio. Vegetal oil is the only solvent allowed for cleaning inside the workshop. Kerosene, Thinner and other chemicals are only allowed outside the workshop in the specific area. Seriously no exception.
- D. **Smoking is forbidden** in the studio. If you smoke, you must do it outside.
- E. All mobile devices must be switched off or set in vibrating mode during classes for groups.
- F. **The residency assumes no legal responsibility for artists.** Art Print Residence does not insure artists or their artwork. Artists must claim through travel or other insurance they have prearranged.
- G. All artists are required to keep their work area clean. Please clean up your work area and properly dispose of your waste before 5 pm. **The studio closes at 5 pm, so that means start cleaning up at 4:30 pm.** Each artist is responsible for cleaning his studio space. All common areas are to be kept clean, and tidy.

Inside the studio: Use the vegetal oil for cleaning the inking table, rollers, brayers and spatulas. After that, use the proper products (Glassex + Cif) to keep them clean

and without grease. Hygienic wipes are not allowed. We provide cotton rags and newspapers. We have bins to recycle paper, glass, and plastic waste.

WORKING AFTER 5 PM

Beyond workshop hours, the outside working space is available for the artists, as long as they do not disturb neighbours.

By paying an extra fee of 40€/day, artists can work

Monday to Friday from 5 pm until 9 pm.

In this slot of time, artists will have access to the facilities listed below:

- Working tables for drawing and sketching.
- Etching tools for intaglio, dry point, mezzotint, etc. Artists can do some intaglio processes such as filing the edges, degreasing or deoxidising the plates, apply or remove the varnishes, etc. Working with acid is not allowed after the studio time.
- Develop other processes such as collagraph, woodcut, etc.
- Electric tools.
- Light, electricity, water and soap, brushes, chemicals and solvents, cleaning supplies.

3.4

About your residency

ARRIVAL

Arrival time is on Sunday between 6:00 pm- 8:00 pm.

If you are planning to arrive outside this time slot, please let us know in advance so we can ensure someone is available to welcome you.

In case of flight delays, please check the train schedule at <https://rodalies.gencat.cat/en/horaris/index.html> to ensure you can reach the residency before **9:00 p.m.** If there are no connections available, we recommend spending the night at a hotel near the airport or in the city.

- Your booking begins on the scheduled arrival date, as outlined in the cost estimate.
- There are **no refunds** if you arrive later than planned.
- There are **no discounts** if you leave before your scheduled departure date or if you spend one or more nights away during the residency.

We understand that travel can be exhausting, and you may feel disoriented upon arrival — this is completely normal. We suggest bringing some food for Sunday evening, as supermarkets are closed on Sundays and we are about a **20–30 minute walk** from the town center.

If you feel up to it, you can walk into town or take a taxi to **Arenys de Mar**, where you'll find various bars and restaurants. Delivery options such as pizza or Japanese food are also available.

On **Monday mornings**, we usually visit the local outdoor market in Arenys de Munt, where you can buy fresh vegetables and local products. We can pick you up at **9:00 AM**, before studio time. If you need to do some grocery shopping, we'll also be happy to show you the best places in town.

DURING YOUR STAY

On Monday morning, after the trip to the local market, we'll give you a tour of the studio to show you the different areas of the atelier.

We'll take time to listen to you, review your project, and assess whether you may need assistance or should take a course to help you achieve your goals.

Everyone works at their own pace and in their own way, so from that point on, you'll be free to work whenever you like—within workshop hours, of course.

If you're planning to take a course to learn a specific printmaking technique, please speak with Ariadna so we can schedule it at the best possible time.

At the end of this guide, you'll find a list of the available courses.

*** In case you wish to stay extra nights at the end of your residency period, inform the staff in order to check our availability.** The cost will be the standard price for an extra night.

ART MATERIALS & SUPPLIES

Upon arrival, you'll be asked to pay a €100 fee for supplies. Any materials you purchase during your residency will be deducted from this amount.

We have a stock of printmaking paper available for purchase, including brands like Hahnemühle, Somerset, Fabriano, Magnani, BFK Rives, Arches, and a wide range of Japanese papers such as Kozo, Shiramine, Mulberry, Kitakata, Tengucho, Arakaji, Hoshokawa, Mitsumata, and Gampi.

We also stock various materials including copper, plastic plates, cardboard, photopolymer plates, and many types of plywood. If you require something in large format, please request it in advance.

Ink is included in reasonable quantities. However, for large plates or print editions, an extra fee will apply.

Once you're in the studio, you can request supplies from our staff. We'll keep a list of all the items you purchase during your stay.

At the end of your residency, you'll need to pay the remaining balance for supplies (paper, plates, etc.) as well as any additional services (coffee, laundry, extra nights, etc.).

The full balance must be settled before your departure.

Artists staying longer than one week must pay for their supplies at the end of each week (on Fridays).

IMAGE AND VIDEO CAPTURING

All the artists and students are invited to capture images and videos from the residency and its surroundings.

You are welcome to take photos or videos during the residency; however, if you share anything on social media, **please mention @artprintresidence.**

In the future, if you use any photos taken in our studio or share the works you created here on social media, we would appreciate it if you **tag @artprintresidence.**

Please note that **recording demonstrations or presentations** given at Art Print Residence **is not allowed.**

Art Print Residence will record instructors' demonstrations and students' work for promotional purposes only (website, blog, Instagram, Facebook, etc.).

If you have any concerns, please inform the staff.

EXHIBITIONS IN APR

Art Print Residence is a process-based residency that aims to foster an artistic community focused on the creative process rather than the final product.

Typically, Art Print Residence does not curate or organize exhibitions. However, artists are very welcome to set up their own exhibitions at the end of their residency here.

Artists are fully responsible for presenting their work: installing it, packing it down, and restoring the space to its original condition. Art Print Residence does not have staff available to manage an on-site gallery or installation team.

That said, if we have some free time, we would be more than happy to help you hang your prints and curate a small exhibition to showcase the work created during your residency.

Leaving Art Print Residence

The Studio

Please make sure to clear all your belongings from the studio and your drawer.

Return all Art Print tools to their shelves.

As you know, at the end of each day, we keep the space clean.

By cleaning all the areas we've used, we create a more comfortable environment to work in the following day.

Even if you are leaving, please keep in mind that other artists will be arriving soon.

PLEASE make sure to leave the space as clean as you found it when you arrived.

Apartment

Make sure your room is cleaned out. Check there is no perishable food in the fridge (milk, yogurt, etc), throw out your left overs and any food that is growing fungus. Throw away any food no one is going to eat (ask your home-mates if they want something before you throw it out to avoid wasting food). Don't leave the garbage on the kitchen, throw the waste in the container. Ensure the kitchen is clean and tidy before you leave.

This is a team effort so make sure everyone works together to help keep the house tidy upon departure.

Personal belongings

Artists are responsible for taking all their personal belongings with them when they depart. Art Print Residence is not responsible for any objects or artworks left after the artist's departure.

The organization reserves the right to dispose of any works or belongings not collected within one month or to use them as deemed appropriate.

Sending Artworks home

Art Print Residence does not acquire artworks, nor store them.

You can prepare your parcel and arrange to send your artworks either by regular post at the Arenys de Mar post office or via courier.

We will provide tissue paper to protect your prints, and you can purchase cardboard or mailing tubes from us if needed.

CHECK-OUT

.- The room should be emptied by 12 p.m on the departure's day. You can leave your suitcases on the living room or on the corridor and you can stay in the apartment until 6 pm. If you need to stay longer, please ask for it in advance.

.- **Don't forget to return the KEYS before you leave.**

We wish you a wonderful stay and we are looking forward to seeing you many times in Art Print Residence!

**SEE YOU
SOON!**