

STUDIO WAYNE MCGREGOR – FREESPACE

TERMS AND CONDITIONS

Studio Wayne McGregor is delighted to be able to support artists by giving them access to studio space as part of **FreeSpace**, our artist development and community engagement programme.

FreeSpace offers dance artists studio space free of charge towards creation, research and rehearsal. In return for studio space used, FreeSpace artists who use over twenty hours of space may be asked to gift their time and expertise to deliver engagement activity with schools, communities, projects or programmes. This exchange will be arranged in consultation with Studio Wayne McGregor.

The FreeSpace program is for **creation, rehearsal and research**. The space cannot be used for auditions and for any activity that generates income e.g. participants paying fees or ticketed events. Artists are able to hold open company class but are not allowed to charge any fees.

TIME SLOTS:

Each Wednesday at 10am all available studio times for the following week will be emailed to the group, and anyone wishing to book any of the available time should then respond by 6pm on Thursday.

Current maximum room capacity for dance is:

Studio 1: 15 people

Studio 2: 8 people

Studio 3: 15 people

The space will be allocated on a first come first served basis, but this will be monitored to ensure that this method is fair for all involved.

Time slots will be allocated in 4 hour blocks; if you require more time please specify and we will review this on a case-by-case basis.

Bookings will be confirmed by 2pm on Fridays and we will only be in contact with those who we are able to offer space to. You must reply to that email to confirm your booking. If you do not confirm your booking within 48 hours your slot will remain unallocated and will be offered to someone else.

We require artists to be present during all the hours the space is booked and take responsibility for anyone being in the space under your control. Space cannot be sublet and you must notify us of any changes in attendance list. Anyone who is not on your attendance list will not be permitted to enter the building. All visitors are required to sign in at the Here East Reception on arrival and collect a visitor pass.

Studio Wayne McGregor reserves the right to cancel a booking up to 24-hour's before the booking start time. If the studio you have been allocated is no longer available, we will do our best to reallocate you into another suitable space.

STUDIO REGULATIONS

We hope that you will respect the space as we do by adhering to the following:

- No food or drinks may be taken into the studio except water (no glass bottles) Any rubbish should be placed in the bins provided, separated into recycling and non-recycling. Studio Wayne McGregor is not responsible for any liability associated with Food and or Drink brought into the property by the Freespace Artist or any associated Third Party on behalf of the Artist.
- Artists, their agents, visitors and any associated third parties are not permitted access/use of any 'back of house' areas (including the gym) in the property at any time during their booking unless access to such areas has been confirmed by Studio Wayne McGregor.
- Kit, props, cases, and all equipment and or personal items need to be stored within the Studio allocated to the Freespace Artist. It is strictly forbidden to store additional equipment outside the booked space unless agreed in writing by Studio Wayne McGregor's Studio Manager in advance of the booking. All equipment and personal effects must be taken with you at the end of the booking.
- The floor must be left in the same condition after the hire as it was on arrival.
- In Studio 1 only bare feet, ballet shoes (no rosin), equivalent soft footwear/white soled trainers are permissible and appropriate footwear must be worn in all other Studios. If you have a query, you should contact a member of the Studio Team.
- Noise levels in the studios should be kept at a reasonable level. SWM reserves the right to exercise control over the volume of music and the Hirer agrees to comply with all requests to adjust volume levels.
- The use of any real flame, haze/smoking materials or any flammable, hazardous or explosive material is prohibited.
- Smoking is not permitted anywhere within Studio Wayne McGregor or the Here East Building. There are two designated smoking areas, one by the Loughborough University site and the other by Broadcast Centre. Both are marked by planters / smoking bins.
- A list naming all parties attending the booking must be provided upon booking confirmation. Your booking must be confirmed within 48 of receiving your booking confirmation (at which point you should provide us with any additional information about your booking or attendees i.e. access requirements etc). If your booking has not been confirmed within the appropriate amount of time, your booking will be cancelled..
- At all times while on site at Studio Wayne McGregor you will have full responsibility for all parties and all children involved in the rehearsal/production (if any) and are required to gain the necessary licences and abide by the current regulations on working hours, educational needs and chaperones.
- Filming is permitted for non-commercial purposes only. If you are planning to do any filming or photography (**including iPhone filming**) please complete the Filming and Photography permission information sheet that can be provided by the Studio Team. This includes photography and filming by

third parties including members of the press invited to the space. If the purpose of the shoot changes from what you have initially declared, you should contact Studio Wayne McGregor in advance and we will provide you with a new Filming and Photography permission form.

- Studio Wayne McGregor must be notified if you invite any members of the press to the building.
- It is understood that certain Artwork is on display within the Property and under no circumstances can they be filmed, photographed or used in any physical visual capacity
- Animals are not permitted anywhere within SWM or the Here East Building.

CANCELLATION / PUNCTUALITY

- Artists who sign up for studio space are committing themselves to making use of this space. **If for any reason you are unable to use the space that has been booked, then you must let Studio Wayne McGregor know 24 hours in advance** so that it can be made available to others.
- If you consistently book Studio space and cancel it, you may lose the right to book a Studio for a period of time. No-shows and any violations of studio regulations will be managed on a two-strike discretionary system whereby after two-strikes you will be removed from the FreeSpace programme.
- Artists are also expected to honour that commitment through punctuality. Please ensure that artists are arriving within at least half an hour of their booking. Notifying the studio team within reason of any lateness or early finish. The studios are always in high demand and space often can be re allocated if studios are left empty for more than an hour.

FIRE SAFETY REGULATIONS

The emergency exit routes from the Property and Here East are clearly marked and will be demonstrated to you prior to start of the hire period. Blocking of access routes will not be permitted while delivering, setting up or breaking down for bookings. If you hear the fire alarm sound (an electronic evacuation sounder tone) make your way immediately to the nearest fire exit following the indicated directions and assemble in the yard between the Press Centre and the Broadcast Centre. (Groups to be aware that there is a routine check of alarms in the here east building 9.30am Mondays).

LIABILITY

Studio Wayne McGregor does not accept liability for loss or damage to any object, equipment, furniture, or any other property of any sort brought into Studio Wayne McGregor and the Here East buildings by the Artist or their guests or any persons hired by SWM on the Hirer's behalf however such loss or damage may occur unless as a direct result of Studio Wayne McGregor's negligence. All such property will remain under the care and control of the artist and is entirely at the artist's own risk.

BARTER

All artists receiving over twenty hours of space may be asked to offer engagement activity in return. The scope of each artist's offer will be discussed with the Studio Wayne McGregor team and will build each artist's experience, expertise and interests.

Activity may include workshops, talks, open rehearsals, mentoring and can take place either in Studio Wayne McGregor's local community, across London or in the artist's local region.

Activity can either be self-organized or in collaboration with Studio Wayne McGregor. This will be discussed and agreed with the Director of Learning and Engagement.

In order to report to funders, Studio Wayne McGregor will require FreeSpace artists to complete a Data Collection form that will involve gathering statistics on the reach of the work created or developed within the space and the Learning and Engagement projects delivered as part of the FreeSpace exchange. We also request that activity is documented through film and/or photography with the appropriate permissions gained from participants to allow use by Studio Wayne McGregor on our website and in other materials.

CREDITING

FreeSpace artists should credit as follows:

(Artist name) is supported by Studio Wayne McGregor through the FreeSpace programme.

Please tag Studio Wayne McGregor and the FreeSpace programme on social media:

Twitter and Instagram: @waynemcgregor Facebook: StudioWayneMcGregor
#WayneMcGregorFreeSpace

FUNDING

Studio Wayne McGregor support through FreeSpace can be mentioned in funding applications. The space is valued at £40 per hour if needed to demonstrate in-kind support. A letter of support on Studio Wayne McGregor letterhead can be provided on request if needed to show proof of support.

Any mention of Studio Wayne McGregor support in funding applications should be sent to the Development Team (Joanna@waynemcgregor.com) for sign off. Please leave at least a week for a response.