

# [ space ]

## STUDIOS HANDBOOK

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# Welcome to SPACE!

SPACE is a charity and our mission is “to make space for art”.

Welcome to one of our studios. Before you start using your studio, please read this handbook carefully, and refer to it when needed. Make sure you have the latest version.

This handbook is to be considered in addition to the specific terms of your tenancy or licence agreement, and deals with some of the questions you may have about using the studios, how to contact us, and where to look for further information and advice.

We were founded by artists in 1968 and -even though we have grown significantly since then- we are still at heart a community of artists under one umbrella. Our efficiency depends to a considerable extent on your co-operation.

In addition to providing studio space, SPACE is committed to helping artists make a living from their work, and we support this through our artist support program - have a look on our website and keep an eye on our newsletters to see what is available.

Another important part of our charity’s aims is to increase public access to the arts. As part of this, we expect you to engage with the neighbourhoods surrounding our studios, for example through [Open Studios](#), school visits, etc.

If you have any questions that are not addressed here then please do not hesitate to contact us.

Do also [submit your news](#) or [tag us](#) on social media, so we can include you in [our studio highlights](#), where you can also see what your fellow studio artists are up to.

Enjoy your studio!

Eline van der Vlist  
Chief Executive

## Code of Conduct

SPACE has a small team of staff that oversee over 880 studio users across 21 buildings.

SPACE staff, and the contractors they employ, are entitled to be treated with dignity, respect and courtesy, and to a workplace free of rudeness, written or verbal abuse and aggression. Failure to uphold this will be considered a breach of your tenancy or licence agreement.

## Use of Studios

SPACE's studios are intended for use as light industrial workspaces for visual artists. SPACE's charitable status, planning consent, and lease agreements allow only this use.

The studio is for your personal use only. If you give notice on your studio it will immediately revert back to SPACE and be made available to another artist who is registered with SPACE via our usual letting method and policy.

Studios are not open to the public except during [Open Studios](#). Visitors can of course come to see you in your studio, but any greater public access can only be arranged with prior written consent from SPACE. Issues of planning, site security, fire regulations and public liability have to be considered by you and us in advance.

Under your tenancy agreement, SPACE staff are entitled to inspect studios at any time without prior notice, and to check that studios are being used in accordance with the tenancy agreement. In addition, SPACE staff conducts site inspections twice a year in each building, of which you will receive prior notice.

Let SPACE know if you are going to be using your studio as a registered business address.

There is an absolute prohibition on any residential use whatsoever. Any breach of this results not only in forfeiting the use of your studio, but may also have serious implications for SPACE's continued occupation of the building.

This means beds, bedding, clothes storage and cooking facilities are all strongly discouraged. Whilst we aim to allow access anytime over a 24 hour period, this does not imply any permission for a continued 24 hour presence as a sole residence.

## **Sharing and Subletting**

Sharing and subletting is only possible with our consent. Do not under any circumstances just pass the studio on to another artist. SPACE will not authorise that artist's occupation: even if it comes to light much later, they will be required to leave.

Note that some of our buildings do not allow sharing or subletting under our head-lease with the landlord.

In all other cases:

**Sharing:** If you wish to share your studio with another artist, this can only be done with SPACE's consent. Contact our Studios Team for a formal Licence Agreement for the sharer to be a Licensee on your tenancy.

**Subletting:** Maximum 12 months; no extensions.

We understand that artists sometimes cannot be in their studio for personal or professional reasons (childbirth/ residency abroad/ short-term financial considerations etc). In those exceptional cases you can sublet your studio with SPACE's prior consent, and only for a period up to 12 months. Contact our Studios Team for a formal Sublet Agreement with the sublessee.

**In both cases:** You may advertise the share or sub-let on our website. In either case, you as the tenant will remain responsible for all rent, electricity bills and correspondence connected with the studio.

You may choose your own sharer or sublessee, and they do not need to be registered with SPACE. We would however advise them to do so at the time of taking on the licence or sublet.

If your tenancy ends for whatever reason, your sharer/sublessee does **not** have the right to stay. They are welcome to apply for any available studio as a tenant in their own right, but at that time they will be required to be registered with us.

## **Alterations to Your Studio**

SPACE must be consulted and formal consent given before you make any modification to the structure of your studio or to the electrical or plumbing installations. This includes changing or adding any locks.

You must always check with SPACE maintenance before you start any building work so that we can advise and approve where necessary.

If you change or add locks you must give SPACE a copy of any new key (including padlock keys and codes).

It is very important to observe this stipulation, since badly carried out work or even minor alterations inadequately finished can have a negative impact that may affect other occupants in the building.

Modifications to the lighting system will not normally be permitted where there are LED lights. If consent is given you may be required to reinstate the original system when you leave.

Please consult with SPACE maintenance if you are running too many appliances and your power keeps tripping. To prevent electricity tripping remember to always switch off electric heaters before unplugging.

## Flammable/Toxic Materials

This section relates to studio practice that includes use and storage of

- flammable products, including cylinders; and
- toxic or noxious substances.

Basic principles are in the first instance to mitigate the use of such materials, by using non-flammable or non-toxic substitutes where possible. If this is not possible, then limit the amount of storage and use of such products, and provide appropriate storage & ventilation.

You are required to carry out a Risk Assessment, and if necessary, a Control of Substances Hazardous to Health (COSHH) and a Dangerous Substances & Explosive Atmospheres Regulations (DSEAR) Assessment. If you wish to obtain an electronic copy of SPACE's policy on the control of flammables then please contact the Property Director, Robert McKay Forbes at [robert@spacestudios.org.uk](mailto:robert@spacestudios.org.uk)

Most small-scale use of solvents and spray cans in artistic practice can be addressed by a simple risk assessment, and by incorporating such mitigating measures such as:

- the storage of these highly flammable items in a metal cabinet at all times when not in use;
- a metal bin with a metal lid for an oily rags, with regular disposal;
- limiting the volume of these solvents & spray cans to what is reasonably needed (maximum 50 litres);
- keeping lids on all solvent containers when not in use;
- conforming with regulations and manufacturers use guidelines;
- adequate natural ventilation;
- provision of appropriate type of fire extinguisher.

More industrial levels of substances and processes, including the use of gas cylinders, will involve full consultation with SPACE and formal consent. Some buildings are just not suitable for such uses. Note: the use and storage of Oxy Acetylene is banned.

Some procedures, particularly associated with fibreglass resins and ceramics, may release toxic fumes, and mechanical ventilation is necessary.

Kindly note that it is a condition of your tenancy that you conform to all relevant current Health & Safety regulations, and you may put your occupancy at risk if this is not the case. If in doubt, please contact SPACE.

## **Use of Electrical Equipment**

Do not overload sockets or make excessive use of adaptors. Never use adaptors with electric heaters or other high-consumption equipment.

It is your responsibility to ensure that all your tools, appliances and electrical equipment, including integral cables and plugs, are maintained in good condition and tested annually.

Unplug appliances whilst not in use and remove all adaptor plugs or transformer plugs when you leave the studio each day. Switch off heaters before unplugging!

**Plug-in cube adaptors/extensions** are unsafe and should **not** be used. (When a plug-in cube is used with a number of plugs, the angle and weight of the assembly increases the stress on the socket contacts. There is also a danger of electrical overload as the combined loads may exceed the ratings of the socket outlet.)

Although the ideal solution is to provide more wall sockets (contact SPACE Maintenance to request), a multi-way inline bar extension lead with minimum cable length may also be used, but care should be taken not to overload even this.

If you use a drum extension cable, make sure it is the correct thickness for the electrical equipment you are using. Make sure the cable is fully unrolled as power through a coiled cable may cause it to overheat. Electric heaters and other high consumption items require a thicker cable and an inadequate cable will burn

out the socket. Whenever possible use an extension lead with an integral fused switch and an indicator light.

- Extension leads should not be 'daisy chained' i.e. one should not be added to another. Buy a longer one if needed.
- Power-hungry appliances (such as kettles, toasters, microwaves or photography lights) shouldn't be on the same extension.
- At all times avoid extension cables trailing across the floor.
- Extension cables must be unplugged when you leave the studio.
- They should be stored loosely coiled when not in use and fully unrolled when in use.

For more information, please see: <https://www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/overloading-sockets/>

### **RCD Circuit breakers**

Each studio has an electrical consumer unit fitted with RCD circuit breakers. This unit is usually located next to your studio door.

RCDs shut off the supply if excess current is drawn or if there is a current leakage (indicative of a short-circuit or wiring/electrical failure).

You can reset a tripped RCD switch manually at your consumer unit – if the fault continues, reduce the draw on the circuit or isolate any suspect device and have it checked for electrical safety.

High wattage appliances, especially when used in conjunction with each other, can overload the circuit causing the circuit breaker to trip. This effect can be minimised by not using high wattage appliances such as electric heaters, kettles, toasters, microwaves or photography lights simultaneously, and/or by selecting lower wattage appliances for your studio (e.g. kettles



with power rating 1kW or under, often advertised as camping kettles).

Switching off appliances before plugging/unplugging is also advisable as this can otherwise trip the RCD.

It is good practice to turn off the power at the RCD board when you leave the studio, particularly if you are going to be away for a while.

## Heating

A few of our buildings have gas-central heating, which will be turned on/off by SPACE between October-March, striking a balance between costs, environmental impact and comfort.

In all circumstances where extra heating is required in your studio, SPACE advises the use of the following types of electric heating: oil filled radiator (OFR), a wall-mounted convector heater, or an infrared heater.

Note that in our [SPACE Enfield](#) building the only radiators allowed are oil filled radiators or infrared heaters.

- Gas-bottle heaters and exposed element electrical heaters are banned from all our buildings.
- Do not leave a heater on in an unoccupied studio.
- When choosing a heater, opt for trusted brands and look out for the following features:

Tilt switch: If using a freestanding unit for the advantage of portability it should have a safety feature to switch off on toppling.

Thermostat: The oil inside an OFR radiator continues to give out heat when the power is off. To take advantage of the cost-saving benefits of this a thermostat is required which switches off when the desired temperature is reached.

If you already have an appropriate heater please ensure it is safely maintained; it is advisable to renew or to PAT test electrical equipment regularly. You are strongly advised not to use a mains adaptor or extension in conjunction with an electrical heater or high wattage appliance.

**Watts, amps and studio supply limits:** If you experience electricity supply interruption from the circuit breakers on your studio consumer unit, please see the following advice on wattage and also the information about [RCD's above](#).

Most domestic heaters are between 500W and 3000W (3kW). One heater is often adequate for most studios, larger studios may need a high wattage or more than one heater. The electricity supply to each studio is limited (typically 30-40 amps in total – and no more than 13 amps should be drawn from any individual socket circuit). There is a rough method for calculating the amps requirement from appliance wattage as follows:  
watts/volts = amps

In practice it is not usually possible to draw much more than 3kW in total per socket circuit (the sum of all usage on that circuit).

If in doubt seek our advice or that of a qualified electrician.

## **Music, Noise, Smells, and Other Disturbances**

Please be considerate of others.

We do not permit the playing of music or radios, so please use headphones.

If you have visitors, share a studio with others, or have phone/online conversations, please keep your voice down as much as possible.

Although we make every effort to keep artists using noisy machinery away from quieter studios, some noise is an inevitable part of making work and should be expected in these multi-occupied light industrial buildings.

Please consider your neighbours if you are using strong smelling materials such as resins. (Please also see section on [Flammable/ Toxic Materials](#).)

This also applies to food in your studio. Any form of heating food for more than a few minutes without good ventilation in the studio is strongly discouraged. Please do not cook from scratch. Note food also attracts vermin.

Any heating appliance should be covered by your risk assessment, and the appropriate fire extinguishing device and fire blanket should be at hand.

## **No Smoking & No Vaping**

Smoking and vaping is absolutely prohibited in any of our buildings or substantially enclosed areas. This includes the communal areas of the studio buildings or out of the windows of your studio.

Smoking / vaping will be considered a breach of your tenancy.

It is against the law to smoke in virtually all enclosed public places, workplaces and in public and work vehicles. Failure to comply is a criminal offence. There are penalties and fines for the offender and landlord. SPACE must proactively enforce this law.

## **Storage**

There is absolutely no storage allowed in corridors and public areas. SPACE's insurance, compliance with fire safety legislation and your personal safety is based on all corridors, staircases and communal areas being kept completely clear at all times.

Remember: anything left in common areas may be disposed of without warning and at your cost.

## E-Bikes and E-Scooters

Due to their potential for devastating and unstoppable fires, **no E-bikes, E-scooters or their battery packs may be stored or charged in hallways/corridors/lobbies or other fire escape routes in SPACE buildings.**

**In addition they cannot be charged or left in your studio if you are not present.**

We prefer E-bikes & E-scooters to be left outside the building. When locked up outside, they should not be in very close proximity to the building, nor to any potentially flammable materials.

For advice on E-bikes and E-scooters, please see the following London Fire Brigade link: <https://www.london-fire.gov.uk/safety/lithium-batteries/charging-electric-bike-and-electric-scooter-lithium-batteries/>

## Open Studios

Open Studios are part of our mission to make space for art, and SPACE positively encourages studio buildings to organise Open Studios.

They are an extremely valuable opportunity for the local community to take a look behind the scenes and browse art works for sale, and for artists to showcase their practice, reach new audiences, and network across SPACE.

Open Studios are self-organised by the studio artists, but overseen by SPACE.

Each year, SPACE will allocate resources to up to 6 buildings for a big **September Open Studios** event. The last two weekends in September will be allocated for this, with 2-3 buildings opening each weekend. These buildings will receive the full support of our open studios team, which includes Karen Davies (Head of Artist Support), Emma Guest (Comms Director), and Mark Molloy and Tom Davidson from the Maintenance Team. We will also allocate a small budget for flyers, flyer distribution, maps, signage and door staff.

In March/April our open studios team will reach out to all studio holders to register interest for which buildings would like to open that September.

None of this is possible unless the vast majority of a studio building community get involved – we will expect a minimum of 50% of studios in a building to open before we can support the event.

If your studio community decides they would like to be organise an Open Studios event independently, a representative should be selected to organise the event and discuss publicity and dates with our team. If you make any publicity material, make sure it has the SPACE logo and any funder's logo that may be relevant clearly represented. We also suggest that publicity material has a

map with directions of how to get to the building and that the full date, including the year, is present for archive purposes.

### **Public Liability Insurance**

Studio artists are responsible for getting their own Public Liability Insurance for their rented area (i.e. their studio).

SPACE carries Public Liability Insurance to cover their legal liability but in the event of an incident for which the tenant is responsible the insurers reserve the right to seek redress from them.

### **Risk Assessment**

When you open your studio to the public, you are required to complete a risk assessment beforehand.

A risk assessment of the building needs to be completed as well - this will be done by SPACE if the event is co-organised by us, but is otherwise the responsibility of the organising artists.

### **Work Shown**

You may only show your own work (or, if applicable, work by your sharer/sublessee) at Open Studio events.

We advise any artist showing work that may be unsuitable for certain age groups or that may be disturbing to have a notice on their door clearly stating this.

For any questions, email [openstudios@spacestudios.org.uk](mailto:openstudios@spacestudios.org.uk).

## Studio Maintenance

Your studio should be in good order when you move in, with fully functioning strip lights and electric sockets and the plumbing (where appropriate) in proper working order. If not, please let us know.

You will likewise be responsible for leaving studios clean and in good order when you move out.

While you occupy your studio the painting and decorating of the space is your responsibility. SPACE will cover any necessary repairs to the wiring and plumbing and to the structure of your studio. SPACE is also responsible for repairs and maintenance to the structure of the building, including drainage and for communal areas.

If your studio has LED tubes, we will replace these when needed. It is however your responsibility to replace any other light bulbs or fluorescent tubes and starters for your strip lights. We are happy to advise you of where to obtain these.

It is the shared responsibility of artists to manage and keep communal areas clean. In addition, if there is damage or mess to the building owing to the actions of a tenant it will be the responsibility of that tenant to address immediately. This includes the removal of rubbish and belongings.

For Fire, Insurance and Health and Safety reasons no items must be left in corridors or other communal areas and any that are will be removed at the tenant's expense.

The cost of repairs and maintenance is a large element of your rent. It is therefore in your own interest to respect and look after your studio and the building as a whole. Although SPACE staff visit the buildings fairly regularly, we rely on artists to report any problems requiring attention without delay. Especially leaks inside studio spaces – unreported leaks can cause long term damage to the fabric of the building.

# Security

Please look after your personal belongings. Do not leave bags, wallets, computers, cameras or other valuables lying around in open view, even if you are just leaving your studio for a few minutes.

If possible, store hand tools, electrical equipment and other valuable items in a locked cupboard or container (preferably metal) so that they are not in open view.

Please observe these general guidelines:

- Ensure that all common entrance/access doorways are closed and locked behind you – this is vital - ALWAYS CHECK!
- Do not under any circumstances leave entrance/access doors propped open and unattended for deliveries or visitors, not even for a few minutes! If there isn't an entry phone in your part of the building you must arrange to meet visitors at the main entrance yourself.
- Do not allow anybody into the building that you do not know. If necessary, and a name is given, then please find that artist yourself and ask them to let in their visitor.
- If site access is required by any utility company such as BT, British Gas, EDF etc. always check with the studios/ Maintenance Team. We do not allow anyone access in this way without a member of staff present. If you have any doubts, do not let them in whatever they might say. Please refer them back to the Studios/ Maintenance Team.



# EMERGENCY PROCEDURES

The procedure for emergencies is as follows:

## **Burglary**

- Call 999
- Please obtain an incident number

## **Fire**

- Sound alarm by breaking a call point
- Evacuate following the evacuation strategy
- Call 999 when safe to do so

There are fire safety and evacuation strategies, with evacuation plans for each building.

The evacuation plans are posted in the buildings and all tenants should regularly remind themselves of the escape routes and the assembly point.

## **Power failure, flood, security breach**

If you discover a major power failure, flood, security breach or similar, please call SPACE maintenance on 07956 568 525 (leave a voicemail or text if no reply/ out of hours).

Routine maintenance issues can be reported via e-mail to:

[maintenance@spacestudios.org.uk](mailto:maintenance@spacestudios.org.uk)

## **Reporting a Crime**

If you are the victim of or a witness to a crime then please report this to the police immediately and get a crime reference number. Once you have this then please notify the Studios Team. We are unable to report on your behalf and for us to tackle any ongoing problems we need to have a record of the incident(s).

# **FIRE ALARM PROCEDURE**

## **DO REACT QUICKLY**

### **Evacuate the building immediately.**

There's no time to waste when it comes to a real-life fire.

This is an emergency situation, so as soon as you hear a fire alarm, get yourself out of your seat and exit the building via the fire exits as quickly as possible.

Fire spreads fast, and you don't always know how long you've got before your means of escape are blocked. This means there's no time to go back for any personal items or to grab your lunch out of the fridge.

## **DON'T IGNORE A FIRE ALARM**

No matter if you're used to hearing the fire alarms being tested or getting set off by someone in the kitchen burning their toast—if you hear a fire alarm, you should never ignore it. Treat every alarm as a real fire evacuation procedure and vacate immediately. Ignoring a fire alarm could quite seriously cost you your life.

Did you know that based on a workplace experiment, 13% of people ignored a fire alarm and carried on working, around a quarter would look to others to see their reaction before acting out, and only 4% would attempt to find the fire?

# Fire Safety, Prevention and Fire Risk Assessment

There is a Fire Alarm system in all SPACE buildings. These are tested weekly or monthly, & six monthly (50%) and annually (100%). Please report any false alarms to the Maintenance Team.

Representatives of the Fire Brigade and our Insurers may make fire inspections without prior warning. They have the authority to close the building down if they find anything that they consider constitutes a fire hazard.

By law the person or organisation in control of the premises must complete a Fire Risk Assessment.

SPACE has completed a Fire Risk Assessment of your building. SPACE also has a Fire Safety Policy. If you wish to obtain an electronic copy of these documents then please contact the Property Director, Robert McKay Forbes at [robert@spacestudios.org.uk](mailto:robert@spacestudios.org.uk)

Whilst SPACE may lease or own the studio buildings it is renting out as self-contained units to artists, it is not therefore in total control of all parts of the property. It is SPACE's policy, which has been checked with the Fire Brigade, that by providing adequate Fire Escape routes and Fire detection/emergency systems in the communal areas, and by briefing you on these, SPACE has done as much as it can to minimise the risk of fire. You will have been briefed on the evacuation procedure when you signed your tenancy. Evacuation plans are posted around the building for your reference.

Your studio and the fire safety aspects of your practice are therefore your responsibility.

It is important that all studio occupiers take this matter seriously and we recommend that everybody compile their own Fire Risk Assessment.

If you have an assistant or a visitor with access difficulties then it is important that you have a Personal Emergency Evacuation Plan (PEEP) for them. Usually, this will involve a buddy system.

Guidance can be found at: [www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments](http://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments)

The following general information will assist you in compiling your Fire Risk Assessment.

## **Fire Extinguishers**

Fire extinguishers are sited at strategic points throughout the building. They are expensive and are there for your protection. Please make a note of the one nearest to your studio and check the label before using.

Do not move the fire extinguishers, in particular, do not use them as door stops!

The extinguishers containing water should not be used on electrical or chemical fires.

The extinguishers containing carbon dioxide are provided specifically for electrical or flammable liquid fires.

## **Fire Prevention and Good Health & Safety Practice in Your Studio**

Please also read the [Flammables/Toxic Materials](#) section.

Oil paints, turpentine and other oil-based flammable painting mediums, indeed all flammable liquids with a flash point below 32 degrees centigrade, should be stored in a metal-lidded container whenever they are not in use.

Replace lids immediately after use on all flammable liquids and keep them well away from sources of heat.

The total quantity of any such flammables must not exceed 50 litres in all, other than in a purpose built store. Quantities of flammable liquids held in any work area are to be kept to the minimum practicable and should not exceed the requirements for the day or shift worked.

No ignition source is to be present in work areas where flammable liquids are in use.

Rules on disposal of waste require that hazardous materials (including batteries etc) must not be put into the general bins. Putting them into general bins may lead to a large fine. Please see: <https://www.gov.uk/dispose-hazardous-waste> for more information and make your own arrangements for their disposal.

Do not leave propane cylinders, empty or full, in corridors, staircases or lobbies. In the event of a fire, they not only block access to emergency exits they can also explode.

## Insurance

SPACE has insurance cover against fire and other perils for the structure and fabric of the building only.

SPACE's insurance does not cover your personal belongings, tools and equipment or stock of materials in your studio even in the event of fire, flood, structural damage or theft.

You should take out your own contents insurance to cover these eventualities.

Please note that if you need to make any adaptations to your studio such as installing a mortise lock or padlock you will need to give SPACE a copy of the key or code. See [Alterations to Your Studio](#).

If you employ someone in your studio you are also responsible for providing Employer's Liability Insurance.

You will also need Public Liability Insurance for your studio if you invite members of the public in.

# Sustainability & Environmental Policy

SPACE strives to reduce our environmental impact, while maintaining long-term affordability for artists.

## Recycling

We encourage recycling and where practicable SPACE provides recycling bins at the studios. Please only put relevant items in these bins. If contaminated, the whole contents of the bin will not be recycled by the waste contractor.

## Waste

Please take care with what you put down the studio sinks. Do not put toxic or hazardous waste, including oil-based paint and white spirit, plaster or clay, down the sinks. The impact chemicals have on our rivers, lakes, streams, and other water sources cause them to be unsafe for consumption by all living creatures. Check regularly for new legislation regarding waste products.

## Energy Efficiency

We encourage all artists in SPACE studios to use heating efficiently, and to conserve energy by switching off electrical items when not in use, to keep costs low where practicable and to try to reduce CO2 emissions. SPACE in turn aims to install more insulation and efficient energy systems where possible.

## Travel Light

We encourage cycling and walking and provide bike stands where possible.

The full SPACE Sustainability and Environmental policy can be found here: <https://spacestudios.org.uk/wp-content/uploads/2022/05/SPACE-Sustainability-and-Environmental-Policy-2022.pdf>

**REMEMBER:     Renew – Reuse – Recycle!**

# Payment, Rent and Other Charges

Your tenancy agreement with SPACE determines your use and occupation of the studio. It sets out your rent charge, the general terms and conditions of your studio occupation and the required term of notice.

## Monthly Rent Charge

The monthly rent includes everything except electricity, which is invoiced separately.

The rent you are charged typically covers rent to the landlord, business rates and water charges, building insurance, repairs and maintenance, landlord's service charges, any professional fees such as architects, legal or surveyors' costs, trade refuse and SPACE's management costs.

All of these outgoings are liable to increase from time to time. In order to ensure that SPACE is covering its costs, studio rents are reviewed every year. SPACE endeavours to keep any increases to a minimum. According to the terms of your tenancy you are given one full calendar months' notice of any rent increase.

## Deposit

You will be asked to pay a deposit equivalent to a minimum of one month's rent. This is held on your behalf until you leave. At that point the deposit will be either set against charges due or returned to you. Your final account will be worked out once you have removed all belongings and returned all sets of keys.

## Rent Payment

Payment must be made to SPACE on the first of each month in advance. Payment should be made by Standing Order through your bank.

- Please note that SPACE does not use Direct Debit.
- We have facilities for rent payment by credit or debit card but Standing Order is preferred.



- Please **always use your tenant reference** for any payment so that it can be correctly allocated to your studio rent account.
- Please do not pay cash over the counter of a bank unless the bank can make a clear note of name and studio number and you can send a copy of your counterfoil to the Studios Team. We cannot allocate an unidentified payment to the correct studio account.

## **Our Account Details**

The details of our account are as follows:

A S G SPACE A/T  
Account number: 00091790  
Sort Code: 51-50-14

Branch address: Nat West Bank, PO Box 1357, 169 Victoria Street,  
London SW1E 5BT

## **Electricity**

Most studios are individually sub-metered. Electricity charge is per kWh, plus £3 per month to cover communal electricity and standing charges.

Meters are read twice a year (in March and September) and artists are then invoiced for their 6-months consumption accordingly. Payment should be made to Art Services Grants Ltd on receipt, with your tenant reference (see our Account Details above).

In some partitioned units, a sub-meter may cover a number of studios. Where this applies electricity consumption is apportioned equally between the users. Please bear this in mind if you are taking one of these spaces.

## **Non-Payment**

If you fail to pay your rent or other charges after 14 days you are in breach of your tenancy agreement and you will be reminded with a monthly arrears letter. Please pay on receipt of the reminder.

If you are unable to pay your monthly rent for any reason please contact the Studios Team. We will try to come to a realistic arrangement with you to clear the arrears, taking your circumstances into account.

If you continue to fall behind in rent payments and persistently fail to respond to reminders you will be evicted from your studio. The notice period will be immediate. SPACE reserves the right to change locks on the studios to prevent re-entry.

## **Statements**

You can request a statement of your rent account at any time by emailing the Studios Team. A rent statement will show all transactions on your account including both rent and electricity charges and payments.

Please remember that the statements may not be completely up to the minute, as more recent payments may not have been entered into the system yet.

## Leaving Your Studio

If and when you wish to leave your studio the notice period is one full calendar months' notice in writing, i.e. by the 1<sup>st</sup> of the month.

The final month's rent is due, and moving out is by the final day of the month.

SPACE may need to arrange to show the studio to prospective new tenants during the notice period.

Once your keys have been returned a final electricity reading will be taken from your meter and any outstanding bills settled.

Keys must be clearly labelled and returned either in person to the Studios Office or by post in a jiffy bag. Please tape keys flat to a sheet of paper and fold, before putting it the envelope.

Only after all belongings have been removed, the studio left clean and in good order, all keys returned and all bills settled will your deposit be returned.

If the studio is not left in an acceptable condition you may be charged for clearance and redecoration.

# SPACE Contact Details

## Studios Team

Fiona Furness, Studios Director

Frances Copeman, Studios Assistant

Dylan Brennand-McGuinness, Studios Assistant

Our studios team strives to be there for all our artists, and while we try to answer all enquiries at the earliest opportunity, we may not be able to respond to all queries immediately. We appreciate your patience and assure you that we will get back to you at the earliest opportunity.

For studios administration/ general enquiries:

[studios@spacestudios.org.uk](mailto:studios@spacestudios.org.uk)

020 8525 4330

## Maintenance Team

Derek Rochester, Maintenance Operative

Mark Molloy, Maintenance Manager

Tom Davidson, Maintenance Assistant

For maintenance issues, please contact our maintenance team directly. They will deal with maintenance and repair issues as soon as possible and in order of priority and urgency.

07956 568 525 (Leave voicemail or text if no reply/ out of hours)

[maintenance@spacestudios.org.uk](mailto:maintenance@spacestudios.org.uk)

*Note that some of our buildings are leasehold buildings not directly maintained by SPACE.*

## Colchester

Jack Briggs Miller, Colchester General Manager

Hannah Princewill, Operations Director

[colchesterteam@spacestudios.org.uk](mailto:colchesterteam@spacestudios.org.uk)

## **SPACE**

SPACE (Art Services Grants Ltd.)  
129-131 Mare Street  
LONDON  
E8 3RH

020 8525 4330  
[mail@spacestudios.org.uk](mailto:mail@spacestudios.org.uk)  
[www.spacestudios.org.uk](http://www.spacestudios.org.uk)

Properties Director: Robert McKay Forbes  
Chief Executive: Eline van der Vlist

Please note: SPACE has a formal complaints procedure. Copies of SPACE's Equal Opportunities Policy are also available. Please contact: [mail@spacestudios.org.uk](mailto:mail@spacestudios.org.uk) for further details.

### **Join the Conversation**

Find out what's going on at SPACE and join in the conversation by following:

Instagram [@space\\_studios\\_london](https://www.instagram.com/space_studios_london)

Facebook [@SPACEstudiosLondon](https://www.facebook.com/SPACEstudiosLondon)

Using the hashtags #spacestudios #(yourstudiobuilding)