

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.

Contents

- Sustainable Studios Practice
- Getting here
- Accessibility
- During your visit
 - Opening hours and arranging extensions
 - Security
 - Load in/out
 - Services available
- Artsadmin Canteen
 - Opening hours

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

The Artsadmin logo consists of the word "Artsadmin" in a bold, black, sans-serif font. The text is centered within a bright green, horizontal brushstroke that has a rough, hand-painted appearance with irregular edges.

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.

Following our participation on the Julie's Bicycle Accelerator programme, we have been thinking about ways to encourage sustainable studio practices and more circular ways of thinking. 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 Samuel Skoog at samuel@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 canteen entrance is on the right and has step-free access to reception. The main door for reception is located past the canteen 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 Samuel Skoog to arrange. Email samuel@artsadmin.co.uk or call 020 7247 5102 or drop by the Artsadmin office on the 2nd floor.

We ask that you give as much notice as possible to ensure we can arrange for staffing. There is a charge for any staffing outside of regular hours of 10am-6pm.

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
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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.

There is a charge for printing, please contact Samuel Skoog for details at samuel@artsadmin.co.uk.

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

Kitchen and Quiet Space

- There is a Kitchen on the 3rd floor with a sink, kettle, fridge and microwave.

- There is a Quiet space on the 4th floor with ear defenders, a low lighting option, a sofa bed and a relaxed performance kit.
- These are shared spaces, 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 canteen tables are reserved for canteen 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 canteen.

Recycling bins are available in each studio.

ARTSADMIN CANTEEN

We are in the process of tendering a new canteen operator.

The Artsadmin Canteen is temporarily closed until Spring 2023. Apologies for any inconvenience!