

## **B.V. Studios Agreement**

The purpose of this Agreement is to establish a clear commitment to the development of studio practice. This agreement is between the Licensee and Licensor.

The following terms should be read in conjunction with the License Agreement.

### **Administration**

1. Rent must be paid on the first of the month by standing order. One month's rental will be required as a deposit for the studio. Any arrears will be deducted from the deposit.
2. Studios must be used on a regular basis. It is important that the space available to artists within the building is effectively and actively in use as much as possible. It is understood that artists use studio space in very different ways and at different times. Under-use and mis-use of studio space will result in a Studio Review by the Studio Management, and appropriate action taken.
3. Any alterations to the structure of the studio, electrics and water i.e. partition walls or any major instillation work must be passed by the Licensor. The Licensor will reserve the right to request a letter of approval from a qualified professional (i.e. Structural Engineer/Architect) and to charge any costs incurred in the process of checking the application, whether passed or not.
4. Access to the building is twenty-four hours a day, seven days a week, all year round, but is open to review. Keys and electronic key cards to the building and unit space will be issued on a deposit of £20.00 per set from the Management. If keys/cards are lost they must be replaced at the key holder's expense and the Management informed. For security reasons copies of keys will only be made by the Management. Keys and key cards must be returned to the Licensor or Management at the end of the tenancy.
5. The Licensee is responsible for supplying accurate and up to date contact details to the Licensor and Management both at the initial exchange of the License and until the end of the tenancy.
6. Internet is provided to all units in the building via wireless access points, the password will be given at the start of your Licence period and you will be notified when it is changed. Any one caught doing illegal downloading/file sharing or any other practise that compromises the building's internet service will result in the device being barred from the internet service and we reserve the right to give notice to leave the building if the problem persists or causes problems with our internet provider. Please note, if a computer/device has been unknowingly compromised, used on the Building's internet service, it will be barred from the system. Before any barred device is allowed to be reconnected to the building's internet, we reserve the right to charge an admin fee of £50.00 , along with any costs incurred by BV Studios.
7. No gas bottles or portable gas heating is allowed in the building.

8. The Building (BV Studios) is classed as an “Un Manned Building” and because of this, a copy of the Fire Risk Escape Plan is included in your Licence for you to familiarise yourself with the escape routes from the building.
9. Smoking is not permitted in the building.
10. Basement Units – Under no circumstances can anything be placed, attached, painted on etc. the air movement system ducting in your unit space. If there is any damage or change to it, you will be charged for making good and bringing it back to its original condition.
11. Due to the previous users of the building, the Landlord takes no responsibility for the ceiling condition and flaking/reaction of any paint covering on it.
12. Loading Bay Area/Roller Shutter – This area is for the use of loading and unloading only, within an acceptable time frame. Anyone found using this space for parking or leaving their vehicle for an unacceptable amount of time, will be warned at first, and if it happens again, will lose the right to use this facility.
13. Fire Alarm – If a Licensee or person using the Licensees space sets off the alarm/creates a false alarm, the owner of BV Studios reserves the right to charge the Licensee a £300.00 fine.

## **House Keeping**

1. Licensees must comply with Fire and Security, Health and Safety and C.O.S.H.H. regulations (details of regulations can be obtained from the Management). Studio Holders must respect the working environment of others, in particular when using hazardous substances, creating noise etc.
2. Licensees cannot use communal areas for storage of materials or equipment. Corridors in particular must be kept clear at all times in order to comply with Fire and Safety regulations. Items found cluttering the corridors will be removed without notice. No blocking of fire exits/routes with any items belonging to the Licensees in their unit.
3. The Licensee is entitled to use the communal kitchen, but must ensure that they clear up any mess they cause and leave the area in a clean and tidy state.
4. Licensees can only use the space shown in their License agreement. If you are found to be using space that is not included in your Licence, you will be asked to stop using the space, remove any items you have placed in there and be charged for the time you have used the space.
5. Waste/Rubbish – Bins have been provided for the disposal of recyclable materials and certain types of rubbish, a list is attached to this document, any other materials not listed is the responsibility of the Licensee to dispose of. Due to the dumping of not listed items in the bin cupboard, a CCTV Camera has been installed to catch offending Licensees. Anyone caught putting non listed items in the bins or leaving them in the Bin Cupboard will be requested to remove said item/s immediately. If the Licensees does not remove the said item/s, the Licensor will charge the Licensee all costs incurred, along with a fee for their disposal. The Licensor reserves the right to terminate their License if deemed necessary. If, due to the nature of your work practice you create a lot of waste, we reserve the right to make an additional charge to your License fee for the increase of the waste

collections for the building. We would notify you in advance if we decide there is an issue in writing and allow you fourteen days to respond and/or arrange a meeting to discuss the said matter.

6. All studio spaces at the end of the tenancy must be cleared and left in the original condition, as per the schedule of condition.

I have read this and agree to the above  
Signature

.....

Date:.....

**Payment Details**

A/C No. 64525759  
Sort Code: 51 50 01

Please use your name and unit number as the reference for payment.

## **General Waste Bin**

General Waste includes glass

### **Items NOT Permitted:**

Wood  
Builder's Rubble/Waste i.e. bricks, concrete etc.  
Resin and Resin Containers  
Fluorescent Tubes  
Paint and Paint Tins  
Oil  
Batteries  
Toner  
Furniture  
Electrical Appliances  
Large Items – too big for the wheelie bin

## **Recycling Bin**

### **Items Permitted:**

Cardboard  
Paper  
Cans (aluminium or tin cans)  
Plastics  
Plastic Food Containers – so long as they are washed

**PLEASE DO NOT HESITATE TO ASK US IF YOU HAVE ANY QUESTIONS  
REGARDING THE DISPOSAL OF YOUR WASTE/RUBBISH**