

CONCEPTORY TERMS & CONDITIONS

INTRODUCTION

Conceptory operates a creative space at Unit 15 Martlesham Creek, Sandy Lane, Woodbridge (the “space”). Conceptory is part of Bronzework which operates from the same address.

We offer memberships for use of the space, including studio units, equipment and machinery.

This document sets out the terms and conditions that apply to anyone accessing the space.

1. You understand that by:
 1. becoming a member of the Conceptory;
 2. using the Space (‘**Space**’ being the space and Conceptory facilities, studios, labs, shops, equipment or machinery); or
 3. participating in Classes (‘**Classes**’ being any classes, events, programs or workshops in the space or otherwise held by Conceptory),

you agree to these terms and conditions.

GENERAL REQUIREMENTS

1. You must not use the Space, including any equipment or machinery, or attend Classes if you are under the influence of alcohol or illegal drugs and must not bring alcohol or illegal drugs into the Space under any circumstances. A breach of this requirement will result in your removal from the Space and may result in cancellation of your membership.
2. Alcohol may only be consumed in the Space as part of an event held or approved in writing by us.
3. You must successfully complete all required courses, training, inductions or other approvals before using equipment or machinery made available in the Space and comply with all relevant user requirements.
4. You must use appropriate protective equipment when using the Space and attending Classes, including when using equipment or machinery. This may include appropriate footwear, clothing, gloves, goggles or hearing protection, among other things.
5. You understand that all storage of personal property, either brought in from outside or created at the Space or in Classes, is your exclusive responsibility, and that said storage is subject to approval by us at our absolute discretion.
6. You acknowledge that we retain the right to revoke membership and admission to the Space at any time at our absolute discretion and with no refund.
7. All terms of membership and specific class information form part of these terms and conditions.
8. By using the Space or attending Classes, you consent to Conceptory having full and unrestricted publishing and use rights over any photographs (digital or print) taken in the Space by us or on our behalf in which your image or any of your materials or art, either brought in or created/generated in the Space, appears.

MEMBERSHIP

The Conceptory workshop space and facilities (**Space**) is available to use simply by becoming a member of Conceptory. Members must be people who seek to earn their living from their activities at the Conceptory.

There are two membership options available

- **Studio Membership:** A monthly fee that gives you a studio unit and access to the Space at all hours. The minimum commitment is 3 months. Fees are paid monthly in advance every month. After the initial 3 months, you can cancel at any time, giving at least 10 working days notice before the next calendar month. If you do not give at least 10 working days notice, you may be billed for one additional and final month if we cannot re-let the space.
- **Guest Membership:** pay a subscription for a period (which may be between a half day and a year) that gives you general access to the Space during operating hours with a bench and machinery bookable. Fees are paid in advance per the schedule on the website.
- **Induction and courses.** Fees are payable in advance. You do not have to commit to membership before initial induction courses.

Fees and charges:

Please see the website or visit to pick up an application form for prices on all membership options.

General Facility Use by Members

- In order to access the Space, all Members must first complete an introductory workshop course.
- Members are entitled to use of shared workspaces, equipment and machinery in the Space during operating hours, pending safety approval by management. Bookings are required.
- Equipment should be booked in advance to ensure availability.
- After hours access to the Space is available to Studio Members. Please note that 3-phase power is only available in working hours.
- Some equipment and machinery that either incur high electricity usage (eg. welders) or require staff time (eg. some CNC equipment) may require payment of additional fees to cover costs.
- Cancellations must be done by email or phone with 24 hours minimum notice.
- Cancellations received with less than 24 hours notice will incur a £10 cancellation fee for Guest Members
- No-call, no-shows for bookings will also incur a £10 fee for Guest Members.
- Arriving more that 15 minutes late to a booking may forfeit your booking at our absolute discretion.

Member Guidelines

- All members must comply with these guidelines, facility use requirements, terms and conditions and any other policies, procedures or guidelines in place from time to time. These requirements are in place to ensure fair and safe access to the Space for all Members.
- Failure to abide by these requirements may result in termination of membership by staff. It may also, or in the alternative, result in the Member being held responsible for replacement cost and labour cost of any damaged Conceptory property.
- All Members must agree to and sign the terms and conditions of use, including the liability waiver. Use of the Space is taken to be agreement to the terms and conditions of use and acceptance of the liability waiver.
- Specific training is required for use of certain equipment and machinery. Members will not be entitled to book or use such equipment and machinery until that training is successfully completed.

- Guest Members must check in at the office on arrival.
- All users of the Space are responsible for their own safety. Conceptory will not be held liable or responsible for any injury sustained by using the Space.
- All areas of the Space must be kept orderly and neat.
- If you are using Space equipment of any sort, they must be operated with proper care.
- All work spaces, equipment and machinery are provided on an as-is basis. Conceptory does not warrant or guarantee the state of any shared, complimentary equipment provided.
- All equipment, machinery and work spaces you use must be returned to the very same state they were found in, or better.
- Conceptory will use reasonable endeavours to maintain equipment and machinery in working order. If at any time you notice any equipment or machinery is not functioning properly, please advise a staff member.
- All material deliveries must be accepted by the person that ordered those materials. Conceptory will not accept any material or other deliveries for Members.
- Reclaimed wood is only to be used in the Space after it has been made free of metal using a metal detector. If a Member fails to remove all metal from wood, and the metal damages any Conceptory blades or machines, the Member will be liable for all costs (replacement and labour) associated with fixing the blade or machine.
- Under no circumstances can a Member store any items in the Space without receiving prior consent from us.
- Any areas surrounding the Conceptory premises (including front and rear entrances) is expressly off limits for storage of work, including temporary storage.
- All materials and projects in the Space must be clearly and legibly labelled with all of the following: full name, phone number and move date. All non or partially labelled projects/materials will be removed from the premises immediately.
- Conceptory is not responsible for any damage to projects or material stored or used in the Space.
- Members may purchase assistant passes for the discounted rate of £10 per day. Passes must be purchased prior to the assistant accessing the Space and the Member must be present for the entirety of the time that the assistant is in the Space. The assistant pass is ONLY to be used by someone who:
 - has read and signed the terms and conditions, including the liability waiver; and
 - is in the Space to help you (for example a spare pair of hands to hold a big sheet of timber). An assistant cannot use tools, equipment, machinery or work spaces in addition to the Member.

If you have any problems or questions, please notify Conceptory staff immediately.

Age Verification

Membership is currently limited to persons over 18 years of age. To be approved for membership you must provide one piece of official government issued photo identification, such as a driver's license or a passport to confirm identity and age.

LIABILITY WAIVER

1. Any use of the Space or participation in Classes, including any use of machinery and equipment, is at your own risk.

2. You must read all signs and follow all directions given by us or people authorised by us.
3. We exclude all liability to you to the maximum extent permitted by law, including for negligence and whether the loss or damage has occurred to person or property. Where that liability cannot be excluded, we limit our liability to you to the maximum extent permitted by law.
4. To the extent permitted by law, we exclude all liability to you for:
 1. death;
 2. physical or mental injury (including the aggravation, acceleration or recurrence of such an injury);
 3. the contraction, aggravation or acceleration of a disease;
 4. the coming into existence, aggravation, acceleration or recurrence of any other condition, circumstance, occurrence, activity, form of behaviour, course of conduct or state of affairs in relation to an individual that:
 1. is or may be harmful or disadvantageous to the individual or community; or
 2. may result in harm or disadvantage to the individual or community,
5. Without limiting the provisions of paragraphs 5 or 6 above, we are not responsible for:
 1. any damage, loss or theft incurred to personal property and/or equipment that you bring into the Space, or generate/create in any area of the Space; or
 2. any bodily injuries or damages that you may sustain as a result of:
 1. participating in any Classes; or
 2. using the Space, including any machinery or equipment.

RISK MANAGEMENT

It is the responsibility of all parties at all times to take all practicable steps to manage the risks inherent in the use of the space and the equipment in it. Injuries can result not only from the immediate actions of the operator but from the actions, omissions or negligence of other parties.