



STUDIO SPACE APPLICATION GUIDANCE NOTES

Thank you for your interest in the Brick Works. These notes will explain a little about the Brick Works and outline what we will be looking for in the application form

The Brick Works will be a collection of studios based in the Ouseburn Valley in Newcastle upon Tyne. There will be twelve artists studio / workspaces, ranging in size. There is a meeting room, to meet with clients in if it is not appropriate to take them into your studio. A communal kitchen area encourages resident of the Brick Works to get together and talk. This is place to interact and exchange ideas. The studios are accessible 24 hours a day, 7 days a week.

All applicants for studios will undergo a selection process to ensure that they are right for the studio and that they fulfil the criteria required to work here. The main requirement is that the applicant works within the creative industries and is currently involved in their own practice or business for a significant proportion of their time.

Selection is carried out by filling in a simple application form and then possibly attending 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 letter or arrange a short interview when assessing you 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 Brick Works.

- *Description of your practice* – What do you do? What area you work in and in which direction your practice is 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, 3 phase etc. this will help us assess what sort of studio you will need and most suitable location in the building.
- *How long have you been in business?* – How long have you been working in this way?
- *How often do 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 you practice perhaps it will be better to share a studio so the space is put to good use.

- Do you have any special needs or requirements with regard to facilities and access?
– Perhaps you need double doors to get bigger work or materials in and out. There will also be studios at the Brick Works, which are fully wheelchair accessible.

ALLOCATION – Studios will be allocated on a first come first served basis. The final decision will be down to the Mushroom Works CIC management committee. You will normally be notified within 7 days of your application of the outcome.

All studio space holders will enter into a licence agreement with the Mushroom Works CIC for use of studio at the Brick Works. This will run initially for three months then run on a month in – month out basis and continue until either party wishes to terminate the licence which will be done in writing one month before you wish to vacate the studio.

SHARED STUDIO SPACES – if you wish to share a studio space with another artist you will be joint and severally liable for any rent, bills or other responsibilities.

CHARGES – Studio charges are inclusive of rent, rates, water and upkeep of the communal areas in the Brick Works. Power charges calculated on an individual basis and based on metered consumption.

Rental levels for the studios spaces (up to 300 sq ft) will be around £50 per week.

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

DE-SELECTION – de-selection will take place when a studio holder no longer fills the criteria required by the Brick Works. Suggestions for de-selection can be made by any resident of the Brick Works. 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 the Brick Works within one month.

Please keep this section for your reference.

If you have any questions please call Nick James on 0191 224 4011 or email info@mushroomworks.com