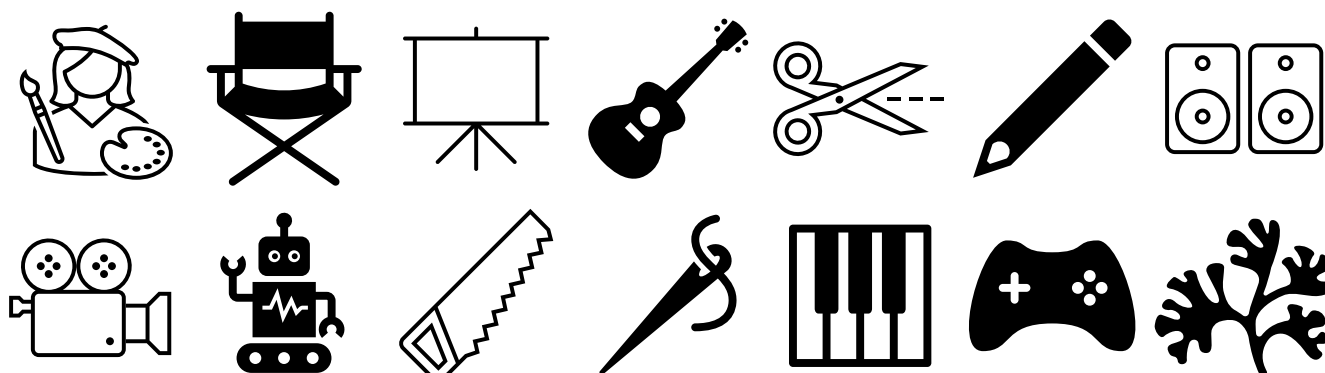


Maryport Creatives' Hub



Whether you create:



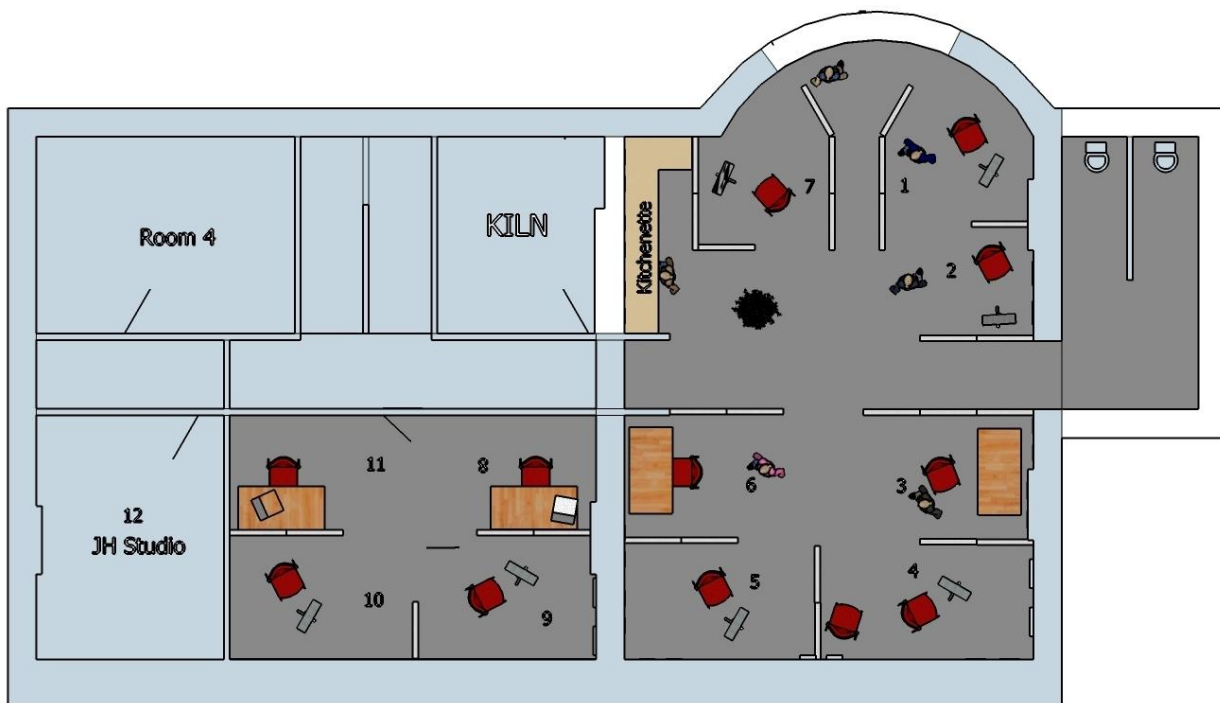
or anything else we couldn't find an icon for, we want you here.

You can rent a studio space for £145 per month

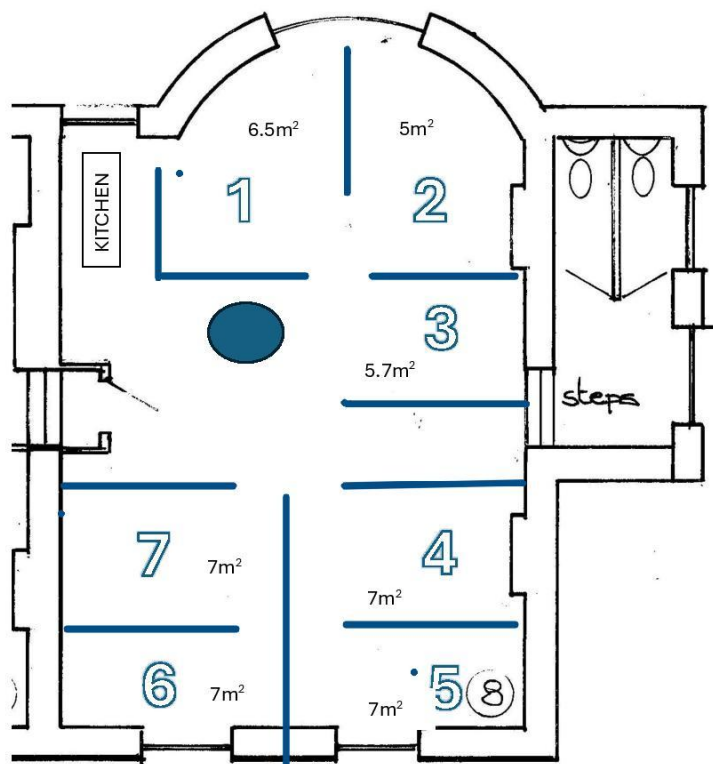
We will be an open house where local people can come and interact with you and, perhaps, be inspired enough to take an introductory workshop that you could provide.

What we provide

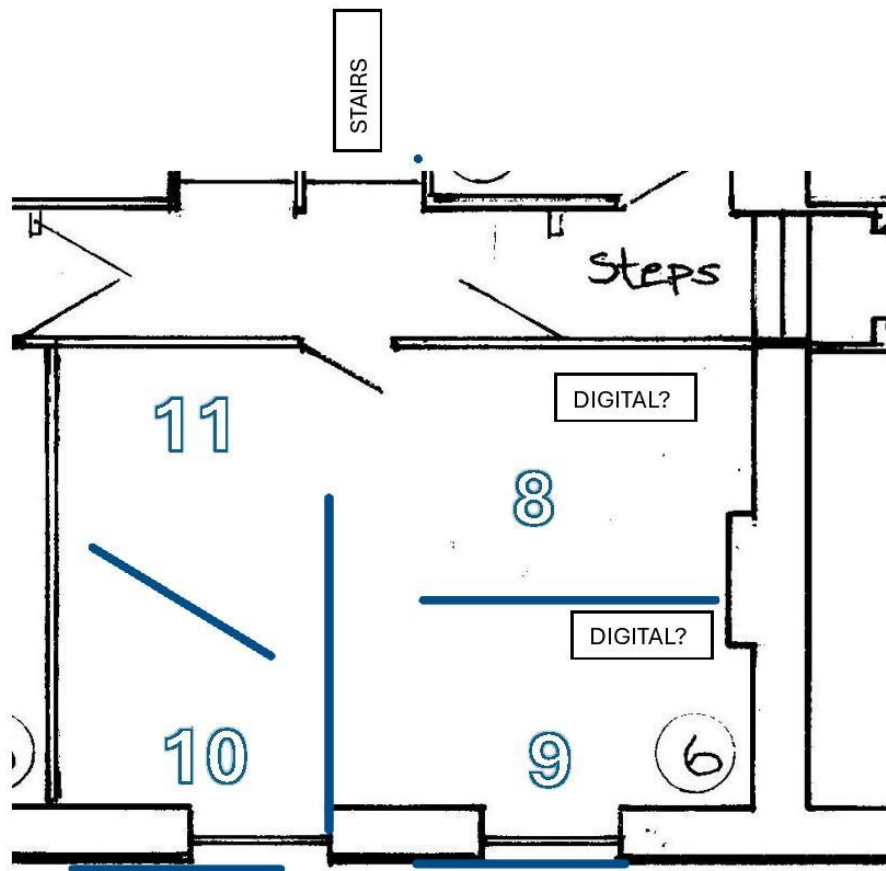
A safe, fully accessible, space in one of our 2 main studios	Rent a space for £145/month or £30/day
Wi-Fi & Broadband	Included
Easy booking	
Fully serviced (ie, cleaning; heating; electricity)	Included
Normal office facilities - printing, scanning; photocopying included, <i>but consumables extra</i>)	Included
CCTV and door entry system	Included
Kitchen facilities - kettle; microwave; fridge	Included
Specialist equipment for certain activities*	Eg. Photographic studio; digital activities; audio recording facilities
Gallery space to sell or showcase your work	20% commission on sales
An opportunity to collaborate with other artists with different art forms to your own. Be inspired and feel connected with other creatives.	



Studio One Arrangement of Units



Studio Two Arrangement of Units



Terms & Conditions

draft

Thank you for signing up for space at **Maryport Creatives' Hub**. We hope you will enjoy being part of a community of artists working together. For the space to function efficiently and successfully, we would ask that you respect the following guidelines, and act with courtesy and respect for your fellow artists and the organisation as a whole.

Access codes:

You will be given an individual PIN which you can use to access the building, once it has been unlocked. This will usually be by 9am or 10am on Weekends.

1. Opening hours will normally be 9am to 9pm, every day. However, in order to reduce our massive heating bill, we propose to restrict opening to Wednesday - Sunday during Nov - April (i.e. closed on Mondays & Tuesday). This proposal will be reviewed by MCH, in consultation with all artists, once usage patterns become clear.
2. All studios are available on a month by month basis. We intend this arrangement to run for the foreseeable future, but you may be given 4 weeks notice at any time to vacate the premises.

3. *Monthly fees of £145 are payable in advance, by BACS, to: Castle Hill Trust , Cumberland Bank, Account Number: 54227163, Sort Code: 16-52-21.*
4. *You are renting an empty space and you can bring in any furniture you require, but this must be removed at the end of your tenancy. You can use the wall space attached to your unit to display and/or display you work. You will pay MCH 20% commission on all sales.*
5. *Unlike some studio spaces, you are not charged extra for Utilities. Everything is included. However, we reserve the right to charge for excessive use of electricity through portable appliances.*
6. *Please ensure ALL lights are turned off every time you leave the building.*
7. *You will be issued with keycodes and key/s for the studios where appropriate. If you lose these, you will be charged £10 for each replacement.*
8. *Please make sure the outer door to the street closes behind you every time AND release the catch on the upper Yale lock, if you think you are the last person in the building. This won't prevent others from leaving the building, but it does prevent others entering. This is important for security.*
9. *Please respect the users of the other suites in the building and refrain from playing loud music or otherwise disturbing your neighbours during office hours.*
10. *You are welcome to use the kitchenette, however, please keep this area clean and tidy.*
11. *You are responsible for removing your own, suitably bagged, rubbish. There is no rubbish collection in the building.*
12. *When you vacate the space, we will expect it to be left in the same state you found it in - therefore please protect the floor and walls if necessary.*
13. *Please store any flammable items (turps, thinners etc) in metal containers with lids, and remove from studios wherever possible. These should also be disposed of responsibly.*
14. *You are welcome to bring electrical appliances into your space. However, these must only be used by you, unless the appliance has a current PAT sticker on the plug.*
15. *MCH is not responsible for any loss, damage or other issues occurring in the building.*
16. *The storage of flammable liquids and aerosol cans within the studio should be contained within a metal lockable cabinet within anti-spill containers or provided with a spill tray facility. Small amounts of flammable liquids, paints and aerosols should be in use and returned to the cabinet after use.*

The cabinet should be adorned with a **highly flammable, no smoking / naked flame hazard sticker** and should remain **locked** when not in use. This applies to spray cans, white spirit and any other flammable liquids.

In case of a problem or question, please speak to an on-site representative; speak to, or message Jackie on 075-975-21412; email roomhire@castlehilltrust.org.uk, or use the displayed QR code to access an online Issues form.

Please sign below to confirm you understand and accept these conditions:

Name: _____

Signature: _____

Date: _____

ⁱ This is described as a draft document because, quite simply, we haven't created a Hub before and every Hub is different. So we are feeling our way and are open to comments and suggestions from our tenants.