

Colonnade House – Studio spaces

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 on our website 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 up to a month's rent in advance on signing your agreement

Frequency of rent payments:

Monthly (1st of the month)

Hire of ground floor spaces - Studio and Main Gallery:

Hire these spaces will be available separately from the rental of studio space and information about hire is available on the Colonnade House website. There are discounts to these rates for Colonnade House tenants.

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.

Landlord:

The landlord is 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:

The minimum term is three months.

Limitations on equipment:

No ceramic or similar kilns, welding or other heavy machinery/equipment are to be used at the premises, 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. Loading from vehicles is restricted and you are advised not to leave a vehicle unattended for more than 5 minutes.

There is a large multi-storey car park just behind Colonnade House, accessed from High Street. Discounts are available to local businesses. [http://www.adur-worthing.gov.uk/parking/car-parks/locations-prices-and-opening-time](http://www.adur-worthing.gov.uk/parking/car-parks/locations-prices-and-opening-times/#worthing-long-stay-mscp)

Secure bicycle parking is also available at High Street Car Park <https://www.adur-worthing.gov.uk/cycle-hub/>

Services:

Service charges for the following are apportioned as a percentage per room according to floor area:

- Electricity
- Business rates
- 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 this will incur an additional charge (usually £5-10) as you will need to have the form signed by a solicitor.

This information was correct at the time of writing but is subject to updating and revision.

Last updated: 3rd February 2020