



COCOON

At Florence

**Spaces to hire for
new creatives
at low cost**

Cocoon at Florence

We would like to help early career creatives by offering Florence Arts Centre (FAC) spaces for hire cheaply.

- Two studios are available for £50 per month + a slot volunteering at the centre's reception twice per month.
- The performance space is available to hire at the much reduced cost of £20 per session.

Other benefits include:

- Booking the Long Gallery exhibition space for exhibitions
- Selling work in the FAC shop
- Taking part in FAC events
- Free coverage by FAC website and social media

DROP IN TO OUR OPEN DAY

12 noon – 10pm on 17th May to find out more
or email director@florenceartscentre.com

The Details of the Cocoon offer:

1. Definitions:

'New Creative/Early Career Creative' – we're open to your definitions, but someone not yet making a living from their creative work... but trying to do so...?

Performance Space: small, low stage and auditorium seating c. 80 max. Lighting and heat included. We have a fully operational sound and stage lighting system but this is not usually available within the hire.

Cocoon Studio Spaces: 2 small inter-linked spaces c. 3x2m (and extra shared storage space) recently used for paint-making off the 'long gallery'.

The spaces have heating and a sink in one space to be shared by both, extra space for tea making/storage to be shared. Light and WiFi included, as is use of FAC toilets and kitchen.

Long Gallery: a small exhibition space outside the Cocoon spaces forming part of the central corridor.

Access: Access is only available when other staff are on site to provide site management. Currently the centre is staffed:

Wed - Thurs 9.15 – 7pm

Friday 9.15 – 4.30pm

Sat 10.30-4 Sun 11.30-3.

These hours may be subject to change (likely to increase) but this will be negotiated in advance.

2. Scope of Hire:

FAC provides 2 small studios, a performance space for practices and an accompanying programme and network to allow early career artists to progress their creative practice and professional careers. This is part of our contribution to the local community and part of the talent development programme in our business plan 2023-28.

We would like to offer:

- 2 Cocoon studios for 12 months in the first instance with a maximum limit of three years' lease so that we can continue to support newly emerging artists.
- Performance space for practices, bookable for individual sessions at a maximum of 10 booked at one time, no more than once per week.

In addition to space, FAC offers artists:

- use of shared toilets and kitchen space within the arts centre
- free parking
- opportunities to network with other artists and join networking activities
- opportunities to join in/contribute to FAC exhibitions/performances/open days and other programmes
- marketing of performances/exhibitions and work for sale via FAC channels

Artist Studios:

- a small space for additional storage and tea making facilities to be shared between the two artists
- exhibitions of approx. 6 weeks in the long gallery at least twice per year
- a space in the shop or in the long gallery to sell works (sales handled by FAC at normal commission rate).

3. Selection of artists for studio space:

Selection should be by submission to the Programming Group of a CV and portfolio of photographs of 5 original pieces plus a statement in any accessible medium responding to the following:

- Why would you like to be part of Florence Arts Centre?
- How could you help to grow the artist community at Florence Arts Centre?
- What would you like to achieve in your time at the Centre?

1. Terms of hire of the performance space:

- No tech support is available and the sound desk is not to be used
- Your own electrical equipment should not be used on site unless it is PAT tested
- The space must be booked in advance and paid for on the day of hire if not before
- FAC commitment:
- We will open up booking of the performance space for £20 per session (up to 3 hours) at most times during which the centre is staffed, including Wednesday and Thursday evenings up to 7 pm and Saturday 11-3pm. These hours may be subject to change but we will honour Cocoon bookings wherever possible.
- Bookings should be cancelled 7 or more days in advance otherwise the full booking charge will apply.
- The space should be left tidy and arranged as it was when you arrived.

2. Terms of Hire of studios:

An agreement will be drawn up and signed by both parties before the hire of the studio space begins.

A quarterly review of the agreement will be held by the Director of FAC and the artist.

Either party may end the agreement by giving written notice of one month to the other.

A standing order for £50 per month into FAC's bank account will be set up before the artist moves into the studio. FAC reserves the right to review this fee after 12 months have elapsed.

The artist will contribute to the running of the centre, the growth of the artist and participant communities based at FAC and expand their own professional practice by volunteering for two sessions per month on the front desk of FAC, by agreement with staff.

Both parties will respect the confidentiality and reputation of the other.

The artist undertakes to follow the H&S policies and procedures of FAC, especially with regard to COSHH records, PAT tested items, fire evacuation and risk assessments.

Any alterations to the space or fixtures or fittings (including painting on walls) should be agreed before actioning. Nothing should be screwed or nailed into walls without prior permission.

Keep the space free of rubbish (so as not to become a fire hazard) and keep the space clean – FAC cleaning equipment may be used.

The artist respects FAC's manifesto especially with regard to inclusive and environmentally friendly behaviours and practices.

No alcohol to be brought on site, no smoking or drugs allowed on site.

FAC staff shall have the right to enter the space at any time for health & safety checks or other matters related to the operation of the centre.

As this is the first time FAC has let spaces to artists in this way, we reserve the right to vary the agreement in consultation with the artists hiring the studios.