

ARTIST STUDIO AGREEMENT

This agreement sets out the terms for use of an allocated studio space at **Unit 16, Mealbank Industrial Estate, LA8 9DL**. Ragtag Arts CIC aims to provide a safe, respectful and creative environment for artists and makers.

1. STUDIO USER

Name:

Address:

Email:

Telephone:

Art Form / Practice:

Allocated Studio:

Studio Size:

Monthly Rent: £

Deposit: £

Date of First Payment:

2. THE STUDIO

The Studio User is allocated a specific studio space for their own creative practice. The space must be kept within the agreed boundaries.

Unit 16 is a shared, multiple-occupancy workspace. Studio Users must respect shared areas, other users, staff, volunteers and visitors.

3. RENT INCLUDES

Monthly rent includes:

- Lighting and heating
- Reasonable use of electricity
- Shared Wi-Fi

- Shared toilets and kitchen
- 24-hour building access

Rent covers the allocated studio only and does not include exclusive use of shared areas or other studios.

4. NOT INCLUDED

- Rubbish disposal (Rubbish must not be left in communal areas.)
- Personal insurance
- Storage outside their allocated studio
- Any use of the wood workshop

5. STUDIO USE AND NOISE

Studio Users must keep noise and disruption to a reasonable level.

- Music should be kept low or played through headphones.
- Excessive noise, dust or fumes are not permitted.
- Aerosols and spray paints are prohibited.
- Power tools that create excessive noise or dust must not be used in the studio.
- Activities creating significant noise, dust, fumes or other disturbance must be agreed with the General Manager beforehand.

Everyone is expected to contribute to a friendly, respectful and inclusive environment.

6. WOOD WORKSHOP

The wood workshop is not included in the studio rent and is primarily for Ragtag activities.

Use must be agreed and booked in advance with the General Manager, and any applicable fee paid. All safety procedures must be followed and the workshop left clean and tidy.

Personal belongings and materials must not be stored there unless agreed.

7. BUILDING ACCESS AND SECURITY

Studio Users have 24-hour access. Access codes must not be shared without permission or used to give others unsupervised access.

When leaving, Studio Users must ensure the building is secure and that appropriate lights and electrical equipment are switched off.

Sleeping or staying overnight is strictly prohibited.

Ragtag cannot guarantee the security of personal belongings. Artwork, tools, equipment and materials are left at the Studio User's own risk and should be insured appropriately.

8. HEALTH AND SAFETY

Studio Users must:

- Keep their studio safe and tidy.
- Keep corridors, exits and fire routes clear.
- Follow fire and health and safety procedures.
- Use equipment safely.
- Report hazards, damage or concerns promptly.
- Complete their own risk assessments where required.

Ragtag's relevant health and safety and fire procedures are available from the General Manager.

9. INSURANCE

Studio Users must hold their own **Public Liability and Contents Insurance** appropriate to their activities and equipment.

Ragtag Arts CIC's insurance does not cover the Studio User's artwork, equipment, tools or personal belongings.

10. SHARING AND SUBLETTING

Studio spaces must not be sublet. Sharing the space with another person must be agreed in advance with the General Manager.

11. RESPECTFUL USE

Bullying, harassment, discrimination, threatening behaviour or serious disruption will not be tolerated. Serious or repeated breaches may result in termination of the agreement.

12. RENT AND INITIAL TERM

Rent is payable on the **1st of each month** by BACS or standing order.

The initial commitment is **six months**. After this, the agreement continues on a rolling monthly basis.

13. NOTICE TO LEAVE

After the initial six-month period, the Studio User must give **one full calendar month's written notice**.

For example, notice given during March will normally end the agreement on 30 April.

If the Studio User leaves before the end of the initial six-month commitment, they remain responsible for rent for the remainder of that period unless Ragtag agrees otherwise in writing.

14. LEAVING THE STUDIO

The studio must be completely cleared, clean, tidy and free of rubbish when the agreement ends.

Walls should be returned clean and white unless otherwise agreed. Any damage caused by the Studio User must be repaired or agreed with Ragtag.

Ragtag may charge reasonable costs for cleaning, repairs, removal of belongings or additional occupation where the studio is not returned as required.

15. DEPOSIT

A deposit of **one month's rent** is payable before moving in.

It may be used towards unpaid rent, damage, cleaning, removal of belongings or other reasonable costs resulting from a breach of this agreement.

Any remaining balance will be returned after the final inspection and settlement of outstanding amounts.

16. ACCESS BY RAGTAG

Ragtag may access the studio when reasonably required for maintenance, repairs, inspections, health and safety, fire safety or emergencies.

Where possible, advance notice will be given. Emergency access may take place without notice.

17. BREACH OF AGREEMENT

Serious or repeated breaches, including non-payment of rent, health and safety concerns, unauthorised access or sharing, serious damage, or serious inappropriate behaviour, may result in termination.

18. OPTIONAL COMMUNICATIONS

Studio WhatsApp Group:

I would like to be added to the Ragtag Arts studio WhatsApp group.

☐ Yes ☐ No

Ragtag Mailing List:

I would like to receive Ragtag Arts updates about events, workshops and opportunities.

☐ Yes ☐ No

AGREEMENT AND SIGNATURES

By signing, the studio user confirms that they have read, understood and agree to this agreement and the Ragtag Arts studio rules.

Studio User

Name:

Signature:

Date:

Ragtag Arts CIC

Unit 16, Mealbank Industrial Estate, Mealbank, LA8 9DL

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