

COCKPIT ARTS

Dear Applicant,

Many thanks for your interest in becoming part of our thriving maker community at Cockpit Arts.

Our purpose is to help and support makers as they work to gain commercial and artistic recognition. If you are talented, ambitious and want to build your own successful business or improve upon the one you already have, then this could be the start of a fruitful relationship.

Here's how our application process works:

1. You review our Licence Terms & Charges (page 2) and Incubator Package terms (page 3) plus ideally our [Frequently Asked Questions](#) to help you decide if applying for a place at Cockpit Arts is right for you.
2. You may also wish to refer to the [Awards](#) and / or [Creative Careers Programme](#) section of our website for information about funded places.
3. You spend a bit of time thinking about your goals for your business and practice, updating your CV, filling in the application form and pulling together the evidence/information we need to review.
4. The Selection Committee assesses your application. Applications to join Cockpit Arts are shortlisted with the assistance of our experienced external selection panel. Giving us the benefit of their experience this year, are gallerist and curator Sarah Myerscough, design writer and journalist Emma Crichton-Miller, silversmith and lecturer Grant McCaig, product developer for Daylesford Organic, Brooke Lichfield. If we think we might be the place for you, we'll invite you to come for an interview. We will contact you shortly after the next deadline.
5. You will come in for an interview at Cockpit's Holborn studio where you will talk about your work and your vision for the future of your business and practice. Following your interview, you will hear from us within a week to tell you whether your application has been successful.

Cockpit Arts is committed to equality of opportunity for all and we welcome enquiries and applications from all sections of the community.

Please email all of the required information to adrian@cockpitarts.com with 'Studio Application' in the subject line, followed by your name. We look forward to receiving your application. Good luck and best wishes.

Yours sincerely



Vanessa Swann
Chief Executive

**COCKPIT ARTS HOLBORN
AND HEAD OFFICE**
Cockpit Yard
Northington Street
London WC1N 2NP
T 020 7419 1959
F 020 7916 2455

COCKPIT ARTS DEPTFORD
18 – 22 Creekside
London SE8 3DZ
T 020 8692 4463
F 020 8692 3735

E info@cockpitarts.com
W www.cockpitarts.com

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COCKPIT ARTS

New Licence Terms and Charges

October 2017 to September 2018

- Cockpit Arts issues each maker with a licence agreement for their workspace on easy in/out terms. The maker is therefore a Cockpit Arts' licensee.
- A deposit of one month's licence fee is required, plus a key deposit of £45. This is paid when the licence agreement is signed.

Please note that you will need to pay, by monthly Direct Debit, your Licence Fee, as well as a share of electricity used in the studio; any office services that you use (eg photocopying) and a small rubbish collection fee for each Open Studios.

Licence fees and other charges are subject to an annual review on 1 October 2018.

LICENCE FEE – varies according to size and location

Included in the annual rental of **£24.80 + VAT (Deptford) per square foot:**

£29.95 (Holborn, exempt from VAT) per square foot:

- Rates and property service charge
- Studio management
- Water
- Heating (in most parts of the building)
- Cleaning and maintenance (common areas)
- Wireless broadband (in most parts of the building)
- Security and car park – Deptford site only

Excludes:

- Electricity – this is invoiced monthly
- Insurance – all licensees must be insured.
- Telephone installation and charges or other specialist equipment

CORE SERVICES - charged to all licensees

£19.58 + VAT (Deptford):

£23.50 (Holborn, exempt from VAT):

- Direct sales opportunities through two Open Studios events per year
- Up to 4 maker directory listings on Cockpit Arts' website
- One to one coaching sessions
- Annual business and practice review
- Business development workshops
- Essential office facilities including computer room, library, equipment and central London meeting room

ADDITIONAL SERVICES – charged separately

- Business Growth Loans
- Seminars and other professional development events
- Discounted room hire
- Photocopying, scanning and printing
- Storage space

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ADDITIONAL OPPORTUNITIES – charged separately

- Private buyer visits
- Showcasing and press opportunities
- Trade show and membership discounts

HOW TO CALCULATE LICENCE FEES

Holborn

The monthly charge for 100 ft² at Cockpit Arts is calculated as follows:

100 ft² x £29.95 = £2,995 / 12 months = £249.58 per month.

Add £23.50 core services fee: Total = £273.08 per month.

Deptford

The monthly charge for 100 ft² at Cockpit Arts is calculated as follows:

100 ft² x £24.80 = £2,480 / 12 months = £206.67 plus VAT per month

Add £19.58 core services fee: Total = £226.25 plus VAT per month

COMPULSORY REQUIREMENTS

- Induction and Business diagnostic shortly after your start date
- One-to-one coaching
- An annual partnership review with your business coach, looking at your financial and other data for the previous year, and setting out goals for the next 12 months
- Participation in our Christmas and Summer Open Studios
- Listing your business on our online maker directory
- Cooperation with requests for feedback via Cockpit Arts surveys and questionnaires
- Participation in 'Meet the Artist' evening events with Cockpit Arts' Supporters [occasional]
- You are required to arrange and pay for your own public liability [minimum £5m] and third party fire and theft insurance.

Other terms and conditions are contained in the Cockpit Arts' Licencee Handbook that will be given to you on starting at Cockpit [or available beforehand upon request].

If you have any questions please contact Adrian Lee, Studio Manager, on 020 7419 1959 or via email at adrian@cockpitarts.com.