



Beacon Office Space

The Beacon offers high quality office space making it the perfect location to accommodate the needs of your new or expanding business.

- Flexible terms to suit your needs
- Access to meeting rooms and conference space at discounted rates
- Access to free business / mentoring support
- An environment specifically designed to facilitate networking and collaboration

Selection criteria

Tenants of The Beacon:

- Must be either a new start up business in the first year of trading or an existing Small to Medium Enterprise (SME)
- Are expected to enter into the spirit of the Beacon by being willing to support and collaborate with other tenants and to get involved in activities on-site such as networking meetings, training and events
- Must have adequate resources to pay rent, and overheads
- Must be able to provide bank references (business or personal)

Process

To apply for an office we will require you to meet with a member of The Beacon management team to discuss your application and then submit an Expression Of Interest (EOI)* form which should include a description of your business activity, number of staff that will be working on site and any other significant information. Once your application is approved a deposit of one months' rent is required to secure the tenancy of the office. Once the deposit is paid the process of issuing a lease can begin (please note that it usually takes up to 3 weeks for this process to be completed depending on

how quickly documents are signed and returned by the tenant). The lease must be signed before access to the Office is permitted.

Application Guide

- Consideration will be given to the type of business applying for space to avoid un-due competition with existing tenants and to create opportunities for collaboration
- The Beacon does not allow any tenants to advertise on the external fabric or windows of the building
- Offices are not suitable for housing noisy machinery / equipment or anything that may be deemed to cause nuisance or disturbance to others in the building

Rent includes:

- 24/7 access
- Free parking
- Reception service & mail handling facility
- Service charge
- Business rates
- Discounted rates on meeting / training / conference space

Optional extras

- Telephone line and handset (£10/month rental plus call charges)
- Broadband connection (£25 connection fee plus £15/month/user)
- WiFi (£15/month/user)

Current available space

Room	Size in sq m (sq ft)	Price (per month)
13	20.1 (217.08)	£434.16+vat
17	18.9 (204.12)	£408.24+vat
2	53.5 (576.72)	£1153.44+vat
3	53.7 (577.8)	£1155.60+vat
4	19.7 (212.76)	£425.52+vat