



PASSAGE WEST CREATES

MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding

Between

Passage West Creates (Pop Up Shop)

and

Makers' Collective

This Memorandum of Understanding (MOU) sets the terms and understanding between Passage West Creates (Pop Up Shop) and the individual makers/crafters who will stock, staff and manage the shop from opening to closing.

Background

The group has formed to bring together crafters and other producers from the local area and to provide a reasonably affordable space in which to display and sell work.

Purpose

This MOU will set out the responsibilities of the makers and the shop.

Makers will mount and display work in agreement with the shop ethos of a collectively shared space and 3rd party recommendations in the event of disagreement.

Makers will staff the shop on a shared basis.

Makers will pay the shop 20% commission on sales.

Stock sold on behalf of other makers will be charged 30% commission.

Makers will pay monthly for their space in the shop. A rent of €10 per month will apply for makers who are staffing the shop. A rent of €20 per month will apply to all other makers.

Makers will be paid their sales income directly and will be responsible for their own tax and revenue issues.

When staffing the shop, all makers will adhere to the shop practices as outlined.

Warning for when a maker wants to leave the shop?

The above goals will be accomplished by undertaking the following activities:

Marcia D'Alton	Funding, Council Representation and Facebook admin
Assumpta Lydon	Shop Manager, WhatsApp admin and Maker
Pascale Lutz	Maker and Facebook admin
Niamh Lenihan	Maker and Marc (carpentry support)
Louise O'Keeffe	Maker and Roster admin
Corrine Leland	Maker

Don O’Sullivan	Maker
Lou O’Sullivan	Maker
Corrine Leland	Artist
Simone O’Shaughnessy	Artist

Reporting

Assumpta Lydon, Marcia D’Alton, Mary Foley (Business advisor)

Funding

This MOU is not a commitment of funds. Funding is available from Cork County Council, the South Cork Local Enterprise Office and a range of other sources. It will be administered and controlled by the bank signatories and the collective. Any profits generated will be held to fund future development.

Duration

This MOU is at-will and may be modified by mutual consent of authorised officials. This MOU shall become effective upon signature by the authorised officials from the list of partners and will remain in effect until modified or terminated by any one of the partners by mutual consent.

Contact Information and Bank Account Signatories

Assumpta Lydon	Marcia D’Alton	Pascale Lutz
Pembroke Wood	22 Hillcrest	39 Alden Grove
Passage West	Pembroke Wood	Inchisarsfield
	Passage West	Douglas
	0857333852	0863836930
skipper.assumpta@gmail.com	info@marciadalton.net	pascalezav@eircom.net

PARTNER 1:

(Partner signature)

(BLOCK CAPITALS: Partner name, position)

PARTNER 2:

(Partner signature)

(BLOCK CAPITALS: Partner name, position)

DATE: