



## APPLYING FOR A STUDIO

With Art Hub Studios CIC

### On meeting potential members we evaluate

- (1) The applicant is genuinely engaged in creative practice and intends to use the studio space for that practice alone.
- (2) The practice is of a standard, which in our opinion, will add to and not reduce the esteem in which the activities of Art Hub are held.
- (3) The practice does not raise any concerns with our Health and Safety policy.
- (4) The applicant is financially stable and can pay the licence fee
- (5) The applicant is aware of and supports the aims of Art Hub with regard to the wider community of Art Hub

### Things that you must agree to actively participate in are

- (1) At least 1 Art Hub event per year. We have 4 annual events at the Gallery: Deptford X (students / grads show), Christmas Fair, a charity spring event, The Print Open. We encourage all our members to be as involved as possible.
- (2) The active use of your studio for the production of art.
- (3) Complying fully with the Health and Safety mandate.
- (4) To help with the general cleanliness of all areas of Art Hub Studios not just your studio.

**It is up to the discretion of Art Hub whether we feel you can fulfil these requirements.**

### When offered a studio

- (1) You must have a current bank account.  
All regular payments must be made by Standing Order
- (2) You must provide evidence of your identity and of your current address:  
driving license, passport, council tax bills
- (3) You must pay two refundable deposits **(a)** 1 month's rent **(b)** key deposit
- (4) You must sign a Licence Agreement and agree to comply to the terms of that agreement

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#### Studio Managers

Deborah Morris-Thomas 07736 972 700  
Adrian Morris-Thomas 07725 056 597

#### Education / Gallery / Studio Technician

Ellie Wyatt 07964 289 731

Our website gives updated information about Art Hub.  
You can also fill out a studio request form  
[www.arthub.org.uk](http://www.arthub.org.uk)





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### About Art Hub + rules and regulations for a happy studio environment

**Art hub Gallery** The Gallery is used for exhibitions and other events, as well as our 4 annual events. Art Hub members get first dibs on dates and reduced rates compared to non-members.

**Education - getting involved** We work with schools and run workshops; if you'd like to set something up or have any ideas, please talk to Ellie at [arthubteam@gmail.com](mailto:arthubteam@gmail.com)

**Community Matters** We have weekly cleaners, BUT the upkeep of communal and kitchen areas is the responsibility of all of us. Please help to keep equipment, appliances and shared spaces in a good condition by cleaning up after yourself.

**Bicycles** Bicycle racks are available to use on the ground floor lobby area of each studio site. Bicycles should always be locked. We cannot be made liable for property left unattended.

**Car Parking** Our Woolwich site offers ample free parking. Our Creekside site has limited, unreserved, free parking

**Recycling and General waste** Black waste bins are provided throughout each studio. Each Art Hub site also has a large general waste bin located in the parking areas. Large bulky Item and Recycling is for each individual to arrange.

**Changes to Occupancy** We require 2 months notice to quit our studios. This is to enable us enough time to allow new members to view and sign up. A Licence Holder who wishes to remain a member but would like to vacate their studio for a period of time due to extenuating circumstances or to take a sabbatical we still 2 months notice. Options would have to be discussed with Studio Managers.

**Transfer between Art Hub Studios** Art Hub members wanting to transfer to another studio within Art Hub will be added to the studio waiting list. Priority will be given to current members when spaces become available.

**Volunteering** Being part of the studio group allows all members to volunteer to help with a variety of duties, including: upkeep of facilities, workshops/inductions, assisting with gallery shows / events.

**Noise consideration for other artists** We strongly recommend the use of headphones to avoid noise pollution on all sites.

**Insurance** All Art Hub sites are covered both for Buildings Insurance and Public Liability only.

**Health and Safety** Every site has a Health and Safety Policy and guidelines. First Aid and Eye wash kits are located in the communal kitchen area on each site along with the record for Fire Regulations and the Accident Book. A diary is placed inside the Front door on all sites for all to sign in and out

**Post and Deliveries** Post/parcel delivery and collection is by personal arrangement only. Art Hub Management cannot be held responsible for any individual's post or parcels.

**Storage** It is not permitted for any item to be stored in the corridors outside studio spaces or in facility spaces. Art Hub has the right to remove all items that block common areas or Fire Exits.

**Maintenance, Repairs, alterations** For general maintenance and repairs please notify the Studio Manager. It is a requirement for Health & Safety that any electrical repairs in studios should be carried out and inspected by the Studio Manager. All electrical equipment will need to be checked annually for certification. It is essential to inform the Art Hub Management team of any planned structural studio changes.

**Heating/ Keeping warm in the winter months** Art Hub occupies large industrial spaces. We have a combination of gas and electrical heating on all sites for daytime use. We request the sensible use of heaters in individual studios so as not to overload the electrical circuits. We suggest warm layers of clothing and some carpet underfoot to help maintain body warmth during extremes of cold weather.