



Lime Street

Ouseburn Warehouse Workshops & Studios

36 Lime Street, Ouseburn, Newcastle upon Tyne NE12PQ

T - 0191 261 5666

E - [info@36limestreet.co.uk](mailto:info@36limestreet.co.uk)

W - [www.36limestreet.co.uk](http://www.36limestreet.co.uk)

# GUIDANCE NOTES

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## GUIDANCENOTES

These guidance notes are designed to accompany the document 'Application Form.PDF', available at [www.36limestreet.co.uk](http://www.36limestreet.co.uk), as part of the Studio Application process.

## ABOUT 36 LIMESTREET

36 Lime Street Ltd's guiding principle is to provide secure, affordable studio spaces for rent for creative artists, and in doing so to contribute towards the regeneration of the building and the area.

We aim to foster the principles of co-operation in members involvement with industry and commerce, training and education, and leisure and recreational activities.

Members are encouraged to contribute to the life and internal workings of 36 Lime Street including attending bi-monthly general meetings and the AGM. There are also opportunities to be on the Board of Directors and other member-led sub-groups, including fundraising and the organisation of the annual Open Studios event.

Membership also grants the individual or organisation 24 hour access to the building, with facilities including a communal office and meeting space with broadband internet, fax and telephone lines and WCs on each floor and the opportunity to make use of a new public gallery and exhibition space.

## ABOUT STUDIO VACANCIES

Any available studio vacancies will be advertised online at [www.36limestreet.co.uk](http://www.36limestreet.co.uk). There are two types of vacancies which may be advertised, and it is the responsibility of the prospective tenant to understand the nature of the occupancy they are applying for in relation to the terms as follows:

### 1 STUDIO LEASE AVAILABLE

- Each studio space within the building is an underlease: a written agreement between that studio's leaseholder and the 36 Lime Street Ltd. The headlease for the whole building is held between Away With The Fog (the landlord) and 36 Lime Street Ltd (the tenant).



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- Studio rents vary proportionately to the size of the space available, based on its percentage of the overall building occupancy. This amount is subject to periodic increase and all monies contribute towards a sinking fund. The present amount is stated in the specific studio advertisement and is payable quarterly by direct debit to 36 Lime Street Ltd.

- Rent does not include business rates (paid to Newcastle City Council, small business rates relief available), electricity (paid quarterly within one month of receipt to 36 Lime Street Ltd) or any specific overheads relating to the individual or organisation's professional practice including broadband internet or telephone packages. It is the responsibility of the leaseholder to ensure that all payments relating to the individual studio are applied and paid.

- There is no minimum period of tenancy and it is the responsibility of the leaseholder to pay all outstanding business rates, rent, overheads and any known expense relating to the maintenance of the studio owed before the vacation of their lease can commence.

- All members are required to abide by current house rules.

- One lease may only bear one owner's name and represents one vote within the organisation. This is regardless of any businesses, partnerships or organisations who may comprise of two or more individuals.

### 2 STUDIO SUBLEASE AVAILABLE

- A leaseholder can choose to sublease all or part of their studio to another individual or organisation. The value and terms of the sublease is a written agreement to be determined and agreed between the leaseholder and the sublease tenant. The proposed sublease tenant must be ratified by the Board of Directors. If the leaseholder vacates their studio for the duration of the agreement, this tenancy may only last one year after which term the leaseholder would be asked to consider vacating the studio and the sublease tenant would be placed on the waiting list if requested.

- Applicants for a sublease are therefore not subject to the same interview process as leasehold applications. Suitable waiting list candidates will be contacted by the leaseholder and a meeting will be arranged by the two parties thereafter.

- It is the responsibility of the leaseholder to make the sublease tenant known to fellow members of 36 Lime Street and to supply the current secretary with a copy of the written agreement between the two parties.



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- All sublease tenants are required to abide by current house rules and do not have a vote within the organisation.

## **COMPLETING THE APPLICATION FORM**

All applications will undergo a selection process based upon suitability to work in the advertised studio space and capacity to contribute to the organisation. Selected waiting list members will be invited to attend a short interview and given the opportunity to present examples of work to and discuss their proposed tenancy with an interview panel. The panel will then decide after interview if any of the applicants will be offered a studio leasehold.

All applications are handled with the strictest of confidence and we will not share this information with any other organisations or businesses.

### SECTION ONE: PERSONAL CONTACT DETAILS & SECTION TWO: BUSINESS CONTACT DETAILS

Please complete these in full where applicable. This information is used to add applicants to the 36 Lime Street waiting list so that we may contact suitable candidates to discuss their applications, inform them of new studio vacancies and arrange interviews as necessary.

### SECTION THREE: ABOUT YOUR PRACTICE & SECTION FOUR: ARTISTS STATEMENT

Please complete these in full. This helps 36 Lime Street to ascertain a clearer profile of prospective members and apply a more well informed selection proportionate to available spaces. The organisation is most interested in receiving applications from individuals and organisations who wish to use the studios in conjunction with their full time occupation.

### SECTION FIVE: DECLARATION

Please sign and return the completed application form, along with a CV and not more than 10 examples of work supplied as prints or a CD to:

FAO: The Secretary,  
36 Lime Street, Ouseburn, Newcastle upon Tyne NE1 2PQ