



FAIRFIELD

ENTERPRISE CENTRE

Fairfield Enterprise Centre

T: 01507 617777
E: fec@e-lindsey.gov.uk
W: www.e-lindsey.gov.uk/businesscentres



served by One Team

Welcome to Fairfield Enterprise Centre, Louth

We are aimed at smaller businesses who recognise the attraction and convenience of modern premises, combined with all the essential support services you may need, being available under one roof with clear, simple billing.

To book a tour or to discuss any of your business requirements in further detail, please contact our team who will be happy to help.

We look forward to hearing from you.

The Fairfield Enterprise Centre Team

Contents

Our Services	3
Our Offices	4
What's included	6
T&Cs	7
Virtual Office Service.....	8
Conference Room, Small Meeting Room & Pod Room	10
Hot Desks.....	11

Fairfield Enterprise Centre

Lincoln Way, Fairfield Industrial Estate
Louth, Lincolnshire LN11 0LS

T: 01507 617777

E: fec@e-lindsey.gov.uk

W: www.e-lindsey.gov.uk/businesscentres

Our partners



Our Services



What we can offer you...

- Professional office suites, ranging in size from 20 sq m to 50 sq m (215 sq ft to 540 sq ft)
- Broadband connectivity to each unit
- Clear, simple, monthly billing
- Tenure renewed every three years
- Individual temperature control and air conditioning to each unit
- Controlled door access, intruder alarm and digital CCTV surveillance providing a secure working environment with 24-hour access (subject to agreement)
- Fully compliant with the Disability Discrimination Act legislation to ensure access for all users
- Dedicated reception service during office hours
- Professional hosting service to meet and look after you and your clients
- Hot desks
- Call handling facility providing consistent reliable contact with your clients during office hours – even when you're out of the office
- Secure mail handling service
- Meeting and conferencing facilities and a range of audio-visual presentation equipment (conference room only)
- Additional administrative support available, including central fax and photocopying facilities
- Dedicated client waiting and informal networking areas
- Shared kitchen areas to both floors
- Dedicated on-site parking
- Secure cycle shed and shower room on site
- Attractive landscaped grounds
- Networking links
- Access to free business advice



Our Offices

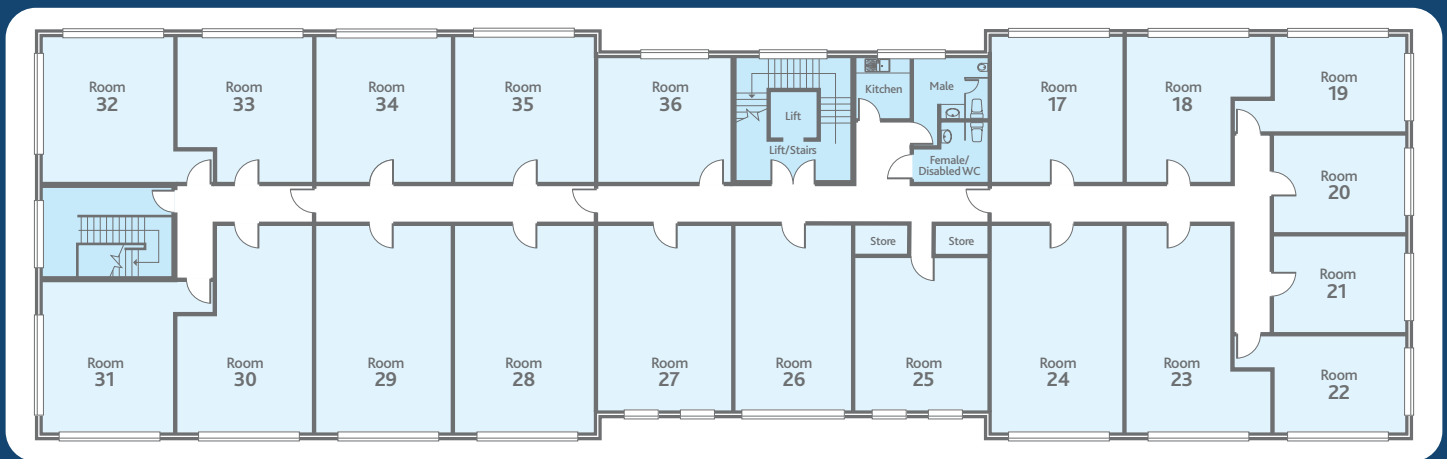
Office Accommodation and Room Specification

- 33 professional office suites ranging in size
- Advanced broadband connectivity
- Affordable 'Easy in – Easy out' terms of tenancy
- Each office is carpeted and decorated to a clean, modern finish
- Ample power sockets and voice/data outlets
- Individual intruder alarm
- Air conditioning

Ground Floor Office Layout



First Floor Office Layout



Office	Unit Size		Office	Unit Size		Office	Unit Size		Office	Unit Size	
	sq m	sq ft		sq m	sq ft		sq m	sq ft		sq m	sq ft
1	37.65	405	10	38.89	419	19	22.76	245	28	47.05	506
2	33.82	364	11	34.87	375	20	20.62	222	29	45.51	490
3	22.76	245	12	36.02	388	21	20.62	222	30	39.54	426
4	20.56	221	13	33.37	359	22	22.76	245	31	34.54	372
5	20.56	221	14	34.55	372	23	38.89	419	32	33.31	359
6	22.76	245	15	38.88	419	24	44.05	474	33	29.98	323
7	33.82	364	16	Conference Room		25	33.11	356	34	32.26	347
8	37.65	405	17	31.24	336	26	34.79	374	35	33.36	359
9	40.21	433	18	28.75	309	27	39.89	429	36	26.46	285

All dimensions are approximate and should be used as a guide only. We reserve the right to alter specifications without prior notice.

What's included...

Inclusive Costs

- Staffed reception and message taking service, 9am - 5pm Monday - Friday
- Divert calls to reception when out of the office
- 24 hour / 7 day week access
- Heating
- Electricity
- Telephone installation and equipment rental*
- Office waste disposal
- Postal incoming and outgoing service Monday - Friday
- Full listing on tenants boards
- On-site parking, with designated disabled spaces**
- Cleaning to all communal areas to include: Kitchens, toilets and external windows
- Building and grounds maintenance
- Building insurance
- Security: CCTV, fob entry access system, all offices are individually alarmed
- Fire monitoring
- DDA compliant facility
- Lift
- Access to Business Advice
- Broadband*
- All offices air conditioned
- Evac Chairs

Additional Costs

- Telephone call charges and line rental
- Business Rates (paid direct to Valuation Office)
- Any additional services
- Additional Keys
- Lease renewal charge, including any other changes that require a new lease completing

Additional Services

- Hire of conference / meeting rooms
- Catering facility
- Client Support Services i.e. outgoing post (franked mail), photocopies etc.
- Office cleaning

* Only applicable if Centre phones and broadband are used.

**All parking is subject to availability and cannot be reserved.

Terms & Conditions

This is intended as a quick reference guide.

Please be aware that occupation of the unit is not possible until the lease has been completed and signed. For detailed terms please refer to a copy of the standard lease.

Term:

The offices are available on a three-year lease. The lease will be contracted out of the Landlord and Tenant Act 1954, which means that there is no right to stay in the unit when the lease ends. The tenant must provide one month's notice to quit, one month's notice is also required for Fairfield Enterprise Centre.

Rent:

Rent is required monthly in advance and is subject to VAT.

Service Charge:

Service charge is applicable and is required monthly in advance, it is also subject to VAT. It covers gas, electricity, water/sewerage, cleaning and maintenance of the common parts and grounds etc. It is reviewed annually.

Rates:

The tenant is responsible for the payment of business rates.

Outgoings:

The tenant is to be responsible for outgoing not covered by the service charge, including telephone services, additional keys, ad hoc re-charges and any other additional support services that may be used (i.e. photocopying, support services, outgoing post etc).

Repairs:

The premises are to be taken as found. The tenant will be responsible for internal repairs and decoration to occupied offices outside of fair wear and tear. The landlord undertakes all structural and external repairs.

Insurance:

The landlord is to arrange building insurance, which is re-charged to the tenant by way of a service charge.

Contents Insurance:

The tenant will be responsible for arranging insurance for all contents cover.

Alienation:

The tenant is not to assign, sublet or otherwise part with possession or share occupation of the whole or part of the premises.

Alterations:

The tenant is not to improve, modify, extend or otherwise alter the premises.

Permitted Use:

The units are to be used for office use only.

Legal Costs:

Each party shall bear their own costs and legal fees involved in the lease preparation and completion.

The tenant is responsible for all lease renewal charges, including any other changes (i.e. moving offices, name changes) that require a new lease to be completed.

The tenant will be required to pay all the associated legal fees for their lease should they decide to vacate within the first 12 months.

You should be aware that the code of practice on commercial leases in England and Wales strongly recommends you seek professional advice from a qualified surveyor, solicitor or licensed conveyancer before agreeing or signing a business tenancy agreement. The code is available through professional institutions and trade associations or through the website:

www.commercialleasecodeew.co.uk

Virtual Office Service

If you don't require actual premises, but would like to still benefit from our business services, then why not consider a Virtual Tenancy.

With 3 packages to choose from, allowing various amounts of business support, you are sure to find one that suits. Virtual tenants are invited along to all of our events, can use our address and telephone numbers for their business (dependent on chosen package) and on some packages have access to a "Hot Desk".

Terms & Conditions

- All agreements will be for a minimum period of three months and we will require one month's notice in writing to terminate the agreement
- Charges are payable in advance by standing order on the first day of each month
- Charges for additional services received throughout the month will be invoiced separately on a monthly basis. If payment is not received for services before the end of the month the facility will be automatically terminated
- All post or packages collected will need to be signed for. Only named people will be able to collect post, packages or messages

Services

	Bronze	Silver	Gold
Basic monthly charge per calendar month.	£35.00	£60.00	£80.00
No set up costs.	✓	✓	✓
Use of Business Centre address for correspondence, letterheads etc, to provide your company with a real business presence.	✓	✓	✓
Mail handling and forwarding of mail – All mail will be confidentially handled, it can be stored at the centre for you to come in and collect or can be forwarded to an alternative address, cost of postage to forward items will be recharged.	✓	✓	✓
Access to outgoing (and franked) mail services including special delivery, recorded delivery and international mail, postage costs will be recharged.	✓	✓	✓
Parcel delivery and collection service available using the Business Centre address for standard sized items only, available Monday to Friday 9am to 5pm.		✓	✓
Use of Business Centre main telephone number for incoming calls, message taking service.	✓	✓	✓
Unique company telephone number answered / greeting in the name of your business, message taking service.		✓	✓
Use of Business Centre main fax number for incoming faxes.	✓	✓	✓
Dedicated unique fax number for your business.			✓
Access to general office support, sending faxes, photocopying, laminating, document binding etc, costs will be charged.	✓	✓	✓
Use of Pod Room to be pre-booked at Reception.		1 half day per month	1 full day per month
Use of conference room, small meeting / pod room, networking areas charged at internal rate.	✓	✓	✓
Access to free business advice.	✓	✓	✓
Included in Centre marketing and events.	✓	✓	✓
Use of the Hot Desks/Booth in the Reception area, to be pre-booked with the Reception Team.	✓ 3 hour use per month	✓ 6 hour use per month	✓ 9 hour use per month

ALL PRICES EXCLUDING VAT

Conference Room, Small Meeting Room & Pod Room

- Modern, air conditioned, suitable for a wide range of training, meetings, seminars and promotional events
- Professional hosting service to welcome and look after you and your clients
- Access to professional audio, visual and digital technology (conference room only)
- Internet connection
- Support services available e.g. photocopying and faxing
- Refreshment facilities provided
- Buffet service available on request
- Full day / half day hire available
- Extremely competitive rates

For more information please request a copy of our Meeting Room Brochure.





Hot Desks

Our new hot desks provide the ideal location if you're looking for a space to work away from home.

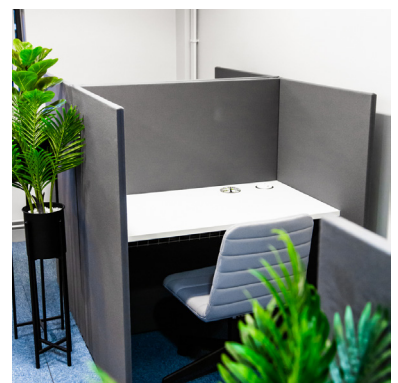
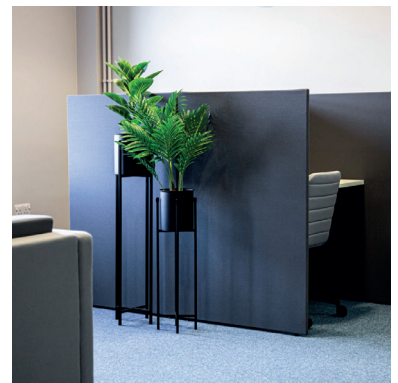
They are available to book Monday – Friday between the hours of 9am – 5pm.

- Secure wi-fi
- Unlimited tea and coffee facilities
- Power socket and USB port access
- Free onsite parking

£15 for 3 hours

**Card payments to be taken upon booking*

To book please call the Reception Team on 01507 617777 or email fec@e-lindsey.gov.uk





served by One Team