Community Voluntary Service Information Sheet

43 Bromham Rd Bedford MK40 2AA | Tel: 01234 354366 | Email: info@cvsbeds.org.uk

Office Space and Services

The offices at 43 Bromham Road provide the ideal opportunity for organisations to work closely together. The building is available for use by charities, voluntary organisations, community groups, and social enterprises.

We have a range of office accommodation on the first and second floors at affordable prices. Offices are fully managed by CVS, leaving you more time to champion the cause for your organisation. We provide a fully-staffed reception, cleaning and security services and can offer phone and IT solutions. You will also have access to our meeting rooms on the ground floor.

The meeting rooms offer a variety of flexible spaces suitable for meetings, training, interviews or functions.

We are located on the A4280, close to Bedford town centre, and just five to ten minutes' walk to the bus and train stations.

The building

- ✓ 43 Bromham Road is a three-storey building located conveniently, close to Bedford town centre.
- ✓ There are 15 self-contained offices ranging from 140 to 340 sq ft, located over the first and second floors. The reception area and five meeting rooms are based on the ground floor.
- ✓ Fully-accessible toilets are located on the ground floor with additional facilities on the first and second floors.
- ✓ The ground floor has a kitchen with plumbed-in hot water urn, dishwasher, fridge and supplies of tea and coffee. The first floor has a small kitchenette with fridge.
- ✓ The building benefits from a passenger lift servicing all three floors, accessible offices, a modern heating system and an extensive data/voice network.
- ✓ Offices are rented unfurnished, but we may at times have furniture for donation.
- ✓ 24/7 access is available to tenants.

Included in your rent

- ✓ Reception services - a professional and fully-staffed Reception open Monday to
- ✓ Friday, 9am to 5pm to deal with visitors, post, etc. Office users also have access to photocopiers with stapling and folding functions (cost-per-copy charge), and other basic office equipment (shredder, binder, heavy-duty stapler).
- ✓ Utilities - Gas, electricity and water utility costs are all included in the rent.

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Registered Charity No: 1091423 Company Limited by Guarantee No: 4312967.

- ✓ Internet connection - All offices have business-grade network cabling installed, providing access to fast broadband and providing office users with a quality IT infrastructure.
- ✓ Building maintenance – Building, grounds, heating and lift maintenance are all included in the price.
- ✓ Cleaning - Regular cleaning of communal space, toilets and offices
- ✓ Security and safety - Provision and maintenance of the fire alarm system and intruder alarm system.
- ✓ Toilet and kitchen facilities – Including some provision of refreshments, crockery and cutlery
- ✓ Insurance – Building and public liability insurance included - organisations must take out adequate insurance for their own staff and office equipment.
- × Business rates are NOT included

Additional costs

We can provide the following services for an additional charge

- Meeting and training room use - six rooms of various sizes, costing between £6 and £12 per hour, suitable for training courses, board meetings, drop-in events and meetings with clients:
  - Harpur Room – large training/meeting room 50" TV with connections for a laptop (with HDMI cable), suitable for up to 40 people (theatre style);
  - Three meeting rooms with 50" TV with connections for a laptop, suitable for up to 12 people;
  - Two small meeting/interview rooms, suitable for up to 4 people.
- Photocopying – there is access to a full-colour copier at an additional charge.

Summary of terms

Our terms include

- ✓ leases of between three months and three years.
- ✓ rent of £23 per square foot, for fully-serviced offices inclusive of service charge.
- ✓ tenants are responsible for keeping and leaving their offices in good repair and decoration.
- ✓ Deposit of £100 – refundable at exit on condition the offices are left clean and in good repair.
- ✓ rolling six-month notice period for either party.
- ✓ tenants must have charitable objectives that are compatible with those of CVS and The Harpur Trust – further details available.

Interested?

Contact Tara Charlton on 01234 354366 or contact tara@cvsbeds.org.uk to find out availability and she will be happy to discuss your requirements and arrange a tour of the building.

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Criteria for tenants renting office space at 43 Bromham Road

- The organisation must have an approved Constitution or Aims and Objectives. A new organisation in the process of starting up is requested to provide outline Aims and Objectives (CVS staff can help if required).
- The office spaces are for the purpose of office work and the administration of the group's charitable undertakings. They are for the use of paid/unpaid staff of the tenant only; secondees from commercial/private/other sectors do not meet the criteria of CVS.
- Religious groups must be able to satisfy CVS that they are set up for the good of the community and not just for worship of their particular religion
- Prospective office users must be
  - ✓ supportive of CVS's objectives and benefit to the community in Bedfordshire.
  - ✓ a not-for-profit voluntary or community organisation operating wholly or in part within Bedfordshire.
  - ✓ able to provide their most recent audited accounts, or if a new organisation, a projected estimate of income and expenditure for the coming year.
  - ✓ able to satisfy the Trustees of CVS that they are in a position to enter into a six-month lease and able to pay the agreed rent for that period.
- New tenant arrangements must have formal ratification by the Trustees of CVS.

43 Bromham Road is owned by Harpur Trust
and leased to CVS to operate as a facility
for the benefit of the local voluntary and community sector.

HARPUR TRUST

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