

# Creatives Now Affiliation and Terms and Conditions of Hire and Use

**Artists, voluntary constituted groups, not-for-profit organisations, and registered charities**

## Affiliation

We are inviting artists, voluntary constituted groups, not for profit companies and registered charities to affiliate with Creatives Now. See page 4 of this document.

All affiliated members can apply to Creatives Now to use the studio space or exhibit their work.

Creatives Now can be used between the hours of 9am and 7pm Monday to Friday and between the hours of 3pm and 7 pm on Saturdays. Later times may be negotiated on request.

We expect anyone hiring the space to have their own Public Liability Insurance and undertake appropriate Risk Assessments before using the space.

All affiliated members can hire space at Creatives Now for exhibitions, events, workshops and meetings at the following rates:

	<b>Per hour</b>	<b>Per half day</b>	<b>Per day</b>	<b>Other</b>
Voluntary constituted groups or registered charities	£10		£70	
Associate artists	£20 (up to 2 hours)	£50	£100	Free if based on skill share, e.g. running a workshop with us
Not for profit companies	£20 (up to 2 hours)	£50	£100	Free if based on skill share, e.g. running a workshop with us
Associate partners (ongoing partnerships)				Bespoke annual/monthly contribution or skill share arrangement based on frequency of use

*The venue must not be used for commercial purposes in any way and you are not permitted to sell anything from the space.*

The studio is for the sole use of the artist or groups who are hiring the space. Creatives Now runs a schedule of workshops and events throughout the year; it is expected that affiliate groups will work around this schedule. Creatives Now will provide clear information about their workshops and events in advance. It is possible to arrange for some hire requests to happen concurrently with our scheduled activities.

## Solo Exhibitions

- Studio use is by arrangement/application and subject to the delivery of one workshop with Creatives Now and one workshop with teaching professionals or school group. Bespoke arrangements can be negotiated.
- Although all associate artists can exhibit, Creatives Now directors make decisions regarding selection of work based on theme, space, presentation and exhibition cohesion.
- We expect hirers to collate and share audience numbers if requested.
- All artists exhibiting must be responsible for staffing their own event or exhibition and their own chosen opening times.
- All artwork must be removed from the space at the end of an exhibition, by no later than an agreed deadline given by Creatives Now directors.
- We support all our affiliated artists by offering free advice and guidance in setting up their exhibition and we will help to promote your event. Any support required beyond this should be discussed in advance and may incur fees.
- We expect artists to provide their own display equipment and materials and undertake their own printing, framing and hanging. Please ensure that walls are returned to their original state at the end of the exhibition period.

## Collaboration | Exhibitions & Other Partnership Agreements

We welcome proposals to collaborate. Bespoke arrangements to be negotiated.

## Housekeeping

- All equipment brought in for meetings, workshops, or event etc. must not be left in the space at the end of session, unless you have prior arrangements with a Creatives Now director to do so.
- All users and participants must sign an **attendance list and appropriate consent forms** must be made available before sessions. See Creatives Now's [Safeguarding Policy](#) for working children and young people.
- **Sanitation, trips and slips:** It is your responsibility that the space is kept clean and clear at all times. Spills must be cleaned up immediately and never left unattended. And trip hazards must be identified and managed.
- **Rubbish must be removed daily.** Waste disposal instructions can be found adjacent to the fire exit at the rear of the unit.
- **Access and egress:** The malls and service corridors must be kept clean and tidy and clear of obstruction.
- All fire points, fire exits, fire extinguishers and fire doors, shutters and sprinklers must be kept clear and readily accessible at all times.
- Creatives Now equipment and furniture must be treated with respect. Any damage to Creatives Now property will be the responsibility of the client using it.
- **Damages:** Creatives Now will not accept any liability for loss or damage of any equipment that belongs to or is the responsibility of the hirer. We recommend that provide your own equipment insurance.
- **Supervision of Children and Young People:** *Children in the space must be accompanied at all times and are not to move at speed in the space as this may result in artwork or equipment being damaged.* Any artwork or equipment damaged will be the responsibility of the hirer.

- Under no circumstances are animals allowed in the building, unless the person visiting is sight or hearing impaired and has a registered guide dog.

## Health & Safety

- All users must be aware of **safeguarding procedure**. Please refer to Creatives Now [Safeguarding Policy](#). More information can be found at <https://www.boltonsafeguardingchildren.org.uk/worried-child>.
- Creatives Now will not accept any anti-social behavior towards others using the venue, visitors, or any of the Creatives Now team.
- A **first aid** kit is available in the Creatives Now studio and located on the office desk. Market Place Security Officers are trained in first aid. Certain members of Market Place Centre Management are also defibrillator trained. Defibrillator equipment is available outside Boots should you suspect someone is having a heart attack. Should you need assistance, Centre Security will attend first aid incidents in the unit if the situation requires it.
- If the incident is more serious the individual should not be moved and the emergency services should be called.
- To obtain first aid assistance contact Security Control on 01204 362133 or Centre Management on 01204 361100.
- Accidents or hazards are required to be reported to the Centre.
- When an incident occurs that requires First Aid, details of the incident must be recorded and reported to Creatives Now and the Market Place Centre Management as soon as possible. Please refer to Creatives Now [Accident Report Form](#).
- **Evacuation:** Please refer to the evacuation plans adjacent to the rear fire exit.

## General

Any breach of these terms and conditions could result in withdrawal of access and forfeiture of any fees paid.

I agree to the terms and conditions of use:

**Signature:**

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**Print name:**

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**Organisation**

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**Date:**

.....

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**Signature  
(Creatives  
Now)**

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**Date:**

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# Creatives Now

## Affiliation Application 2026

Please email your completed application to [creativesnowbolton@gmail.com](mailto:creativesnowbolton@gmail.com)

<b>Artist / Group / Organisation name:</b>	
<b>Status of Artist / Group / Organisation</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Website address:</b>	
<b>Social media handles:</b>	
<b>Please give a brief description of your work:</b>	
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

# Creatives Now

## Use of Studio Space Enquiry Form

Please email your completed form to [creativesnowbolton@gmail.com](mailto:creativesnowbolton@gmail.com)

<b>Artist / Group / Organisation name:</b>	
<b>Group / Organisation contact:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>When do you want to hire the space?</b> (please included dates, times, frequency including set up & take down time)	
<b>Why do you want to hire the space?</b> (please give as much detail as you can regarding your meeting, workshop, exhibition or event)	