

Colonnade House Applications for renting space on floors 1 - 3

Frequently Asked Questions (FAQs)

Here are answers to most of the questions that people have asked about taking a tenancy at Colonnade House.

Please also see separate documents for the room layout and price list.

If you don't find an answer to your question here, please contact:

- Clare Halstead, Creative Hub Manager clare.halstead@adur-worthing.gov.uk

Access:

Access to the studio spaces on floors 1-3 of the building is available 7 days a week between 6am and 11pm.

Deposit:

One month's rent will be payable as a deposit plus one month's rent in advance on signing your agreement

Frequency of rent payments:

Monthly

Hire rates of ground floor spaces - Studio and Main Gallery:

Hire these spaces will be available separately from the rental of space on floors 1-3 and information about hire is available on the Colonnade House website.

Insurance:

Individual tenants must hold their own Public Liability Insurance (minimum £5 million), and are responsible for ensuring that their own equipment is insured against theft or damage.

5 lever locks are installed on each studio door.

Landlord:

The landlord will be Adur and Worthing Trust, a registered charity. Colonnade House is managed through a partnership between Adur and Worthing Trust and Worthing Borough Council.

Length of tenancies:

We are offering 6 month renewable tenancies up to June 2018 in the first instance.

Limitations on equipment:

No ceramic or similar kilns, welding or other heavy machinery/equipment are to be used at the premises. For the avoidance of doubt, small jewellery kilns only will be permitted.

Please note there is no mechanical extraction for dust, smoke or fumes currently in place at Colonnade House.

Parking:

There is no parking at Colonnade House. Vehicles are allowed on the pedestrianised areas before 10am and after 4pm to allow for deliveries and collections.

There is a large multi-storey car park just behind Colonnade House, accessed from High Street.

<http://www.adur-worthing.gov.uk/parking/car-parks/locations-prices-and-opening-times/#worthing-long-stay-mscp>

Secure bicycle parking is available to Colonnade House tenants at High Street Car Park.

Security:

All the exterior doors are secure.

The upper studio spaces are accessed via the street entrance on High Street with a door entry fob during working hours.

The exhibition spaces and office are accessed from Warwick Street and will only be open during staffed hours.

There is a secure internal door between the ground floor exhibition and office area and the access to the upper floors.

Selection Criteria:

We will be using these criteria to assess applications, but we are not expecting each application to meet all of these criteria:

- Suitability of space for your practice
- Standard of professional practice
- Evidence of ambition for business growth, including job creation
- Equality of opportunity for all sectors of the community
- Range of creative disciplines at the hub
- Financial sustainability

- Balance of skills and experience across tenants to encourage informal mentoring and support – including opportunities for recent graduates.
- Contribution to the creative hub (e.g. involvement in local and national activity and networks, potential to contribute to participatory events)
- Need for affordable space

Services:

The rent includes charges for the following services which are apportioned per room according to floor area:

- Electricity
- Business rates (including contribution to Business Improvement District)
- Water
- Buildings insurance
- Cleaning of common areas, kitchen, toilets and upper floor windows
- Refuse and recycling collection
- Wifi
- Fire Alarm maintenance
- Bicycle storage
- Administration

If any tenant has a particularly high consumption of electricity or water due to the nature of their work, an additional charge will be made.

Sharing space:

You can apply with other people to share space, but each person should write their own application with details of their own professional work and needs. We do not guarantee that people who apply together to share a space will be given this option, but will do our best to accommodate this as long as applications meet our criteria.

Storage:

If you need storage, please factor this into the space you rent - there is no storage available in the common areas, stairways or landings

Types of tenancy:

For shared rooms, each individual tenant will have a licence agreement.. For sole use of a room, an excluded sub-lease agreement will be used, and an additional charge will be made for preparing this lease (costs tbc).

This information was correct at the time of writing but is subject to updating and revision.
Last updated: 12th January 2017