Level 5 Creative Studios

Welcome to Carrow House.

Here are a few things you may want to know about the studio space. If we do not answer everything for you here, please email info@carrowhousecreatives.org

- **What is available?**

Creative Studios are currently offered in the following sizes.

Desk - In a shared space £60 a month
Standard - 2 windows £150 a month
Large - 3 windows £225 a month

- **What's included?**

Central heating, electric, water, business rates, WiFi, security, lifts, parking, lots of toilets and accessible toilets. Access to the Work Room, which is a space being developed for processes which can not be accommodated on the main floor, with a studio sink and lockable storage cupboard for hazardous liquids.

- **General info:**

The North East side of the building looks out over old warehouses and gets sun in the early morning, the South West side looks out over trees and the main road and gets sun in the afternoons.

There is a large communal kitchen (which is for domestic use only) with recycling and general waste bins. Larger bins for studio waste are situated outside. The kitchen is supplied with a kettle, fridge and communal table but does not have cooking facilities. You are welcome to bring your own mugs etc.

Carrow House has a building manager available between 9:30am and 4:30pm Monday to Friday. There is a sign in system for all residents and their visitors. For access outside of manned hours studio holders will be key trained and shown how to set the alarm. Keys are available to loan from Carrow House Creatives for £24.

- **Who are Level 5 Creative Studios for?**

These studios are for any one who will use the space to create. You may work with textiles, words, paints or light. You may consider yourself a craftsperson, a hobbyist, an artist or a jack of all trades. You may derive an income from your work, be pursuing a career or creating for your own pleasure and wellbeing.

About Level 5 Creative Studios

Is the space furnished?

Creative studios are available unfurnished. The floor is painted and there are plasterboard partition walls. All furniture needs to be free standing. Each creative studio has access to electricity and at least two windows that open. You can use removable sticky strips on the walls but no drilling in to the walls or floors is allowed.

How secure is Level 5 Creative Studios?

All residents and visitors accessing Carrow House must sign in in reception. There is a code secured door from reception into the main building. There are also code secured doors at both ends of floor 5 and into the workroom. Level 5 creative spaces are open plan cubicles and are not able to be secured. Lockers will be available in the kitchen area for the storage of valuable items.

My creative practice is noisy and/or dusty can i have a Level 5 Creative Studio?

The open plan nature of Level 5 Creative Studios makes it unusable for noisy or dust producing practices. A reasonable level of noise from for example sewing machines and hand tools should be expected. Practices producing volatile fumes or fine particle dust can not be accommodated on the main floor. There is a workroom available to all Level 5 Creative Studio holders were some of these activities can take place. Please contact the Carrow House Creative secretary to have a discussion about how your practice can be accommodated.

Can I have visitors?

Yes. It is the studio holders responsibility to ensure their visitors sign in and out of the building. No visitor may access the building without a studio holder.

I like to work late, can I sleep over?

Overnight stays are not permitted.

Why is the price of a creative studio different to that originally offered by Norwich Unity Hub?

While Carrow House Creative is run by volunteers there are costs incurred in running a CIC which were not accounted for in the original calculations. Every effort has been made to keep the running of the Carrow House Creative as lean as possible while still allowing us to for fill our legal responsibilities and look after the well-being of the Level 5 community.

About the application process

How do I apply for a space?

You can request an application pack for Level 5 Creative Studios through the Carrow House Creatives webpage. Applications will open Monday 24th March.

When will I hear back?

We aim to reply to all applicants within seven working days of the closing date.

How soon can I move in?

Once you have accepted our offer of a Level 5 Creative Studio you will be invited to sign your licence agreement and attend studio induction and key training after which you are free to move in.

Do you have an age limit?

Applicants need to be over the age of 18 and of sound mind to sign the licence agreement. We have no upper age limit and welcome applications from creatives at all stages of their life and careers.

Do I need a creative career and/or active socials to be able to apply for a space?

Applications are welcome from creatives at all stages of their practice. You do not need to have an established career or busy socials. A few samples giving us an idea of your practice is enough. Please get in touch if you need help selecting the best way to evidence your practice.

I run a business or CIC. Can I apply for a Level 5 Creative Studio?

Yes if your business has a creative element you can apply for a Level 5 Creative Studio.

I would like to use my space for storage. Will my application be considered?

Applications for the use of Level 5 Creative Studios for storage are not currently being considered.

I find forms difficult. Do you offer support?

Yes. Please contact us at info@carrowhousecreatives.org for support with your application.

About the Licence Agreement

Who owns Carrow House?

It sounds complicated. Norwich City Council rent Carrow house to Norwich Unity Hub. NUH are only able to lease to Charities and CICs. Carrow House Creatives CIC has been set up enable the lease of Level 5 Creative Studios to individuals.

How long is the tenancy?

Norwich Unity Hub has a three year licence agreement with Norwich City Council due to expire September 2027. Carrow House Creatives have a licence agreement with Norwich Unity Hub for this period.

Can I register my business here?

Yes, you can use New Carrow House as your business address.

Can I sublet my Level 5 Creative Studio?

You can not sublet your creative studio. If you wish to share your space with another creative both will need to sign new licence agreements and set up the payment of deposit and licence fee.

Is there a parking charge?

There is currently free parking available at Carrow House along with 4 disabled parking bays. No vehicles are to be left overnight.

Is there a contract?

Yes, you will be asked to sign a licence agreement with Carrow House Creatives before moving into Level 5 Creative Studios. You will also be asked to read and sign the Norwich Unity Hub and Carrow House Creatives handbooks to demonstrate you understand and agree to comply with the articles outlined within.

How is the licence fee paid?

The licence fee is paid monthly in advance by BACs. There is also a one month damage deposit returnable at the end of the licence.

How long is the licence period?

The licence period for your Level 5 Creative Studio is for an initial period of six months then moving to a rolling one-month licence with a notice period of one full calendar month to be given in writing to the secretary.