



## Upper Floor Artist Studios at Leicester Print Workshop

Leicester Print Workshop's Upper Floor Artist Studios are 8 studios on the first floor of the Leicester Print Workshop building at 50 St George St, in the cultural quarter in the Leicester city centre. Artists who take up these Studios on our upper floor, will play an active role in our community and contribute to the visual arts and creative culture of our city.

LPW is first and foremost a centre for fine art printmaking and our criteria for Upper Floor studio holders are that they are all: printmakers or associated artists who will make good and regular use of the space; people who have a commitment to the LPW's aims to promote printmaking and considerate supportive people who will cohabit with fellow artists and LPW and who will contribute to the LPW community.

Studios vary in size from 92sq.ft to 205 sq.ft. They are defined and divided by 2.4m high stud walls and most have a Perspex window looking into the communal area and either roof light or an outside window. They each have lockable doors.

There is a kitchenette and general sink in the communal area and two toilets, one accessible for people with disabilities. The Upper Floor is accessible by stairs and a platform lift. The studio holders will share the upper floor with the LPW team and the framing facilities.

All Upper Floor studio holders are asked to enroll as Associate Members or Full Print Members at Leicester Print Workshop. They will receive the monthly newsletter, have the opportunity to buy materials, be invited to take part in studio events and activities and if they are a printmaker, they will have the opportunity to submit work to some LPW exhibitions.

If Upper Floor Studio holders apply for LPW Artist Membership (they will have access to the print studio during open access times) and can also apply for a Keyholder status (giving them 24/7 access to the print studio).

There is a tenancy agreement that is signed by Upper Floor studio holders and LPW and these guidelines provide further detail.

<b>Criteria</b>	Printmakers or associated artists who will make good use of the space; people who have a commitment to the LPW's aims to promote printmaking and considerate supportive people who will cohabit with fellow artists and LPW harmoniously
<b>Access</b>	
Access to the building	Upper floor studio holders will have a key to the door on the side entrance. This door must be kept locked.
24/7	All studio holders will have 24/7 access
Lift	The lift is installed to allow for access for people with disabilities. There is an alarm in the lift should the user need to alert attention. The lift cannot be used during a fire and there are two refuge areas for people with mobility problems to wait in the case of a fire.

Security Alarm	The building is alarmed, the studio holders will have an alarm code and are responsible for unsetting and setting the alarm if they are the first to arrive or the last to leave the building. The alarm code will be changed from time to time, upon entering the building type in the 5 digits and press 'ent', when leaving type in the 5 digits and press A. If the power is cut, the alarm may emit a repetitive beeping noise, if so type in the 5 digits and press 'ent' followed by 'esc'.
Locking up	Upper Floor studio holders are responsible for checking their windows are closed and turning off the lights when they leave the building. Please check you are the last person to leave the space before you set the alarm. Please note we do leave the lights above the kitchenette on each night as a security measure.
Access on ground floor	Upper floor studio holders will not have access to the ground floor studio unless they are an LPW Artist member in which case they can access in open access hours or unless they have Print Studio Keyholder status in which case they can access the studio 24/7.
<b>Use of upper floor spaces</b>	
Arts and making	The upper floor Studios are working spaces and are not accommodation. They are suitable for messy activity but not for light industrial or processes that create dust or high levels of noise.
Noise and neighbours	The Studios are not soundproofed and all studio holders are asked to be considerate when it comes to listening to music or the radio and making work. It is our utmost priority that the community of Upper Floor studio holders, cohabit well together.
Visitors	Occasional visitors are welcome on the upper floor. But please note the studio is neither a retail space nor a teaching space.
Kitchens and sinks	There will be a kitchenette with kettle, fridge and sink on the upper floor. There is also a separate working sink for inks, paints etc.
Cleaning	The common areas including kitchenette, sink and toilet are cleaned by LPW, these areas must be kept tidy by the Upper Floor studio holders. Individual Studios must be cleaned by the tenants; a vacuum cleaner will be supplied.
Electrical goods	All electrical goods must be PAT tested annually, which is arranged by LPW. No kettles or heaters are allowed in individual Studios.
Heating	The building is fully insulated and centrally heated and these bills will be included in the rent. Studio holders cannot use electric fires.
Heavy machinery	The Upper floor area has the capacity to take some medium weight furniture and light machinery, for example table top presses that are portable and easy to carry. Any equipment or machinery brought into the building must be approved by LPW.
Security	Upper floor studio holders have lockable doors. The Upper floor will not generally be open to the public unless there is an open studio event, but during open access it will be accessible by LPW staff and studio users. Everyone should be supportive and vigilant to make the space as secure as possible.
Insurance	Studio holders are responsible for their own insurances; advice is available from LPW broker Marsh & Co.
Exhibition space	LPW has retail and exhibition space, which acts to promote printmaking. Studio holders may be invited to apply to submit work for retail subject to the LPW retail and exhibitions policies.
<b>Agreements</b>	
Lease	A lease without security of tenure will be issued to each resident. Agreements are for a maximum of five years and can be reviewed and renewed after this period.
Payment	Studio holders are asked to pay one month's fee as a deposit and one month's fee in advance. Monthly fees must be paid by standing order or bank transfer on the 1 <sup>st</sup> of every month.  Monthly fees include building insurance, maintenance, administration, light and heat,

	<p>water, refuse collection and other related direct costs.</p> <p>Wireless Internet is available in the building.</p> <p>Studio holders do not have automatic right to use LPW office facilities including the photocopier, if this service is required it will be charged at cost.</p>
Fee increase	LPW reserves the right to increase the monthly fees in line with market rates. There will be an annual rent review and most likely an increase every two years (as agreed in the tenancy agreement)
Notice period	All studio holders are asked to give one month's notice, though please note studio holders cannot give notice in the first six months of their tenancy. LPW will also give one month's notice.
Lone worker	LPW has a lone worker policy which all tenants must sign and adhere to. It is the responsibility of the tenant to disclose any information which may make lone working a risk.
Health & Safety	Upper Floor Studio holders must read the fire risk assessment and other Health & Safety policies and documents
Use	LPW wants to support a lively community of artists. We reserve the right to ask studio holders who do not use their Studios regularly to leave.
<b>Prices as of 1 January 2019</b>	
Price per square foot per annum	£11.67 per square foot per annum