

LOS ANGELES - 160 PAGE GREEN TERRACE - SITE RULES:

INTRODUCTION:

As part of the need to renew the current planning status of this facility, and to improve our relations with the owners of the neighbouring properties the following site rules are to be implemented. Rules are deemed to apply to both tenants and any guests they may invite facility from time to time, and have been put in place for the safety and security of the tenants and any invited guests.

1.0 THE MANAGEMENT TEAM:

- 1.1 Principal management of the site will be the responsibility Davide Vignola, who has overall responsibility, who will be assisted by Giuseppe Piazza, Muhammad Haque (Night Manager), and Mihai Razvan. The managers will operate from a dedicated office area on site and any queries regarding use of the site must be directed to the duty manager.
- 1.2 The 'Site Rules' operate within the envelope of the 'Management Plan' and both must be adhered to at all times. New tenants will receive a copy of the management plan with their tenancy agreement, existing tenants will receive a copy as an addendum).

2.0 GENERAL OPERATING RULES – INSIDE THE BUILDING:

2.1 Access Generally:

Users of the property will generally have the run of the site, with the exception of the 'Darkroom', 'Projection' and 'Recording Room's', which should be booked at least 24 hours in advance. In addition, certain general access locations, such as the 'Kitchen', 'Communal', and garden areas will also be reservable in advance, for specific events, such as fashion shows, art exhibitions, culinary showcases etc.

2.2 Reservable Areas:

All reservable areas may be used by tenants for showcase events, subject to the agreement of the management team, with the proviso that all such events must take place between 09:00 and 17:00, unless prior agreement is reached with the management and the neighbouring owners to extend those hours for specific occasional events.

2.2.1 Reservation bookings for reservable communal areas:

Reservation bookings for communal reservable areas must be made at least two weeks in advance of an event, with the property management, details of which will be kept in a register set aside for the purpose. In addition, details of any reservations must be posted on the notice board located near the main entrance of the property, so all tenants are aware of any upcoming events.

2.3 The kitchen:

The kitchen specifically will be separated into two zones, one for general use, preparing lunches and light snacks on a day-to-day basis, while the other will be reservable for use specifically for those involved with food related activities.

3.0 SECURITY:

3.1 Security Generally:

To ensure the security of the building in general, the main entrance door will be kept closed, and it is recommended that the tenants' studios are also kept closed when unattended.

3.2 Other Openings:

It is incumbent on all tenants to ensure that external window/door openings to their studios are closed when they are not in attendance, and at the end of each day, to maintain the general security of the site.

3.3 Building Access:

All tenants are required to sign into and out of the building in the 'Tenants Register' located at the building entrance, whenever they enter or leave (including lunch breaks). And must wear their I.D. badge where it can be readily seen at all times when on the premises.

3.4 Visitor Policy:

3.4.1 Guests Arrival: All tenants' guests must be greeted at the building entrance by their sponsor, and be signed into and out of the building in the 'Guest Register' which is located at the entrance, with the name of the guest's responsible tenant adjacent to their own.

It is the responsibility of each tenant to sign each of their guests into and out of the building.

3.4.2 responsibility For Guests on the Premises: Guests may only be signed into the building, by the sponsoring tenant. Any tenant discovered signing another tenant's guest into or out of the building will face reprimand, and may in extreme cases have their tenancy rescinded.

3.4.3 Guests I.D. Badges: All guests will be given an I.D. badge, which must be worn, and clearly visible at all times when on the premises. It is the responsibility of each tenant to sign their guests into and out of the building. Anyone found in the building without a tenants or visitor's I.D. badge, will be asked to leave the premises immediately.

3.4.4 Visitor Numbers: It is acceptable for tenants to bring up to two guests into the building without prior arrangement. For greater numbers however, permission must be obtained from the building manager prior to their arrival. Tenants must accept full responsibility for the behaviour and actions of their guests while on the site, and the management reserves the right to ban visitors who misbehave from the site.

3.5 Site Security – Special Events:

Whenever an event 'Fashion Show' etc. is to take place at the site, it will be incumbent on the host (tenant) responsible for that event, to make adequate security provision to protect the site and the studios of the other tenants, with any costs being borne by said tenant.

3.5.1 Publicising a Special Event:

It is incumbent on the host (tenant) of a special event, to ensure that all other tenants are aware of the intended event, so they can take their own security measures to ensure their studios remain inviolate.

3.5.2 Guest Behaviour Generally:

It is incumbent on the host (tenant) to ensure their guests behave in a civil manner, respect the facility and its users, and additionally the rights and amenities of the occupiers of the neighbouring properties.

3.6 Vehicle Parking:

Car parking spaces at the front of the building have been reduced to 4, and their use by tenants will be permissible only with the express approval of the management.

3.6.1 Local Parking Restrictions: Users of the site are expected to comply with the local parking regulations and respect the designated marked parking zones adjacent to the site, which are reserved for 'Permit Holders Only' between 08:00 and 18:00. Tenants misusing the designated parking zones will be reminded of this, initially by the issuing of a warning (which will be recorded in a 'Complaints Register'), with continued misuse, ultimately resulting in the termination of the offender's right to use the parking area, with extreme cases resulting in termination of the offender's lease.

3.6.2 Access to Parking Bays: To eliminate the obstruction of the pavement by careless parking, parking bays will be fitted with lockable bollards, the keys for which will be in the manager's office.

3.6.3 Cycle Parking: Cycle racks are located within the accessible yard area between the building south elevation and the southern property boundary and are accessible via a lockable gate near the end of the car parking, beyond the waste bin enclosure.

3.6.4 Use of Cycles: All tenants using bicycles to reach the site are required to park their bikes in the designated area within the site boundary, and to avoid annoying the occupants of the neighbouring properties by securing bikes to their walls or fences. It is additionally recommended that tenants using the cycle parking area ensure their bikes are properly secured and locked, as the management does not accept responsibility for lost or stolen bikes.

3.7 Deliveries, Loading & Unloading: Due to the nature of this site, it is generally expected that significant deliveries of equipment will be rare, however, the management undertakes to ensure that the occasional significant delivery will be handled with due respect to the amenities of the adjoining owners.

3.7.1 General deliveries: Tenants witnessing the arrival of a delivery must make the duty manager aware of it as soon as possible.

3.7.2 Tenant Deliveries: While it is understood that delivery companies rarely offer accurate times for the delivery of packages, any tenant expecting the delivery of a substantial item, should make the duty manager aware of its impending arrival so he can ensure the amenities of the neighbouring are not abused.

3.7.3 Delivery Drivers Access to the Building: Where a delivery requires the driver/s to access the building, they should at no time be unaccompanied. If the delivery is for the management, it is the responsibility of the duty manager to escort the delivery driver/s, if the delivery is for a tenant then the tenant is responsible.

4.0 HEALTH & SAFETY:

4.1 Food Hygiene:

Generally: The food preparation area must be maintained in accordance with the 'Food Hygiene Regulations UK' with Davide Vignola as the site certificate holder.

4.2 Food Hygiene:

Events; Where a food-oriented event is being arranged, and food is to be offered to the public, food hygiene and preparation guidance must be adhered to. Please visit the following link to view the guidance (<https://www.gov.uk/food-safety-your-responsibilities>),

4.4 Primary Kitchen Facility:

It is incumbent on all users of the primary kitchen facility to fulfil the 'Kitchen Nightly Close Procedure' in accordance with the 'Kitchen Nightly Close Procedure Check List' before leaving the site for the day.

4.5 Secondary Kitchen (Snack/Lunch) Facility:

It is incumbent on all tenants of the secondary kitchen (snack/lunch) facility to keep this area neat, clean, and tidy. Failure to do so may result in the management rescinding the tenant's rights to make use of the facility.

4.6 Declaration of Equipment for Studio Specific Purposes:

All equipment associated with any tenants' activities, and any other equipment for studio specific processes, must be declared to the site manager, and be approved for installation prior to use. Details of such equipment will be described and detailed in a register maintained for that specific purpose. This also applies to any equipment to be used on site on a short term or temporary basis.

4.7 Disclosure of Powered or Heat Generating Equipment:

All tenants must disclose any new powered or heat generating equipment they intend to install in their studios to the manager prior to installation, so it can be assessed checked and tested as necessary for health and safety purposes.

4.8 Night Shut Down Check Procedure:

For 'Health and Safety' and insurance Purposes, all tenants must complete 'Night Shut Down Check Procedures' where appropriate to ensure that any electrical or heat generating equipment, which may represent a health hazard when unattended overnight, is properly shut down or made safe.

4.9 Caretaker/Cleaning Team:

A caretaker/cleaning team, will be responsible for cleaning and maintaining the communal areas within the building and the external areas of the site, such as car parking, cycle parking and garden/recreation areas of the building. The caretaker will in addition be responsible for making the external waste bins available for the local refuse service on collection day, and returning and securing the bins within the storage compound afterwards.

4.10 Cleaning Generally:

Tenants are expected to assist in keeping the common areas, and the site in general, neat clean and tidy, and to make use of the waste bins provided.

4.11 Cleaning Studios:

Tenants are responsible for keeping their own studios neat clean and tidy, including emptying waste bins into the external waste euro bin, washing / vacuuming the floors etc.

4.12 Studio Inspections:

The building managers reserve the right to occasionally inspect the tenants' studios to ensure they are being used as described in the lease documents, to check equipment installations for safety, and to ensure they are being kept adequately clean.

4.13 Jacuzzi & Shower:

Tenants using the Jacuzzi and Shower are expected to leave them in a neat clean and tidy condition. It is recommended also that tenants refrain from leaving personal items such as flannels, towels, soaps and shampoos in these areas, as they are relatively small and have limited storage space.

5.0 FIRE SAFETY:

5.1 Generally:

Under the Health and Safety at Work etc. Act 1974, tenants are always responsible for complying with Fire Safety Regulations.

5.2 Fire Officer:

In the event of a fire the duty building manager will be the primary officer in charge,

5.3 Fire Alarm Actions:

Anyone who discovers a fire must immediately sound the alarm.

5.3.1 Fire Alarm Actions:

In the event of a fire the building must be evacuated immediately, with all occupants making their way to the fire assembly point at the front of the building, where they must wait until the fire officer has checked the register discharged them.

5.3.2 Fire Officer Responsibilities:

In the event of a fire, the fire officer (duty building manager) is be responsible for ensuring the building is fully evacuated, and making sure that everyone named in the 'Tenant' and 'Visitor' registers are accounted for.

5.3.3 Tenant Responsibilities:

Tenants are deemed responsible for the safety of their visitors, and will be expected in the event of an emergency, to ensure they leave the building.

5.4 Fire Escape Routes:

All fire exits, communal corridors and designated escape routes must be kept clear and unobstructed at all times, and must not be used for any purpose other than access to and circulation around the building, and escape in an emergency.

5.5 Fire Alarm System Tests:

The management will test the fire alarm system on a regular basis, and will give warning to the tenants via the noticeboard, when such tests are to take place.

5.6 Fire Escape Drills:

The management reserves the right to conduct regular fire escape drills without warning, to test the effectiveness of the fire warning system, and the correct response of tenants to an alarm.