

Running Creative Workshops at Saltash Studios

Making opportunities for people to make things and learn new skills in a friendly, accessible space is at the heart of Saltash Studios' mission. We are aiming to create a space that is buzzing with creative activity for the whole community from morning to night.

We welcome proposals from all workshop leaders – whether you are experienced and want to bring existing classes to Saltash, or new to running workshops and need a supportive environment and advice to get started.

What we learnt from our launch about running workshops at Saltash Studios

In Spring 2025 we ran a wide range of workshops covering everything from photography to creative writing, sewing, printing, painting, collage and more to test out ideas at the Studios. All but two of the workshops sold out and we had some lovely feedback from participants.

We also learnt a lot about what works (and what doesn't work) at the Studios:

Ticket prices:

For the 2hr workshops we set prices on the low side c.£10–£15 because we had some funding to subsidise and wanted to make sure that all the places were filled. In the future £14–£30 would be our suggested price for a 2–3hr session. We only had one longer Saturday workshop (10.30am–3pm) which started with £75 price but sold better when this was lowered to £55.

Timings:

2 hrs was a little short – lots of the workshops ran on an extra 30 minutes and several people said they would have been happy with 3 hrs. 6.30pm was a good start time for the short evening workshops.

Where people came from:

The majority of the participants were from Saltash, however postcode data shows we also had people travelling in from Plymouth, Torpoint, Callington, Liskeard, Looe, Ivybridge, Wembury and Truro.

How people found out about the workshops:

Social media 32%	Flyer 14%	Website 10%
Word of mouth 15%	Poster 12%	Press 3%
Email 14%		

Numbers of people:

The workshop/kitchen room was at maximum capacity with 12 participants and the workshop leader.

The largest workshop in the main room was 15 people – plenty of space for more in this room.

It worked well to have two workshops going on at the same time – creating a fun buzz of activity. We also had one workshop which successfully took place at the same time as our monthly Makers Market.

Refreshments

Tea and coffee was well received. There wasn't any demand for alcoholic drinks (lots of people drove in) or snacks.



We now have creative people in Saltash enquiring every day about coming to future workshops!

We will be continuing to develop our creative workshops programme on a room hire basis, with workshop leaders retaining ticket income.

Hire fees are set at a reduced 'creative workshops rate' to make sure the sessions are financially viable for workshop leaders, while still providing some income for the Studios:

- Mon-Fri days, 9am-5.30pm **£10ph**
- Mon-Fri evenings **£15ph**
- Sat / Sun **£15ph**

These rates apply to use of either the kitchen/workshop or the main room – please indicate preference when booking.

Each booking also includes:

- Free parking at the back of the building on Timothy Lane.
- 30mins free setting-up and clearing time on either side of the booking at no extra charge.
- Free tea/coffee for participants.

Tickets

Tickets will be sold through our box office system with a charge of 60p+1.5% per ticket to cover box office and card processing fees. On a £15 ticket this works out at 83p per ticket. On a £25 ticket this is 98p per ticket.

We have negotiated a reduced not-for-profit rate on these fees and I don't think you will find online ticket sales service cheaper anywhere else.

You are also welcome to sell tickets for cash directly yourself, with no charge from the Studios.

Storage

You are welcome to leave tools and materials here, with storage in the vault is available from £8per cubic meter on shelving per month, or £20 for a lockable storage cage.

Keys

Workshop leaders take charge of unlocking and locking up the building. This is very straight forward and will require 20 mins to run through before your first session.

The keys are a physical key which will be kept in a key safe outside the building and a smart phone app. We also have an easy check-list sheet and I am available on the phone if there are any questions/issues while you are at the Studios.

Marketing

All workshop bookings will be supported with marketing by the Studios, including space for poster displays outside the building, inclusion in monthly 'What's On' flyer, website listing, email newsletter listing and social media posts. We do strongly advise that you also do your own promotion and we will supply a list of free online events listings, press contacts and places to distribute posters and leaflets.

Printing extra publicity material

We will print posters to display at the Studios promoting workshops. You are welcome to use our colour-laser printer to print more flyers/posters for your own publicity.

Printing costs:

	Black & White	Colour
A4	0.04p	0.15p
A3	0.08p	0.30p

Insurance

Workshop leaders will need their own public liability insurance to cover the workshop activity. Members of the public are covered for use of the building under our insurance.

Risk assessment

We have a standard risk assessment for activities at Saltash Studios. When you book your workshop we will send this to you to review and add any additional risks specific to your activities.

Availability

Mon, Weds, Sat, Sun evenings – lots of availability.

Other evenings and daytimes are available at different times through the month.

Friday night is currently the only evening with no availability due to film screenings.

We will avoid booking competing creative activities in each month. For example, if one person is already running a printing session, we won't book in another printing session in the two weeks either side of this session.

Booking

Please complete the Private Hires Enquiry Form with as much information about your proposed workshop as possible.

We advise booking at least 2 months ahead to give time to market the event.

If you have any questions or would like to visit the Studios for a tour, please contact Lindsay Endean (Saltash Studios Director) 07881 784809 or lindsay@saltarts.org