



# Studio Contract - Unit 16

## **Included within your rent:**

Lighting, oil heating, reasonable use of electricity, shared wifi. Access to toilets and kitchen area. 24/7 access to the building.

## **Not included within your rent:**

Rubbish disposal.

## **Noise and Environment:**

As the studio is open plan we ask that you listen to music using headphones, and are courteous to other studio members when on the phone etc.

When using power tools please use the downstairs technical studio if you are likely to either make excessive noise or create dust.

The use of aerosols and spray paints is strictly prohibited upstairs, please use the technical studio for this with the large door open to the outside.

In all things please be mindful of others using the space.

## **Technical Studio:**

If you need to book the technical studio for a specific period of time then you will need to check availability and book with the Scrapstore Manager at the agreed fee.

The space must always be left clear and clean after use. You are not permitted to store any items in the space.

## **Classroom and Café Space:**

These spaces can be booked for workshops, exhibitions and other events. Please ask the Scrapstore Manager for more information, availability and fees.

## **Subletting:**

Subletting of your studio space is not permitted.

If you wish to share your studio space with somebody else this must be agreed and done through the Scrapstore Manager.

## **Access:**

You can access the building 24/7, however sleeping in the building is prohibited. You will be given a code for the front door. When the Scrapstore is open please use the back fire escape to carry multiple items up and down stairs. It is essential that when you leave the building and the Scrapstore is closed, that you ensure the building is locked up.

## **Security:**

As a multiple occupancy space security cannot be guaranteed. Any items left in your space are left at your own risk. Any valuable items should be taken home or stored in a secure cabinet.

## **Safety and fire risk:**

All studio users must read and follow risk assessments and fire safety procedures, located at the front desk. It is essential that you keep to the boundaries of your allocated space and that all through routes remain clear.

**Public Liability:**

As you are working in a public space all studio users are required to have their own Public Liability Insurance for up to £5 million. You will also need to have your own risk assessments in place relevant to your practice.

**Letting agreement:**

Rent is to be paid on the 1<sup>st</sup> of the month (by bacs, standing order or online payments). The studios are let on an initial 6 month contract, and then will be rolling month by month after this. We require a full calendar month's notice if you wish to vacate your space. You will be billed for the remaining months of your initial 6 months if you choose to leave early.

When leaving your space, it must be completely clear and clean, with clean white walls by the last day of the month. If your space is not clear by the last day of the month you will be invoiced for another full month.

**Deposit**

We ask for one month's rent as a deposit, which will be returned to you when you leave your studio if your payments are up to date and your space is left empty, clean and with clean white walls.

**Eviction:**

We reserve the right to terminate your contract if for any reason it becomes necessary at the end of the initial 6 month period or at the end of each month after that.

If you are found to be in breach of this contact then we reserve the right to terminate your contract with immediate effect.

**Rent:**

Big Studios (4m x 3.5m) £180pcm

Small Studios (1.80 x 3.5m) £80pcm

**Name:**

Address:

**Email:**

Phone number:

Art Form/ Practice:

**Studio Size:**

Rate:

Deposit:

Date of first payment:

Signed:

Date: