

## designermakers21 Workshop Space Rental Terms and Conditions

### The Spaces:

- **The Elephant Room** – Dimensions: 4mx4m. The space can accommodate up to 8 people depending on the workshop.
- **dm21Gallery**– Price upon application. This space is used regularly for exhibitions.

*We advise viewing spaces before booking, please email [workshops@designermakersCIO.org.uk](mailto:workshops@designermakersCIO.org.uk) to arrange a visit.*

### Hiring Charges:

- For a half day (3hrs) the hiring fee is £30
- For a full day the hiring fee is £60
- Hiring charges must be paid in advance to secure the booking.

### Hiring Period:

- Workshop spaces will **NOT** be available during the following times: end of June-mid July, August, November.

### Workshop Timings:

- Workshop times will be negotiated with designermakers21 subject to availability. All workshops must take place on a Thursday, Friday or Saturday between the hours of 10am-5pm. Set up/pack up time is allocated either side of the agreed workshop times.
- designermakers21 is open to the public every Thursday to Saturday 10am-5pm. Visitors are actively encouraged to explore all areas of the studios. Workshop leaders should be aware of this, and be prepared for interactions with the public during the workshop.

## Facilities:

- 6ft tables and chairs
- Access to tea/coffee making facilities, fridge, and kitchen area
- Access to electricity points
- Downstairs toilet
- Screens can be provided for privacy during workshops

## Health and Safety:

- Workshop leaders must show evidence they have up to date Public Liability Insurance. Artist Newsletter provide affordable PLI <https://www.an.co.uk/about/insurance/>
- All workshop leaders are required to fill in a risk assessment ahead of their workshop.
- Any electrical equipment used by workshop leaders must be safe to use.
- First Aid kit is in the office downstairs at designermakers21.
- Workshop Leaders are responsible for leaving the space clean and tidy at the end of the workshop, and must take away any rubbish.

## Access

- Both spaces are located on the ground floor at designermakers21.
- Due to the nature/age of the building, there are small steps throughout. Please get in touch with any access requirements, we will be happy to help with any queries.

## Marketing:

- Advertising workshops are the joint responsibility of the workshop leader and designermakers21. We will advertise all workshops on our website, social media (over 5k followers), in house (posters and flyers) and via the newsletter. Workshop leaders are expected to actively promote their workshops through social media/email/flyers etc.

- Workshop leaders will be provided with a template for creating posters/flyers with the designermakers21 strapline.
- When advertising workshops, please note designermakers21 is spelt in lower case, and as one word. Please tag our social media accounts @designermakers21 in any posts so we can share them with our audiences.

### Workshop Bookings:

- Workshop leaders are responsible for taking all workshop bookings.
- Workshop leaders must provide their website link and/or contact email on all promotional material to enable prospective participants to book onto the workshop.
- Workshop leaders must have the means to take payments during the workshop if selling materials etc to participants. designermakers21 will NOT take any payments on behalf of workshop leaders.

### Cancellation Policy:

- In the event of workshop leaders cancelling a booking up to 14 days before the workshop, designermakers21 will process a 50% refund.
- In the event of workshop leaders cancelling a booking within 14 days of the workshop no refund will be given.
- In the event of designermakers21 having to cancel the workshop due to unforeseen circumstances e.g. unexpected closure, alternative dates for rebooking will be negotiated with the workshop leader. If this is not possible designermakers21 will process a full refund for the booking.

### Contact:

Please email [workshops@designermakersCIO.org.uk](mailto:workshops@designermakersCIO.org.uk) with any questions, to book, or arrange to view a workshop space.