



STUDIOS HANDBOOK

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Main Yard Studios is able to provide secure, affordable and well-managed studio space for creative & business professionals, but our efficiency depends to a considerable extent on the co-operation of those professionals using the studios. If you have any queries or difficulties that are not addressed; please to not hesitate to contact us (contact details found on the end page of this document).

I. Use of Studios

The studio is for your personal use only. If you leave the studios it will immediately revert back to Main Yard Studios and be made available to another tenant allocated by Main Yard Studios.

Visitors can of course see you in your studio, but any greater public access such as exhibitions or anything like organising an Open Studio day can only be arranged with prior consent from Main Yard Studios. Issues of planning, site security and fire regulations have to be considered by us in advance.

Do not under any circumstances pass the Licence To Occupy onto another person or business. Main Yard Studios will not authorise that person or business; even if it comes to light after some considerable time, they will be required to leave.

Main Yard Studios staffs are entitled to inspect studios at any time without prior notice, and to check that studios are being used in accordance with the Terms & Conditions. For security reason we cannot accept pets in the studios.

A £50 deposit is required for any extra sets of keys.

1.1 Subletting and sharing

Sharing:

Under no circumstances is sharing of a studio allowed with another business, the space provided should be used for the sole use of your organisation or purpose- exceptions to this include temps, freelancers, contractors, clients, business meetings, partners and visitors. Any stakeholder using your studio on a regular basis (daily, weekly, monthly) should be registered with us by signing and adhering to our Terms & Conditions. You as the tenant will remain solely responsible for all rent, electricity and bills and correspondence to do with the studio.

Sub-letting:

If you are going away for a period of time and want another person or business you know to use your studio, this must be done with Main Yard Studios consent. If you do not have someone in mind then you may advertise the sub-let but subject to an interview between Main Yard Studios and said party. Again, you as the contracted tenant remain responsible for all rent and correspondence during the interim period. Any party subletting from you has to be formally registered with us.

1.2 Noise and disturbance

Although we make every effort to keep artists using noisy machinery or loudspeaker for music production away from quieter studios, some noise is an inevitable part of making work.

However, we ask all tenants to be respectful of others and of the premises. Music tolerated in your own studio as long as it does not affect the neighbouring studios, therefore it is your responsibility to keep your music as low as required. Music Studios are the exception to this clause as long as music is played and produced within the soundproofed area of their studios.

Similarly, please refrain from holding loud conversations in your studio, either with friends or on the telephone as this may annoy and disturb neighbouring artists. Please be considerate.

1.3 Smoking - Smokefree Law (Health Act 2006)

This legislation came into force on Sunday 1st July 2007. This law was introduced to protect employees and the public from the harmful effects of second hand smoke. It is illegal to smoke in virtually all enclosed public places, workplaces and work vehicles. Failure to comply is a criminal offence. There are penalties and fines for the offender and landlord. Main Yard Studios could be substantially fined if smoking occurs in contravention of the law so whilst we understand this is unpopular for many of our tenants we are forced to proactively enforce this law. This means: No smoking in any of the buildings or substantially enclosed areas under the control of Main Yard Studios. This includes the communal areas of the studio buildings.

Contravention of the no-smoking rule will be considered a breach of your tenancy.

For government advice and guidance on this please see:

<http://www.hse.gov.uk/contact/faqs/smoking.htm>

1.4 Insurance

Studios tenants are responsible for their own content insurance and liability insurance for business / staff if you have any. Mainyard Studios carries Public Liability Insurance to cover their legal liability but in the event of an incident for which the tenant is responsible the insurer reserve the right to seek redress from them.

2. Studio Maintenance

Your studio should be in good order when you move in, with fully functioning strip lights and electric sockets and the plumbing (where appropriate) in proper working order. If not, please let us know. You will likewise be responsible for leaving studios clean and in good order when you move out.

Main Yard Studios will cover any necessary repairs to the wiring and plumbing and to the structure of your studio. Main Yard Studios is also responsible for repairs and maintenance to the structure of the building, including drainage and for communal areas; unless the tenants make damage, in which case the tenant will have to pay for the repairs.

A cleaner come once a week to help with keeping the communal area clean, however it is the shared responsibility of tenants to manage and keep communal areas in clean condition. In addition, if there is damage or mess to the building owing to the actions of a tenant it will be the responsibility of that tenant to repair and this includes the removal of rubbish and belongings. For Fire, Insurance and Health and Safety reasons no items must be left in corridors or other communal areas and any that are will be removed at the tenant's expense.

The cost of repairs and maintenance is a large element of your rent. It is therefore in your own interest to respect and look after your studio and the building as a whole. Although Main Yard Studios staff will visit the building, we rely on tenants to report any problems requiring attention without delay.

2. 1 Emergency Procedure

The procedure for any emergency is as follows:

Burglary
Call 999

Fire
Sound alarm
Evacuate

Call 999

If you discover a major power failure, flood, security breach or similar, please call 020 8986 4874. This is a direct number to Main Yard Studios and someone will pick up Mon to Friday from 9am until 5pm. Routine maintenance issues can also be reported via e-mail: maintenance@90mainyard.co.uk

In case of a water flood coming from a burst pipe in one of the studios, the main off valve is by the top left fire exit, on the right end side when you are facing the door.

2.2 Personal modifications or alterations to your studio

Main Yard Studios must be consulted before you make any modification to the structure of your studio or to the electrical or plumbing installations. This includes any form of drilling or changing or adding any locks (if an additional or a change in locks are approved, you must give Main Yard Studios a copy of any new key).

You must always check with Main Yard Studios before you start any building work so that we can approve and advise where necessary.

It is very important to observe this stipulation, since badly carried out work or even minor alterations inadequately finished can result in disasters that may affect other occupants in the building.

As with painting and decorating, if you wish to modify your studio in any way, you may be required to reinstate the studio to its original condition when you leave.

If you wish to modify the lighting system you may be required to reinstate the original system when you leave.

Please note that tungsten spot lighting and some halogen lighting is extremely expensive to run. If you wish to install such lights be prepared for higher electricity bills.

There is a limit to the electricity available in the studios.

Please consult with Main Yard Studios if you wish to run too many appliances and your power is tripping. To prevent electricity tripping remember to always switch off electric heaters before unplugging.

3. Storage

ABSOLUTELY NO STORAGE IN CORRIDORS AND PUBLIC AREAS ALLOWED.

Main Yard Studios insurance and fire certification and your personal safety is based on all corridors, staircases and communal areas being kept completely clear. Remember: anything left in common areas may be disposed of without warning.

4. Personal Security

Please look after your personal belongings; do not leave bags, wallets, computers, cameras or other valuables lying around in open view, even if you are just leaving your studio for a few minutes.

If possible, electrical equipment and other valuable items in a locked cupboard or container (preferably metal) so that they are not in open view. Main Yard Studios will not bear any responsibility for lost or stolen possessions.

5. Site Security

In the interest of personal and site security please observe these general guidelines.

- The entrance vehicle gate should be kept locked at all time. Use the pedestrian gate and keep it lock also. If you need to use the vehicle gate, make sure to lock it right behind you.
- Ensure that all common entrance/access doorways are closed and locked behind you – this is vital - ALWAYS CHECK!
- Do not under any circumstances leave entrance/access/fire doors propped ajar and unattended for deliveries or visitors, not even for a few minutes! If there isn't an entry phone in your part of the building you must arrange to meet visitors at the main entrance yourself
- Do not allow anybody into the building that you do not know. If a necessary name is given then please find the tenant yourself and ask them to let in their visitor.
- If any utility companies require site access, always check with the Main Yard Studios office. We do not allow anyone access in this way without a member of staff or caretaker present. If you have any doubts, do not let them in whatever they might say. Refer them back to the Main Yard Studios office.

6. Heating

All gas bottle heaters or exposed element electrical heaters are banned from our buildings. In all circumstances where extra heating is required in your studio, Main Yard Studios advises the use of the following types of electric heating: oil filled radiator (OFR), infrared heater, halogen heater, or a wall mounted convector heater. If you experience electricity supply interruption from the circuit breakers on your consumer unit, please see the advice on RCD's in section 8.5. When choosing a heater opt for trusted brands and look out for the following features:

Watts, amps and studio supply limits: If you experience electricity supply interruption from the circuit breakers on your studio consumer unit, please see the following advice on wattage and also the information about RCD's found in section 8.4. Most domestic heaters are between 500w and 2000w (2kw). One heater is often adequate for most studios, larger studios will often need a high wattage OR more than two heater. However, the electricity supply to each

studio is limited (typically 20— 30 amps in total – and no more than 13amps should be drawn from any individual socket circuit). There is a rough method for calculating ampage requirement from appliance wattage as follows: watts/volts = amps

N.B. This only applies to a typical 240v single phase fixed supply. If in doubt seek our advice or that of a qualified electrician. Thus in practice it is not usually possible to draw much more than 3kw in total per socket circuit (the sum of all usage on that circuit)

Tilt switch: If using a freestanding unit for the advantage of portability it should have a safety feature to switch off on toppling.

Thermostat: The oil inside an OFR radiator continues to give out heat when the power is off so to take advantage of the cost saving benefits of this a thermostat is required to switch off when the desired temperature is reached. Please note, it is not permitted to leave a heater on in an unoccupied studio.

If you already have an appropriate heater please ensure it is safely maintained; it is your responsibility to PAT test all your electrical equipment regularly. You are also not advised to use a mains adaptor or extension in conjunction with an electrical heater or high wattage appliance.

If your studio is difficult to heat due to factors such as size, aspect, high ceiling, large windows, poor insulation or outside walls, then you might like to consider alternatives to convector heating. Halogen or infrared heaters produce local radiant energy that heat solids in the immediate vicinity (including you), rather than the air. These heaters often have the additional benefit of good efficiency in converting electricity into heat. Alternatively, some tenants choose to build a smaller area within a large studio that is easier to heat. Please seek our advice on this.

7. Environmental Policy

We encourage recycling and where practicable Main Yard Studios provides recycling bins at the studios. Please only put relevant items in these bins as if contaminated the whole contents of the bin will not be recycled by the waste contractor.

Please take care with what you put down the studio sinks. Do not put toxic waste, including oil-based paint and white spirit, down the sinks. Check regularly for new legislation regarding waste products.

We encourage all tenants of Main Yard Studios to use heating efficiently, to conserve energy by switching off electrical items when not in use, to keep costs low where practicable and to try to reduce CO2 emissions.

We try to encourage cycling and walking over car and public transport.

8. Fire Prevention and Fire Risk Assessment

Representatives of the Fire Brigade and our Insurers may make fire inspections without prior warning. They have the authority to close the building down if they find anything that they consider constitutes a fire hazard.

The Regulatory Reform (Fire Safety) Order 2005 has shifted the responsibility for the assessment of fire safety from the Fire Brigade to the occupiers of the building. From the 1st of October 2006 the Fire Brigade no longer issues fire Certificates but the person or organisation in control of the premises must complete a Fire Risk Assessment.

Main Yard Studios has completed a Fire Risk Assessment of your building – that is outside the studios – the communal areas. Plans showing the fire systems and escape routes are posted on the back of your studio's door and other key locations. Please ensure that you familiarise yourself with the escape routes from the building. Tenants are responsible for their own Fire Risk Assessment of their studios.

As you know, whilst Main Yard Studios rents the buildings, it sublets self-contained units to artists and therefore Mainyard Studios is not in control of all parts of the property. It is therefore Mainyard Studios policy, which has been checked with the fire brigade, that by Mainyard Studios providing adequate Fire Escape routes and Fire detection/emergency systems in the communal areas and studios and by briefing you on these that Main Yard Studios has done as much as it can to minimise the risk of fire.

Your studio and the fire safety aspects of your practice are therefore your responsibility. It is important that all studio occupiers take this matter seriously and we recommend that everybody compile their own Fire Risk Assessment. Guides can be downloaded from www.firesafetyguides.communities.gov.uk.

The following general information will assist you in compiling your Fire Risk Assessment:

Step 1: Identifying the Hazards

For a fire to occur there must be a source of ignition, fuel and oxygen. You should identify any possible sources of ignition and potential fuels. In a studio for example there may be an ignition risk from a heater, electricity extension cables or stacked cardboard.

Step 2: Identifying the people at risk

You need to consider who could be in the studio and how they would escape from it. Usually this will just be you but if you have a studio sharer or an assistant then you will have to factor this into your assessment.

Step 3: Eliminate, Control or Avoid the Fire Hazard

Identify the possible means of doing so to the Fire Hazards you identified in Step 1. An example, always remove stacked cardboard to the recycling bin

Step 4: Consider whether the existing Fire Safety Provisions are adequate or need improvement

This will depend on your practice and what you have in place at the moment. You might need to have a fire extinguisher.

Step 5: Record the Findings

Step 6: Prepare an Emergency Plan

What would you do in the event of a fire in your studio? Consider your actions in relation to the fire escape routes highlighted by Main Yard Studios on their evacuation plan.

Step 7: Carry out a Periodic Review

This is only really necessary if there is a significant change in your practice or studio circumstances i.e. you start using new materials or you begin to share your studio.

8.1 Fire extinguishers

Fire extinguishers are sited at strategic points throughout the building. They are extremely expensive and are there for your protection. Please make a note of the one nearest to your studio and check the label before using. Do not move the fire extinguishers, in particular, do not use them as doorstops!

- > The extinguishers containing water should not be used on electrical or chemical fires.
- > The extinguishers containing carbon dioxide can be used on any kind of fire but are provided specifically for electrical fires.

8.2 Fire prevention and good Health and Safety practice within your studio

Oil paints, turpentine and other oil-based flammable painting mediums, all flammable liquids with a flash point below 32 Degrees Centigrade should be stored in a metal-lidded container whenever they are not in use. Replace lids immediately after use on all flammable liquids and keep them well away from sources of heat. The total quantity of any such flammables must not exceed 50 litres in all, other than in a purpose built store. Quantities of flammable liquids held in any work area are to be kept to the minimum practicable and should not exceed the requirements for the day or shift worked. No ignition source is to be present in work areas where flammable liquids are in use.

New rules on disposal of waste require that hazardous materials (including batteries etc) must not be put into the general bins. Please make your own arrangements for their disposal. Putting them into general bins may lead to a large fine.

8.3 Flammable/toxic materials

If your studio practice includes the regular use of flammable items you should make sure you have an appropriate fire extinguisher for your studio. Highly flammable materials such as

fibreglass, aerosol cans and associated chemicals must be stored in a metal lidded container or metal cabinet at all times when not in use. Paint rags and other studio debris should be disposed of regularly.

Some procedures, particularly associated with fibreglass resins, release toxic fumes. If this is a part of your regular studio practice you must ensure adequate ventilation. You must consult Main Yard Studios prior to taking on a studio if your studio practice is likely to include toxic or noxious fumes or other Health and Safety issues. Rules and regulations concerning materials such as turpentine, white spirit and certain paints are continually being updated and it is a condition of your tenancy that you ensure that you are compliant with any such regulations.

Please note that the use of LPG in cylinders is not permitted within any sections of the studios.

8.4 Electrical equipment

All studios are provided with at least one double socket, sometimes more. Do not overload the sockets or make excessive use of adaptors. Never use adaptors with electric heaters or other high-consumption equipment. Do not leave appliances plugged in whilst not in use and remove all adaptor plugs or transformer plugs when you leave the studio each day. Switch off heaters before unplugging!

It is your responsibility to ensure that all your tools, appliances and electrical equipment, including integral cables and plugs, are maintained in good condition and tested annually.

If you use an extension cable, make sure it is the correct thickness for the electrical equipment you are using. Make sure the cable is fully unrolled as power through a COILED cable may cause it to overheat. Electric heaters and other high consumption items require a thicker cable and an inadequate cable will burn out the socket. Whenever possible use an extension lead with an integral fused switch and an indicator light. At all times avoid extension cables trailing across the floor.

Extension cables must be unplugged when you leave the studio. They should be stored loosely coiled when not in use and fully unrolled when in use.

RCD Circuit breakers: Each studio has an electrical consumer unit fitted with RCD circuit breakers. These shut off the supply if excess current is drawn or if there is a current leakage (indicative of a short-circuit or wiring/electrical failure). A tripped RCD switch can be reset manually at the consumer unit – if the fault continues reduce the draw on the circuit or isolate any suspect device and have it checked for electrical safety. High wattage appliances, especially when used in conjunction with each other, can overload the circuit causing the circuit breaker to trip. This effect can be minimised by not using high wattage appliances such as electric heaters, kettles, toasters, microwaves or photography lights simultaneously, and/or by selecting lower wattage appliances for your studio (e.g. kettles with power rating 1kw or under, often

advertised as camping kettles). Switching off appliances before plugging/unplugging is also advisable as arcing can trip the RCD.

9. Insurance

Main Yard Studios has insurance cover against fire and other perils for the structure and fabric of the building only.

Main Yard Studios insurance does not cover your personal belongings, tools and equipment or stock of materials in your studio even in the event of fire, flood, structural damage or theft.

You should take your own insurance to cover these eventualities. Please note that if you need to make any adaptation to your studio such as installing a mortise lock you will need to give Mainyard Studios a copy of the key.

If you employ someone in your studio you are also responsible for providing Employer's Liability Insurance.

You will also need Public Liability Insurance for your studio if members of the public are invited in (see 2.3)

10. Tenancy Agreement

You will be signing a one year License Agreement between yourself and Main Yard Studios, which determines your use and occupation of the studio. It sets out your rent charge, the general terms and conditions of your occupation and the required term of notice.

Mainyard Studio lease its buildings and our landlords can and do increase the rents. Accordingly Mainyard Studios will make annual and appropriate rent increases each year to cover costs for the site. This will only affect you when / if you renew you License Agreement.

10.1 Monthly rent charge.

The monthly rent is exclusive of bills (water is provided by Mainyard Studios in most of our buildings) that are invoiced separately. Business rate is your responsibility. You will be given details as to who to contact to register yourself.

The rent you are charged typically covers rent to the landlord, water charges, building insurance, repairs and maintenance, landlord's service charges, any professional fees such as architects, legal or surveyors costs, trade refuse and Main Yard Studios' management costs.

All of these outgoings are liable to increase from time to time. In order to ensure that Main Yard Studios is covering its costs, studio rents are reviewed every year. This does not mean that your rent is always increased but where it is necessary Main Yard Studios endeavours to keep any increases to a minimum.

We provide basic wi-fi free of charge but this is not part of the license agreement. Should the internet goes down for any reason, we will try to fix it as fast as possible but will not be liable for any inconvenience caused. We recommend Tenants requiring good bandwidth speed to install their own dedicated lines.

10.2 Deposit

You will be asked to pay a deposit equivalent to a minimum of one month's rent in advance of your tenancy. This is held on your behalf until you leave. At that point the deposit will be either set against charges due or returned to you. Your final account will be worked out once you have removed all belongings and returned all sets of keys.

We do not accept security deposits as final months' rent, security deposits will be returned at the end of the tenancy less any charges for damages or fees incurred.

10.3 Rent Payment

Payment must be made to Main Yard Studios on the first of each month in advance via Standing Order through your bank.

Please note that Main Yard Studios does not use Direct Debit or have facilities for rent payment by credit or debit card.

Payment received later than 2 working days will incur a £50 late payment fee that will be taken out from the deposit paid. Deposit will then have to be topped up to be equal to one month rent.

10.4 Electricity

Most studios are individually sub-metered. Electricity charge is per unit plus £2 per month to cover communal electricity and standing charges. Meters are read every quarter and tenants are invoiced for their consumption accordingly.

In some larger partitioned units a sub-meter will cover a number of studios. Where this applies the electricity consumption is apportioned equally between the users. Please bear this in mind if you are taking one of these spaces.

10.5 Non-payment of rent and electricity charges

If you fail to pay your rent or other charges by the due date stated within your invoices you will be issued with a £50 late penalty fee.

If you are unable to pay your monthly rent for any reason please contact the office. We will try to come to a realistic arrangement with you to clear the arrears, taking your circumstances into account.

If you continue to fall behind in rent payments and persistently fail to respond to reminders you will be evicted from your studio. The notice period will be immediate. Main Yard Studios reserves the right to change locks on the studios to prevent re-entry.

10.6 Statements

You can request a statement of your rent account at any time by phone or in writing. A rent statement will show all transactions on your account including both rent and electricity charges and payments.

Please remember that the statements may not be completely up to the minute, recent payments may not have been entered into the computer.

11. Giving Notice

If and when you wish to leave your studio at the end of your License Agreement you must give one full calendar month's notice in writing – i.e. from the 1st of the month to the end of the month so that a new tenant can take over from the 1st of the following month - even if you have telephoned the office and given notice verbally. Send an email to hello@90mainyard.co.uk

Main Yard Studios may need to arrange to show the studio to prospective new tenants during the notice period and we will try to work with you, however should this not be possible, there will always be a member of Mainyard Studios' staff present to show your studio.

Once your keys have been returned a final electricity reading will be taken from your meter and any outstanding bills settled. Keys must be clearly labelled and returned in person to a Main Yard Studios staff member. Please do not post keys in an ordinary envelope.

Only after all belongings have been removed, the studio left clean and in good order, all keys returned and all bills settled will your deposit be returned. If the studio is not left in an acceptable condition you will be charged for clearance and redecoration.

12. Special Conditions

Parking

The site at 5 Argall Avenue, E10 7QE has 7 dedicated parking spaces. They are marked white on the floor and they are located in the yard at the back of the unit; it is the row the closest to the entrance of our unit.

The other 10 parking spaces directly against the metal fence are NOT part of our Premise lease and should not be use at all. Failure to observe this condition will result in our neighbour to complaint and would be deemed to forfeit your License Agreement. Visitors should park their vehicle on the public car park located at the entrance of the estate near the small roundabout, Tenant should do the same if the parking space of our premises are full. Remember be considerate of other businesses and neighbours.

Office Hours: Monday – Friday: 9.30 – 5pm