



IS A COMMUNITY INTEREST COMPANY REGISTERED IN ENGLAND AND WALES NO.11372076 REGISTERED ADDRESS 83  
NORMANBY ROAD, SOUTH BANK, TS6 6SA

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### **Saabat Gallery Art Studios**

#### **Application for Rental of Studio Space and facilities.**

**The following terms and conditions are a summary of the agreement that will apply to the rental of studio space and facilities under license at the Saabat Gallery community interest company (cic):**

1. The license agreement relates to the identified space only and reasonable use of shared space and facilities as appropriate.
2. The rent, which will include all utilities, will be as indicated, payable a month in advance by standing order.
3. There are currently no Business Rates applicable on these premises.
4. All artists' agreements will be made on an initial 6 month contract with a rolling monthly contract thereafter.
5. Artists wishing to give notice must give a minimum of 1 month before the end of their contract time.
6. Artists must not sublet or transfer their space in any way.
7. Rent will be subject to review after six months.
8. A security bond of £60 and key deposit of £40 will apply. This will be returned at the end of the license, subject to the space being left in a reasonable condition. Artists must vacate any space allocated to them in a clean and orderly way.

9. Saabat will not store any work left after a studio resident leaves and any removal or storage will be chargeable.

10. The space is intended as working space with some opportunity to display work, not a simple retail or business space.

11. Artist will be expected to register as self-employed in lines with HMRC guidelines <https://www.gov.uk/log-in-file-self-assessment-tax-return/register-if-youre-self-employed>

\*Your studio should not be your registered business address

12. Artists are expected to use the space regularly. Whilst we are reluctant to set a fixed minimum to this as everyone has different levels of other work commitments, we are looking to create a vibrant, supportive community and a strong base for professional practice, so we need to be there at least some time each week.

13. Artists wishing to teach from the premises may hire the workshop space at discounted rates. The fees for the workshop room are £90 per day.

Also the price of full gallery hire is £150 per day (minimum 1 days) or £350 per week or £1200 per one month. Smaller Gallery hire at first floor is £90 per day (minimum 1 days) or £200 per week or £600 per one month, also we can arrange for 4-8 artists to show as a group for 10 days for about 10 to 20 square meters wall hanging space each and 60 square meters of floor space. Please contact us if you are interested in this. We charge £50 for each artists for 10 days exhibition (Friday – Sunday).

Studio holders will be given a 15% discount on this price. (April 2019, subject to change). We urge you to apply for funding for any (long-term) projects and can offer support if required.

14. Materials in the workshop space have been gathered by the artists in the building and may have a specific purpose. Please ask permission before use.

15. The gallery will host 1 exhibition per year for a studio holder group show for the residence to enter free of charge in the exhibition space.

16. Studio Holder may enter as many open exhibitions as they are eligible for with a 15% discount on any fees. However, being a studio holder does not guarantee selection.

17. All exhibition space usage must be agreed with director and planned into the calendar.  
Director will support with the curation of any events. Staffing of any event will be planned outside of this agreement.
18. The Saabat Gallery has a garden space which is managed by Middlesbrough in Bloom. They are currently working on the garden. Any event usage of the space or resources must be agreed with Saabat Gallery and Middlesbrough in Bloom. You are however encouraged to use the garden. Disabled access to the garden is through the back gate.
19. Artists must keep anything harmful to the public out of reach/locked away when not in use.
20. Inflammable materials, including turps/white spirit must be locked in a metal cupboard when not in use. (we will provide a shared one) .
21. Artists wishing to use heat processes must first seek the advice/permission of director.
22. Artists must keep areas relatively clean and be respectful of the space and others using it, especially in shared areas.
23. Artists are responsible for the safe disposal of their own rubbish etc.
24. Artists must have public liability insurance and cover for their own work and equipment- to be shown on first visit.
25. Artists working with children or vulnerable adults on the premises must have valid DBS documentation.
26. It is a legal obligation that any electrical equipment must be PAT tested. (This is the artist's' responsibility but we can arrange this for you and annually thereafter if you wish to contribute to the cost of this).
27. Open Studios, exhibitions and other events will form part of the program at the studios. Artists will be expected to help prepare for these events and make a reasonable commitment to attendance and supervision etc.
28. Artists will be expected to be welcoming of visitors.
29. Decisions on selected artists will be made by director. These decisions will be final.

30. Saabat Gallery Art Studios regrets that there is no disabled access currently to the studios in the building. If you require a disabled studio please apply in writing as we can apply for funding if there is evidence of need.

**Room Layout**

S5	W/C	S4	S3	
Fire exit Stairs S6	Exhibition Space 2	S2		
Kitchen		S1\C	S1/B	
Woods's library			S1 Artist shared spaces for conversation and tea	
Workshop		Shared storage	S1/A	
stairs				

1<sup>st</sup> floor

Storage	W/C	Kitchen
Fire exit		----- ----- event space
Boiler		
Saabat gallery office	Exhibition Space 1	
Saabat gallery office		
Reception	Entrance	stairs

Ground floor

**Please note:**

Exhibition Room is set aside for use as gallery not a test space.

Downstairs Office is set aside for Saabat Gallery cic administration to use as the base for the business.

We are currently renovating the space and therefore there may be dust, noise or dangerous objects. We advise you to keep your studio door closed when it is not in use. The Saabat Gallery will advise of any hazards or service cuts through email or text message so please keep contact details up to date.

We hope to add an additional 12 Studio space on the 2<sup>nd</sup> floor.

In addition, as soon as we get the website up and running, studio artists will get a free gallery page and email address if required.

Saabat Gallery Art Studios is an opportunity to develop your practice, network with other artists, work creatively with others and progress your career in a thriving artist community with opportunities to exhibit and sell your own work.

Please complete the Application Form below and return to [info@saabatgallery.com](mailto:info@saabatgallery.com) together with the supporting information shown on the last page.

### **Application for a studio at Saabat Gallery Art Studios**

<b>Name</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Email</b>		
<b>Date of Application</b>		
<b>Which space do you wish to rent (please indicate order of preference)</b>		

<b>Would you be prepared to share a space?</b>		
<b>How often do you anticipate that you will be using the studio? (hours per week /which days if you know them)</b>  <b>Hire the workspace?</b>		
<b>What materials are you likely to be using?</b>		
<b>What processes will you be using?</b>		
<b>How do you describe your practice?</b>		



Signed by Saabat Gallery Director: .....

Date :        /        / 202

**Please include with your application the following supporting material:**

- A current CV
- Additional biography for writers or artists statement for visual artists
- Link to your website (if available)
- Three word documents for writers or three images for visual artists of your most recent work. These should be good quality and include title, medium and dimensions.
- validate public liability insurance.

Please return this application to [info@saabatgallery.com](mailto:info@saabatgallery.com)



