

CAMBRIDGE ARTWORKS LTD

STUDIO APPLICATIONS – FREQUENTLY ASKED QUESTIONS

How Do I apply for a studio?

We ask that you make an expression of interest via our website www.cambridgeartworks.co.uk When a studio becomes available, we will contact you to let you know and at that point we will ask you to make a formal application. Applications from prospective artists are acknowledged on receipt. The applications committee will look at all applications at this time, and those meeting the application criteria will be put to the membership at Artworks to vote for the most appropriate applicant. All applicants will be informed as soon as possible after this vote has taken place. Please let us know if during this time, your circumstances change and you no longer wish to proceed with your application. Please also contact us if you have not heard from us for some time.

Once accepted, how soon will I get a studio?

When a studio falls vacant, it is offered in the first instance to current members of Cambridge Artworks. Some of our artists may like to move to a larger or a smaller space once it becomes available. The vacant space is then offered to the applicant that the membership has voted to accept. The studio may be already vacant or there may be a short delay before the successful applicant can move in, whilst the departing member serves their notice period .

How long will I be able to keep the studio?

A licence is granted for an initial period of one year. The first three months is probationary. After one year the licence is reviewed, and it may be renewed again for another year. There is no limit as to the number of times the licence may be renewed.

What is the notice period?

This is two calendar months. You must give written notice to CAL at least 60 days before you intend to move out of the studio.

What kind of artists can rent a space at Cambridge Artworks?

We offer studio space, resources and opportunities for contemporary visual artists who are fully committed to, and engaged in genuine artistic investigation and exploration. We do not accept practices that are purely commercial i.e. printing T-shirts, or manufacturing an already designed product. We do accept original designers e.g. textile designers, ceramic designer/makers. We do not accept very office based practices that may require the heavy use of a telephone, meetings and conversations or frequent visitors. Sound travels easily in the studios and this is disturbing to other artists. Frequent visitors are a security risk. Studios are not soundproofed and therefore we can only accept artists working in sound installations and video if they use headphones.

Are the studios ever sub-let?

Occasionally an artist may go away to take up a residency or attend a course for a few months. In this case, a private arrangement may be made between the incumbent tenant and the sub-lessee, who may not necessarily go through the application procedure. The choice is entirely up to the discretion of the studio tenant and the payment of the rent is the responsibility of the studio tenant. Should the sub-lessee subsequently require a studio of their own, they must make an application for a studio in the usual way.

Why is there a charge of £10?

A one-off fee of £10 goes towards our overheads, as we have to cover our administration costs. It takes time to process applications.

What does the rent include?

All charges relating to the property: rent, council rates, water rates, heating, electricity, building insurance, weekly refuse collection as well as professional fees: bookkeeper, lawyer, surveyor, and ArtSpace publicity fees.

What is not included in the rent?

Contents insurance, cleaning, office administration. Artist tenants must arrange their own insurance for studio contents and must also be prepared to contribute to the management and cleaning of Artworks.

Do the studios have heating?

Each studio has a radiator heated centrally by the gas boiler. Artists are responsible for turning off their heater when not using their space and everyone is expected to be vigilant in helping to keep costs down by avoiding wastage.

What about insurance?

As required by law, Cambridge Artworks has public liability insurance. Artworks does not however provide contents insurance. Each artist must arrange their own insurance to cover studio contents.

How secure are the studios?

Cambridge Artworks is in a high density residential area. We have suffered two break-ins in the last ten years, which has led to the introduction of increased security measures, including a burglar alarm. Despite these measures, break-ins may still occur from time to time, especially if artists are careless with security i.e. not setting the alarm, closing windows or locking doors before leaving. We rely on everyone's vigilance and co-operation to maintain security.

What happens next if I am offered a studio?

You will need to make an appointment to complete the tenancy agreement at the Artworks office and to collect the key. Allow an hour for going through and signing the papers. A tenancy is an important legal commitment and should not be rushed. You will need to bring a cheque for the deposit in the sum of one month's rent plus the first month's rent if applicable.