

MABLETHORPE

BUSINESS CENTRE



T: 01507 474402
E: mablethorpe-bc@e-lindsey.gov.uk
W: www.e-lindsey.gov.uk/businesscentres

Welcome to Mablethorpe Business Centre

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 Mablethorpe Business Centre Team

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Mablethorpe Business Centre

Enterprise Road, Golf Road Industrial Estate
Mablethorpe, Lincolnshire, LN12 1NB

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Our partners



Our Services

Mablethorpe
Business Centre

What we can offer you...

- Professional office suites, ranging in size from 12.32 sq m to 37.9 sq m (132.56 sq ft to 408.02 sq ft)
- Workshops ranging from 33.57 sq m to 60.26 sq m (361.21 sq ft to 648.40 sq ft)
- Broadband connectivity (additional costs may apply)
- Clear, simple, monthly billing
- Tenure renewed every three years
- Controlled door access, intruder alarm (workshops only) 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
- 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
- Dedicated client waiting and informal networking areas
- Shared kitchen areas
- Dedicated on-site parking
- Secure cycle shed
- No legal set up fees
- Networking links
- Access to free business advice

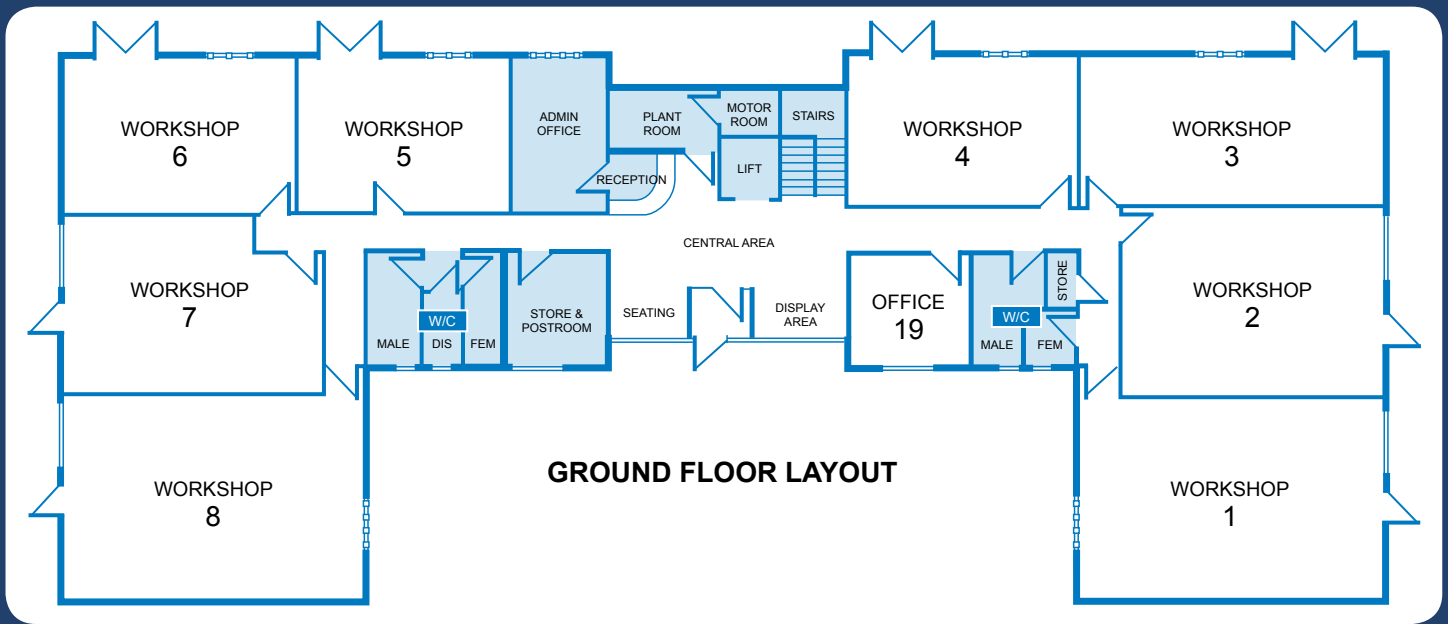


Our Units

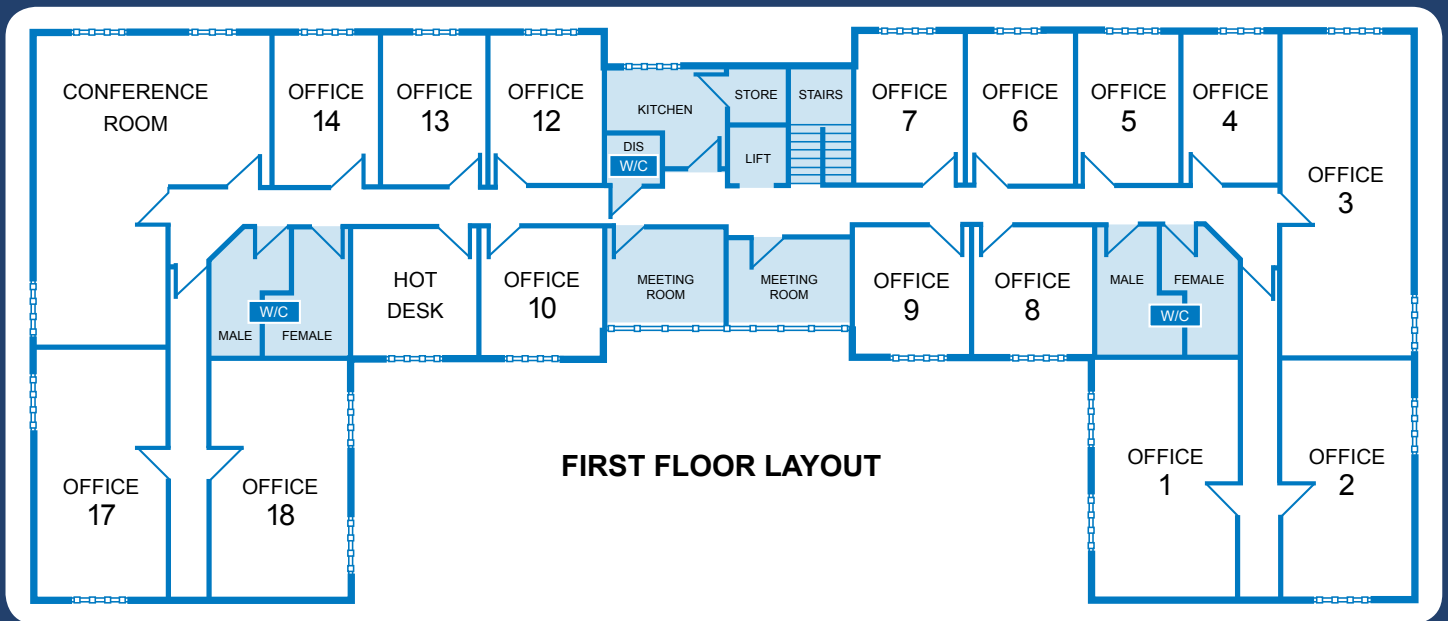
Office/Workshop accommodation and Room Specification

- 16 professional office suites ranging in size
- 8 workshop units ranging in size
- Advanced broadband connectivity (additional costs may apply)
- 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 (workshops only)

Ground Floor Office Layout



First Floor Office Layout



Workshops Ground Floor	Size		Offices	Size		Offices	Size	
	SQ.M	SQ.FT		SQ.M	SQ.FT		SQ.M	SQ.FT
1	60.26	648.40	1	31.76	341.74	9	13.64	146.77
2	46.30	498.19	2	28.84	310.32	10	13.64	146.77
3	46.80	503.57	3	37.92	408.02	11	15.33	164.95
4	36.90	397.04	4	13.25	142.57	12	14.48	155.80
5	33.57	361.21	5	14.65	157.63	14	14.65	157.63
6	35.27	379.51	6	14.65	157.63	17	28.84	310.32
7	47.98	516.26	7	14.48	155.80	18	31.76	341.74
8	58.32	627.52	8	15.33	164.95	19	12.32	132.56

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

Unit Costs

Office Unit Costs

Unit No.	Dimensions		Rent (£)	Service Charge (£)	Total (£)	Equivalent Weekly Charge (£)
	SQ.M	SQ.FT				
1	31.77	342	2,138.00	2,361.667	4,499.67	86.53
2	28.8	310	2,015.00	2,144.538	4,159.54	79.99
3	37.9	408	2,550.00	2,819.729	5,369.73	103.26
4	13.29	143	930.00	985.27	1,915.27	36.83
5	14.49	156	1,014.00	1,089.374	2,103.37	40.45
6	14.68	158	1,027.00	1,089.374	2,116.37	40.70
7	14.49	156	1,014.00	1,076.724	2,090.72	40.21
8	15.33	165	1,073.00	1,139.93	2,212.93	42.56
9	13.66	147	956.00	1,014.266	1,970.27	37.89
10	13.66	147	956.00	1,014.266	1,970.27	37.89
11	15.33	165	1,073.00	1,139.93	2,212.93	42.56
12	14.49	156	1,014.00	1,076.724	2,090.72	40.21
13	14.65	157	1,021.00	1,089.374	2,110.37	40.58
14	14.68	158	1,027.00	1,089.374	2,116.37	40.70
15	13.25	143	930.00	985.27	1,915.27	36.83
16	37.9	408	2,550.00	2,819.729	5,369.73	103.26
17	28.8	310	1,938.00	2,144.538	4,082.54	78.51
18	31.77	342	2,223.00	2,361.667	4,584.67	88.17
19	12.36	133	865.00	916.113	1,781.11	34.25
20	14.5	156	960.00	1,078.22	2,038.22	39.20

Workshop Unit Costs

Unit No.	Dimensions		Rent (£)	Service Charge (£)	Total (£)	Equivalent Weekly Charge (£)
	SQ.M	SQ.FT				
1	60.2	648	3,110.00	4,136.242	7,246.24	139.35
2	46.27	498	2,390.00	3,178.032	5,568.03	107.08
3	46.82	504	2,419.00	3,212.352	5,631.35	108.30
4	36.88	397	2,064.00	2,532.816	4,596.82	88.40
5	33.54	361	1,877.00	2,304.236	4,181.24	80.41
6	35.3	380	2,022.00	2,420.924	4,442.92	85.44
7	47.94	516	2,477.00	3,293.345	5,770.35	110.97
8	58.34	628	3,266.00	4,003.076	7,269.08	139.79

Prices correct at 1st April 2017 * Vat Charged At 20% on Cost & Service Charges

ALL PRICES EXCLUDING VAT

*Business Rates for each office are not contained within the above calculations and must be paid directly to the Valuation Office

*Tenants will also be recharged for any telephone, broadband or additional support service costs used on a separate invoice

What's included...

Inclusive Costs

- Manned 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 - *offices only
- Telephone installation and equipment rental**
- Office waste disposal
- Postal incoming and outgoing service Monday - Friday
- Full listing on tenants boards
- Car 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, all workshops are individually alarmed
- Fire monitoring
- DDA compliant facility
- Lift
- Access to Business Advice

Additional Costs

- Telephone call charges and line rental
- Business Rates (paid direct to Valuation Office)
- Any additional services
- Electricity - *workshops only
- Broadband

Additional Services

- Hire of conference / meeting rooms
- Catering facility
- Client Support Services i.e. post sent out, photocopies etc.
- Office cleaning

** Only applicable if Centre phones are used.

Terms & Conditions

This is intended as a quick reference guide.

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

Term:

The units 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 Mablethorpe Business Centre.

Rent:

Rent is required monthly in advance and is subject to VAT. A payment for the first month's rent and service charge is required prior to occupation. Cheques should be made payable to 'East Lindsey District Council'.

Service Charge:

Service charge is applicable and is subject to VAT, it covers gas, electricity (offices only), water/sewerage, cleaning and maintenance of the common parts and grounds etc. This is invoiced monthly in advance and is reviewed annually.

Rates:

The tenant is responsible for the payment of business rates.

Outgoings:

The tenant is to be responsible for outgoings not covered by the service charge, including telephone services, recycling, ad hoc re-charges and any other additional support services that may be used (i.e. photocopying, support services, electricity charges [workshops only] 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.

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 and networking events, 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 one month 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.	£30.00	£55.00	£75.00
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. Alternatively we scan and email individual items to you at a cost of £0.05p per page.	✓	✓	✓
Access to outgoing 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. Messages will be collected, however we can forward them by telephone, e-mail or post at an additional charge.		✓	✓
Access to general office support, photocopying, laminating, document binding etc. Costs will be recharged.	✓	✓	✓
Use of Hot Desk to be pre-booked at Reception.		1 half day per month	1 full day per month
Use of conference room, small meeting / Hot Desk and networking areas charged at internal rate.	✓	✓	✓
Access to free business advice.	✓	✓	✓
Included in centre marketing and events.	✓	✓	✓

ALL PRICES EXCLUDING VAT

Conference Room, Small Meeting Room & Hot Desk

- Modern conference suites 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
- Refreshment facilities provided
- Buffet service available on request
- Full day / half day hire available
- Extremely competitive rates
- Air conditioning (conference room only)

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





Introducing

THE GROWTH TEAM

We value positive relationships with the business community. Our Growth Team provides entrepreneurs and businesses with access to our expert officers and information and advice to help businesses make important investment decisions.

It's FREE and each client is treated individually and based on their own needs and aspirations.

Here are some of our services that are free to businesses (all contact will be treated as confidential):

- provide intelligence about the economy of the area.
- help identify funding opportunities.
- undertake site visits to discuss opportunities.
- arrange familiarisation trips of the area.
- provide lead contacts at partner organisations.
- help businesses develop new contacts within their sector and with local supply chains.

CONTACT US

 investeastlincolnshire.com

 growth.team@e-lindsey.gov.uk

 01507 613113

 @InvestEastLincs