

Art Stables License Agreement for Studio Rental

Terms and Conditions of Use

It has been a wonderful six years at The Art Stables and we have seen a lot of creativity and have been impressed by the scale of participation in many classes. As the demand for space and different types of courses is increasing we need to confirm arrangements and would like to provide you with details of the Art Stables Terms and Conditions for Hire which we are now putting in place for all those who are renting facilities at The Art Stables.

We look forward to seeing the continued success of The Art Stables and to the building of classes with you.

We ask all Independent Hirers to abide by the following terms and conditions when hiring The Art Stables studio spaces. This is to ensure that the space is pleasant for all users. Non-compliance may impact upon other tutors and students or the safety and reputation of the centre which may result in the space being withdrawn from your use.

Agreement and Fees

1. Any contract between you and The Art Stables does not constitute the formation of an employer/employee relationship.
2. You are responsible for your own tax, national insurance, pension and expenses.
3. You are solely responsible for running your own classes and providing any equipment required.
4. We expect you to pay your fees in full before the start of term. Ideally, this would be one month before the start of your classes.
5. A 10% deposit of the total booking fee may be required to secure your studio or timeslot. This deposit must be received by the Art Stables 6 weeks prior to the date of the booking.
6. We offer the minimum possible rate for rentals we are able but it is up to you to build your classes. If you cannot pay the fee, you will lose your timeslot. If you are building attendees for your class we understand that you may need a special arrangement. This will be a previously agreed arrangement with The Art Stables and is applicable to the first term of hire only.
7. We run three ten weekly terms each year. Term dates are fixed. We undertake to notify you of these dates in advance. Your class times will be arranged within these dates.
8. Outside of the term dates we cannot guarantee rental. If required, this would need to be agreed in advance and additional security charges may apply. Any additional security charges would be added to your rental fees.
9. Notice period for the cancelling a booking for either party is one term's notice.
10. In the event of your not being able to attend a class it is your responsibility to inform students. Please ensure that The Art Stables is notified of any planned or unplanned absence. If a substitute teacher is to be used both The Art Stables and Security must be informed of this change.
11. There may be dates when the site is closed. These dates will be advised to you prior to the start of each term with the term dates.

12. If, for any reason, your agreed studio cannot be used for your booking, The Art Stables will endeavour to provide a studio of equivalent size. If this is not possible a refund of the hire fee will be provided.

Security

1. As a tutor we require a list of your student's names (& anyone coming onto the site) to be given to The Sternberg Security Team on the front gate. This should be given to the security gatehouse or The Art Stables reception/email in advance such as at the start of each term or before each lesson. This is to keep everyone on the site safe and to help your students to access the centre.
2. Tutors may need to arrange identity badges for their students with security on their first visit. These can be obtained from the security gatehouse by the main entrance.

Insurance and Disclosure

1. You will need to arrange your own personal and public liability insurance for the classes that you hold at The Art Stables.
2. If you are teaching children under the age of 16 you will have to provide proof of an up to date Disclosure Barring Certificate.
3. Disclosure documentation must be received by The Art Stables with the deposit before the start of your classes.
4. You are responsible for ensuring the safe storage of information about your students in accordance with the latest Data Protection Laws. Do not pass student's details on to third parties or even to other students without their prior permission. Use the lowest Bcc. option if emailing out to all of your students at once.

Health And Safety

1. You are solely responsible for the safety of your classes. Any accident must be recorded in the accident book (in reception) and The Art Stables must be notified in person, by email or tel. of any incident within eight hours of its occurrence.
2. Each tutor needs to keep aware of the health and safety procedures of The Art Stables included in this document. Please ask or email The Art Stables reception at info@artstables.co.uk if there is anything you feel unsure about.
3. The use of toxic chemicals such as white spirit or turpentine in the studios is prohibited. They can make students dizzy and affect the hirers following on from your class. Please encourage oil painters to use non-toxic paint thinners such as natural linseed oil or Zest-it which is on sale for £10 in reception.
4. Do not use or store dangerous chemicals in the studios. Please check that no dangerous chemicals are being used by your students or left in the classroom. The tutor will be held liable for any incident arising from such chemicals. If you are in any doubt about a chemical please contact The Art Stables reception.
5. If you are a tutor in charge of children you must keep children supervised within The Art Stables and The Sternberg Centre, especially the car park, at all times.
6. Please be mindful not to leave anything out in the studios that may be dangerous to children or adults in the next class such as chemicals in jars or plastic bottles, sharp tools or shards of materials, objects balanced precariously or toxic clay or paint dust or trip hazards.
7. If the Fire Alarm sounds you are responsible for making sure that your group of students leave the building and are accounted for at the designated assembly point which should

be made clear to you by a member of the Sternberg Security Team. One assembly point is The Akiva School playground but look to security for directions.

8. Please listen out for announcements made by the Sternberg Security Team over the tannoy system. Instructions may include to **Evacuate** (such as in the case of fire) or to **Invacuate**. Invacuate means to **stay inside**, lock the doors and hide, if possible. There are keys under breakable security glass near to the front doors to lock the doors.

Publicity

1. You are responsible for publicising your classes and all associated promotion.
2. We may charge for any requested advertising or administrative help for your classes but this charge would be agreed with you prior to its undertaking.
3. You must include The Art Stables House or Inspiring Creativity banner logo on all promotional material used for classes held at The Art Stables. Please contact info@artstables.co.uk if you need this logo.

Facilities

1. You must leave the studio in the same condition as you found it. All equipment must be returned to their allocated places and surfaces and sinks must be left clean for the use of the next class.
2. If a studio is not left clean, tidy and safe enough to the satisfaction of a following class, a tutor may a) receive a warning b) be charged for The Art Stables cleaner per class (£30) or c) have their future bookings cancelled.
3. The heating of the Stables is controlled by a thermostat in studio 1. Please do not adjust this thermostat as it affects the entire building. Please adjust the controls on the radiators in the room instead. Please be mindful of other classes' experience. For example, please turn the radiators down when leaving in the evening in the Summer so morning classes do not arrive to a hot room and vice versa.
4. Please do not leave items at The Art Stables without prior agreement. If available storage space may be agreed with The Art Stables but it is not guaranteed or included in the hire fee.
5. There is no car parking provided by The Art Stables other than the occasional (if permitted by security) access for unloading. The Sternberg Centre security controls the car park.
6. Please do not dispose of any chemicals in the sinks as this breaks the sinks pumps which allow the sinks to drain. Please pour chemicals into the containers provided near the art sinks which will be then disposed of.
7. A kettle or urn may be provided in the studio for your use. Please turn this and other electrical items such as lights or heaters off when you leave the studio. You may be the last person to use the studio that day. Please check your students have not turned on electrical items without your knowledge.
8. Tea and coffee are generally available in both studios. We ask users to donate 50p to an honesty box so we can maintain this supply of refreshments. A1 sugar paper is also on offer in the back studio 2 for a donation of 20p per sheet.
9. Please close the windows when you leave a studio. Windows have broken when left open in the wind.

Community

1. The Art Stables is a community venue. We expect all users to behave with due consideration for others on the site. Your agreement may be terminated immediately for unacceptable behaviour towards The Art Stables staff, students or other users of the site. The decision of The Art Stables will be final.
2. Please be considerate of the other classes taking place and warn your students not to walk into another studio without prior agreement as this would likely interrupt their teaching. There is the possibility of walking in on nude life modelling which is impolite to the model. If you need to retrieve items from another studio please check the wall calendar in reception to see if the studio is empty and only enter when the class is finished or pre-arrange a time with the tutor before the class starts. If it is urgent, please knock on the door and wait for the tutor to come outside.
3. If you have hired studio 3 please take as much care as you can not to disturb the class in studio 2 when arriving or leaving your classroom. Please work with the tutor below to work out how to least to disturb one another and have a good working relationship together. If you have hired studio 3 please do not talk to your students from or on the stairs. Please talk to students within studio 3 with the door closed or in the Art Stables reception area. Please tell your students not to talk or linger in on the stairs or in studio 2 but to wait to talk to each other in the reception area or outside.
4. Studio 1 has a toilet that is accessed from inside the studio classroom. Studio 2 has a toilet accessed from the exterior of the building.
5. Please be careful of the property and artwork left by others in the studios and treat them as you would your own. There are objects for communal use but there are also items which are tutors' and students' own private property. Please use your discretion as to which are which or ask at reception for advice. Please treat all objects carefully and put them back where you found them.
6. The store cupboards may hold delicate covered clay works. Please be careful not to put things near or on top of clay works as they are malleable and prone to damage.

Please note that payment of your The Art Stables Invoice of hire fees indicates your acceptance of The Art Stables Terms and Conditions above. Please sign, date and return this to The Art Stables reception as acknowledgement and agreement to these conditions.

Kindest regards,

The Art Stables.

Tutor Hiring The Art Stables:

Name: _____

Signature: _____

Date: _____