



**The Nottingham
Workshop**

**THE NOTTINGHAM WORKSHOP
APRIL 2010**

TERMS AND CONDITIONS

1. General

- 1.1 Individuals will be required to undergo an application process for acceptance onto short-term and long-term workspace. The Nottingham Workshop's Operation Manager's decision will be final in this regard.
- 1.2 All terms and conditions are subject to change, Licencees (tenants) will be given one months notice of any changes via email.
- 1.3 In the event that the terms and conditions as listed are breached by the Licensee, the Nottingham Workshop reserves the right to terminate the agreement with immediate effect.
- 1.4 Offices and workspace areas are not intended to be used for storage but for creative activity.

2. Available Space

- 2.1 Office/workspace areas rented out for 6 months or more are referred to as Permanent rentals.
- 2.2 Office/workspace areas rented out for under 6 months are referred to as Short-term rentals.
- 2.3 Individuals renting out office space will also be designated a workspace area free of charge.
- 2.4 An additional cost may be negotiated for individuals renting out office space that require larger workspace areas.

3. Fee Scales

- 3.1 Refer to current pricelist.
- 3.2 For workspace areas prices will vary depending on the size and period of occupation.
- 3.3 Details of fees are available on request.

4. Time Periods

- 4.1 Short-term workspace will be let in blocks of time as below: -
 - o One Week - Seven days per licensee
 - o One Month – Full calendar month (or 30 days) per licensee
 - o Two Months – Two full calendar months (or 60 days) per licensee
 - o Three Months – Three full calendar months (or 90 days) per licensee
- 4.2 Short-term evening bookings are negotiable.

5. Payment

- 5.1 For bookings up to one month, full payment will be required in advance.
- 5.2 For bookings of two or three months, the first month will be required in advance, thereafter the monthly charge will be required at the start of each month.

- 5.3 Payment for the rental of workspace and a deposit will need to be paid on the date that the licence is signed (see Section 7).
- 5.4 A standing order can be set up for occupancy of two months or over.
- 5.5 Cash, cheque and credit card payments accepted.
- 5.6 Cheques to be made payable to Look4ideas.
- 5.7 If the monthly charge is overdue the Landlord reserves the right to terminate the licence with immediate effect and deny any access to the workspace. Any costs incurred in doing so will be to the account of the licensee.

6. Deposit & Cancellation Fee

- 6.1 A deposit will be required to secure all bookings and to cover the cost of making good the office/workspace following the period of occupation.
- 6.2 This will need to be paid on signing of the licence, and will be either equivalent to one month's charge for periods of occupancy of one month or above, or one week's charge, for periods of occupancy of one week or below.
- 6.3 The deposit will be non-refundable if cancellation is made within 48 hours for bookings of one week.
- 6.4 For bookings of more than one month the full deposit will be retained if cancellation is made within two weeks.
- 6.5 The deposit will be returned following an inspection of the office/workspace and return of the key(if applicable)
- 6.6 The Nottingham Workshop reserves the right to retain the deposit to cover the cost of making good the office/workspace where necessary.
- 6.7 The Licensee is liable for any additional damage caused to the studio, the cost of which is not covered by the deposit.

7. Licence Agreement

- 7.1 A licence will need to be signed to cover the duration that the space has been let.
- 7.2 A copy of a licence will be given to the Licensee.
- 7.3 For lets of one month and above, a licence needs to be signed a minimum of two weeks prior to the licence start date.
- 7.4 For short-term lets of one week, a licence needs to be signed a minimum of two days prior to the licence start date.

8. Keys

- 8.1 Keys for the premises will be issued at the Operations Manager's discretion.
- 8.2 It will be the licensee's responsibility to keep their keys safe. If any keys are lost a charge will be made for changing locks/new keys.
- 8.3 Keys must be returned at the end of the period of occupancy.
- 8.4 It will be the Licensee's responsibility to ensure that the building is securely locked if they are the last person to leave on any particular day.

9. Decoration

- 9.1 Workspace will be left in the order that it has been found. Any damage will need to be made good within the period of occupancy.
- 9.2 Workspace areas will inspected at the end of each period of occupancy, and any additional cost of making good will be retained from the deposit.
- 9.3 For any items that are left behind there will be a disposal fee of a minimum of £20 per item.

10. Insurance

- 10.1 Appropriate public liability / contents insurance will be required. Copies of any relevant insurance policies need to be provided to The Nottingham Workshop Operations Manager before any licence can be issued.
- 10.2 The Nottingham Workshop cannot accept liability for any loss or damage experienced during the occupation of the workspace.

11. Tools and Electrical Equipment

- 11.1 All electrical equipment brought onto the premises must have a current PAT Test.
- 11.2 All tools and equipment left on the premises are left at the Licensee's risk. The Nottingham Workshop will not be held responsible for any loss or damage to the licensee's property.
- 11.3 The Licensee must be competent in using tools brought onto the premises.

12. Parking

12.1 On-street parking is available outside the premises. Vehicles are left at the Licencee's own risk.

13. Health & Safety

13.1 All Licencee's must comply with Health and Safety notices and procedures.

14. Communal Areas

14.1 Licencees will be expected to keep their office/workspace areas clean and tidy and all tools and equipment must be removed or tidied away when they are not being used.

14.2 Licencees will be expected to keep all the kitchen/toilet areas clean and tidy as others will be using them.

15. Use of Electricity

15.1 There may be an additional charge for use of electricity if large power tools are used or if electrical equipment is used for long periods of time.

15.2 There may be an additional charge for use of electricity if fan heaters are used for long periods of time.