



Studio Holder Application Guidance Notes

Thank you for your interest in Neoartists Studios. These notes explain what we will be looking for in the application form

All applicants for studios will undergo a selection process to ensure that they are right for the studios and that they fulfil the criteria required to work here. The main requirement is that the applicant will be using their studio on a regular basis, thereby contributing to the creative working environment which Neoartists seeks to achieve.

Selection is carried out by filling in a simple application form, then you may be asked to attend a short interview and presentation of some of your recent work with slides, photographs or other appropriate method you are happy with.

Personal details – We may contact you by phone, email or letter to discuss your application or arrange a short interview when assessing your application, please fill these out in full.

About your practice – Please complete all sections and continue on a separate sheet if necessary. This part of the form is very important, as it will help us to get an idea of what you do and what you will need from the Neoartists Studios.

- *Description of your practice* – What do you do? What artform do you work in and in which direction is your practice heading.
- *What materials and equipment will you be using?* – Materials may include, paint, wood, metal, paper, stone etc. Equipment may be welding, stone carving, printing presses etc. This will help us assess whether we can offer you the necessary facilities, for example we do not have 3 phase electricity or a dust extraction system.
- *How often do you expect to be using your studio?* – How regularly will you be in your studio? If you are going to be teaching or have other commitments outside of your practice perhaps it will be better to share a studio so the space is put to good use.
- *Do you expect to require 24 hour access?* – Are you likely to want to work through the night? Are you more likely to use the studio in the evenings rather than daytime?
- *What type of studio would you prefer?* – For example, do you want to work alone in a private studio, or would you prefer to share with one or more other artists? Do you want a studio that locks or would you prefer open plan?
- *Do you have any special access requirements?* – We do not yet have disabled access although we are applying for funding for this.

Allocation – Studios will be allocated on a first come first served basis. The final decision will be down to the interview board. You will normally be notified within 24 hours of the interview.

Shared Studio Spaces – if you wish to share a studio space with another artist you will be joint and severally liable for the Studio Holder fees and other responsibilities. This means that each artist will have a separate licence agreement with Neoartists Studios CIC and be responsible for their own share of the Studio Holder fees. However, it also means that if one artist does not pay their fees on time the other artist is equally responsible for paying the arrears. It also means that if one artist gives notice and leaves the studios, the other artist is responsible for finding a replacement (subject to the normal application process) otherwise they become liable for the full Studio Holder fee.

Fees – Studio Holder fees are inclusive of:

- Rent
- Rates
- Utilities
- 24 hour access, 7 days a week
- Individual webpage on the Neoartists website
- Free entry to Neoartists exhibitions, i.e. no submission fees
- Monthly newsletter
- Use of communal equipment (when installed)
- Wireless broadband (when installed)

Studio Holder fees are reviewed on an annual basis. For the year ended October 2010 they range from £85 per month for 170 sq ft of locked studio space, to £200 per month for 400 sq ft of open plan studio space.

The fees are payable monthly in advance by standing order, and are subject to annual review. A refundable deposit of £100 is payable before you move into the studio and is fully returned when you vacate, provided there are no outstanding debts and the space is left in reasonable condition.

Notice Period - All studio space holders will enter into a licence agreement with Neoartists Studios CIC. This will continue until either party wishes to terminate the licence which will be done in writing giving one months notice.

De-selection – de-selection will take place when a studio holder no longer fills the criteria required by Neoartists Studios CIC. Suggestions for de-selection can be made by any resident of Neoartists Studios. The suggestion will be assessed by the interview board at the next meeting and a decision will be made to issue notice to the individual for de-selection. At this point the individual has one month to respond and provide reason for the case to be dropped. The case will be assessed again by the board one month after the first meeting and if they are still in favour of de-selection, notice will be served and the individual will be required to leave Neoartists Studios within one month.

Please keep this section for your own reference.

If you have any questions

Please call Lisa Moore on 07870 821 092 or email lisa.moore@neoartists.co.uk