

WELCOME TO TOYNBEE STUDIOS

We look forward to welcoming you to Toynbee Studios. Here is some useful information to help you make the most of your visit.

Please share this welcome pack with the production team and main contacts before you arrive.

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If you prefer this information in large print or an alternative format please email access@artsadmin.co.uk or call 020 7247 5102

**ARTS
ADMIN.**

SUSTAINABLE STUDIOS PRACTICE

Making Toynbee Studios carbon neutral and zero waste

Artsadmin manages Toynbee Studios and we aim to make studio hire as environmentally sustainable as possible to reflect our values and our artistic programme, which aims to inspire conversation and action on climate change.

We're proud of our Green Tourism Gold Award and ask that when visiting the studios that wherever possible you help us to reach our ambition of becoming a carbon neutral and zero waste venue.

We are taking part in the Julie's Bicycle Accelerator programme, encouraging sustainable studio practices and more circular ways of thinking. This means that we invite our visitors to be responsible with material use, to consider the entire lifecycle of objects, and encourage sustainable behaviour in order to minimise waste and our collective impact on the planet.

Refuse, Reduce, Reuse and Recycle

Rethink your relationship to materials and the waste hierarchy, by considering:

- Can you refuse something that creates waste?
- Can the amount being used be reduced?
- Can these materials be used for something else or by someone else?
- If the material can no longer be used then how can they best be recycled?

If you have any suggestions, would like further advice or information then please contact Alex Brown, Artsadmin's Green Champion:

alexbrown@artsadmin.co.uk.

Getting here

You can find this information on our website at:

<https://www.artsadmin.co.uk/toynbee-studios/getting-here>

Toynbee Studios is part of the Toynbee Hall complex at 28 Commercial Street near Aldgate East in London.

Follow the path from Commercial Street into the courtyard. Our café entrance is on the right and has step-free access to reception. The main door for reception is located past the café in the right corner.

We encourage visitors to take public transport or cycle to Toynbee Studios whenever possible. Cycling reduces carbon emissions for your journey to Toynbee Studios. Cycle racks are situated on the opposite side of Commercial Street, along nearby Wentworth Street and next to Toynbee Hall, accessible from the courtyard. Only folding bicycles can be brought into the building.

Accessibility

For full access information and to read our Safer Spaces Policy:

www.artsadmin.co.uk/accessibility

We are always looking to improve access to Toynbee Studios and welcome any feedback or comments. You can also get in touch about any specific access requirements by emailing us at access@artsadmin.co.uk or calling the main reception at 020 7247 5102.

DURING YOUR VISIT

OPENING HOURS

A Duty Manager is required to be on reception for all hours during your booking. The regular hours of access to Toynbee Studios are between 10am-6pm, Monday to Friday. When you make a booking please ensure

your booking hours include the set up and clear up time you require. Please check in with the person who has organised the booking to check if any additional hours are booked and please adhere to these hours or there may be subsequent charges.

We are always happy to arrange extended hours at any point during your booking. Please contact Studios and Sustainability Officer, Alex Brown to arrange. Email alexbrown@artsadmin.co.uk, call 020 7247 5102 or drop by the Artsadmin office on the 2nd floor.

SECURITY

Please ask everyone using the studios to sign in and out at reception each day. This is important and integral to the emergency procedures. Please familiarise yourself with the evacuation procedures outlined in the studio as well as on the signage around the building. There are no regular scheduled drills planned.

We have a book where everyone can sign in and out, or if you prefer, you can provide a list of names attending.

Please see the example of what to include below:

Organisation Name:

Event/Production:

Studio:

DATE	NAME	TIME IN	TIME OUT

LOAD IN/OUT

There is no parking available onsite, but we can facilitate load in and load out by arrangement. There is a 20 minutes loading bay on Commercial Street or longer access via the back door on Gunthorpe Street – please call reception at 020 7247 5102 if the gates or back door are locked.

Please ensure you get the lift key from reception to help lock the doors while loading in and out as holding the doors open can cause the lift to break.

SERVICES AVAILABLE

Photocopying, scanning and printing services are available in the Artsadmin office on the 2nd floor or at reception during standard hours. We print on recycled paper and encourage double sided and black and white printing. Please consider what you print.

Wifi is available throughout the building. You will be given the password when you arrive.

Kitchen and Quiet Space

- There is a Kitchen and Quiet Space on the 3rd floor which has a sink, kettle, fridge and microwave, as well as items for those who need to rest for access reasons: day bed, ear defenders and low lighting options.
- This is a shared space so please bring in your own items, label food and be sure to clean up each time you use it and at the end of your booking.
- If the door sign shows “Resting in Progress”, please feel free to come into the space and use the kitchen but respect the quiet.

If you have a packed lunch then you are welcome to eat this in the studio you have booked or in the courtyard. Please note that the indoor and outdoor café tables are reserved for café customers.

Accessible, gender neutral toilets and showers: All the toilets are gender neutral, with accessible and individual toilets on the ground, 1st and 3rd floors. There are showers available on the 1st floor and accessible showers in the 1st and 3rd floor accessible toilet stalls.

Drinking water: Bringing your own reusable water bottle cuts down on disposable plastic waste and ocean pollution. All taps in the building have drinking water (3rd floor kitchen, 1st and 3rd floor toilets) and you can refill your bottle in the café.

Recycling bins are available in each studio.

ARTS BAR & CAFE

Open Monday to Friday 9.30am-6pm.

Pastries, cakes, fresh juices, teas and coffees are available throughout the day. The bar is open until 8pm on Thursdays.

CATERING OPTIONS

We can cater for meetings and events during your hire. Please look at the website for options:

<https://www.artsadmin.co.uk/toynbee-studios/arts-bar-cafe>

Please submit your request in advance of your booking and let us know the number of guests, timings and any dietary requirements.

ENVIRONMENTAL IMPACT

The Arts Bar & Café is vegetarian and offers a sustainable and ethically-sourced menu.

By eating and drinking in the café, you help contribute to reducing the amount of packaging disposed of in our building. We make every effort to waste as little food as possible and the remainder is composted. Waste coffee grounds are turned into biofuels to make campfire logs.

Reusable coffee cups help to reduce waste and you are encouraged to bring your own. They are also available to purchase from the Arts Bar and Café.

We offer:

- Coffee by Redemption Roasters who run, with the Ministry of Justice, roastery and barista training centres in various British prisons, to help their graduates find work and rehabilitation.
- Brades Farm Milk is a 14 generation family traditional farm using only Jersey and Holstein / Friesians cows. They use sustainable farming and feeding their cows with Mootral supplement helps reduce methane emission by 30% and improves the consistency in milk protein quality. This milk is used by the top baristas in the country.
- We also offer 3 different milk alternatives – almond, soya and oat milk – at no extra charge.
- Birchall Teas are part of the Ethical Tea Partnership. The black teas from Africa are Rainforest Alliance Certified. Since 2011, Birchall Teas have received over 45 Great Taste Awards. We use Prism tea bags, which are without plastic or glue.
- Two Farmers Crisps produce their own potatoes on their farm and boast the only compostable crisp bag in the UK.

CAFE DISCOUNTS

Everyone is welcome to a coffee loyalty card. You can collect this in the café.

When you book for a week or longer we also offer discount cards to the company which give you 10% off any food you buy in the café. Please arrange these at the time of the booking or at reception.

Café tables are reserved for customers of the café.

Tips and resources on how to work more sustainably

Artsadmin has been working in collaboration with Bow Arts on the Julie's Bicycle Accelerator programme to think about how studios become more environmentally sustainable. This means we're looking at ways in which creative organisations and individuals can share resources more efficiently, create new methods of exchange, and reduce the impact of the sector. For example, we use a 'green rider' when working with external partners and venues in order to achieve more consistent environmental standards for touring projects.

We encourage studio users to think about:

- Our relationship to materials throughout the creative process.
- The lifecycle and origin of materials you use.
- Materials that can be reused - you can reduce your carbon footprint if you use materials for multiple productions rather than one production only.

Refuse

Can items for props and set design be refused on the grounds that they are not sustainably viable? Can alternatives be sought such as projections or 2D designs? Creative challenges looked at through the lens of sustainability can often produce unique design ideas.

Reduce

Reducing the buying of materials, especially avoiding disposable materials such as single-use plastics, will cut your carbon footprint. Ethical purchasing guides such as Ethical Consumer (www.ethicalconsumer.org/)

will help you find alternatives for any number of products. Corporations with tax avoidance strategies such as Amazon, despite being convenient, are not recommended and have a very low ethical rating.

Alternatives to Amazon:

Sustainable and Ethical Brands

- Veo www.veo.world
- Ethical Shop www.ethicalshop.org
- Traidcraft (particularly food and household items) www.traidcraft.co.uk

Books

- Hive www.hive.co.uk
- Better World Books www.betterworldbooks.com

Electrical

- John Lewis online retail www.johnlewis.com

Reuse

Reusing materials from previous productions and sourcing second hand goods is a good way of creating a more sustainable production. Freecycle or Set Exchange can be good ways of finding free materials and charity shops and Ebay are ways to find second hand materials which have a significantly lower impact than new items. Once the material has been used, we encourage you to reuse it considering the above methods or to give it away before recycling. If you have anything that you think could be reused by another group, please let us know at reception.

Freecycle www.freecycle.org

Set Exchange www.set-exchange.com

Globechain www.globechain.com

Ebay www.ebay.co.uk

Recycle

If the previous steps have been tried then, where possible, the item should be recycled. Paper, card, plastics and glass can be recycled in the studios and we have recycling for pens, batteries and electronic items. Please leave these at reception.

Please rinse all containers and bottles as food waste and liquids left inside means they can't be recycled. Biodegradable cups recycling will be coming soon.

Other useful links

Artsadmin Environmental Policy and Action Plan:

<https://www.artsadmin.co.uk/projects/environment>

Julie's Bicycle resource on Circular Economy:

https://juliesbicycle.com/wp-content/uploads/2019/10/Towards_the_Circular_Economy_4.pdf