

# LCB Depot & Phoenix Square Workspaces : FAQs

## Who manages the workspaces at LCB Depot and Phoenix Square?

The workspaces at LCB Depot and Phoenix Square are owned and managed by Leicester City Council through the team at LCB Depot. The public areas of Phoenix Square are managed by Leicester Arts Centre Ltd, and the apartments and studios available to buy are managed by Blueprint.

## Who can rent a workspace at LCB Depot or Phoenix Square?

Spaces are available to companies and individuals working in the creative industries, or those who provide an important part of the supply chain to the sector. Companies need to satisfy our letting criteria and workspaces are allocated following a successful application and satisfactory bank reference.

## How do I get a workspace at LCB Depot or Phoenix Square?

Prospective tenants need to have a tour of available studios to see what is appropriate to their needs and get an idea of costs. Check the availability of our workspaces at [www.lcbdepot.co.uk/workspaces](http://www.lcbdepot.co.uk/workspaces)

## How much do workspaces at LCB Depot and Phoenix Square cost?

Workspaces at LCB Depot cost £12.10 per square foot per year, and at Phoenix Square £12.05 per square foot per year (plus VAT) and include a service charge.

## What about business rates?

Business rates are charged in addition to the rent and service charge. Business rates range from £198 to £1994 pa – however, most LCB Depot and Phoenix Square workspaces qualify for **zero business rates** under the small business rate relief 'holiday' until 31 March 2016. For more info see [www.leicester.gov.uk/businessrates](http://www.leicester.gov.uk/businessrates)

The 55 workspaces at LCB Depot and 30 at Phoenix Square have different sizes and costs. Please note that these figures are approximate and for guidance only. Desk space is calculated on 7m<sup>2</sup> per person.

## LCB DEPOT

### Small units

#### **15m<sup>2</sup> - 32m<sup>2</sup> (160sq ft - 345sq ft) 1 - 4 desks**

Rent per month (including service charge): £160 - £345 plus VAT

Rent per annum (including service charge): £1920 - £4140 plus VAT

### Medium units

#### **33m<sup>2</sup> - 58m<sup>2</sup> (355 - 680 sq ft) 5 - 7 desks**

Rent per month (including service charge): £355 - £680

Rent per annum (including service charge): £4260 - £8160

### Large units

#### **64m<sup>2</sup> - 149m<sup>2</sup> (690 - 1600 sq ft) 8 - 19 desks**

Rent per month (including service charge): £690 - £1600

Rent per annum (including service charge): £8280 - £19200

## PHOENIX SQUARE

### Small units - 12 units

#### **20m<sup>2</sup> - 32m<sup>2</sup> (215sq ft - 350sq ft) 3 - 5 desks**

Rent per month (including service charge): £215 - £350 plus VAT

Rent per annum (including service charge): £2580 - £4200 plus VAT

### Medium units - 6 units

#### **32m<sup>2</sup> - 44m<sup>2</sup> (350sq ft - 467sq ft) 5 - 6 desks**

Rent per month (including service charge): £350 - £467 plus VAT

Rent per annum (including service charge): £4200 - £5604 plus VAT

### Large units - 4 units

#### **64m<sup>2</sup> - 90m<sup>2</sup> (690 - 970 sq ft) 9 - 13 desks**

Rent per month (including service charge): £690 - £970 plus VAT

Rent per annum (including service charge): £8180 - £11640 plus VAT

### **What happens with my lease and what do I pay up front?**

Once we have received a satisfactory bank reference, your application and reference are sent to the legal team at Leicester City Council who draw up the lease. The lease is for **two years** but has a three-month written notice period so that a tenant can leave before that time if needed with no surrender fee. Shorter leases are also available for projects needing a space on a temporary basis. The cost to the tenant to prepare the legal documents and enter into the lease is £125. A start date is agreed with the tenant and they then sign the agreement. At this point the tenant writes a cheque for the deposit, which is for the value of one month's rent excluding VAT. They are then free to move in.

### **Where can I park?**

**LCB Depot** Tenants are not permitted to park at LCB Depot but may bring their cars into the rear courtyard from Colton Street to load and unload. On-street meter parking is also available in surrounding streets. Disabled parking is available in our courtyard for Blue Badge holders. We have cycle racks and a lockable cycle shelter for tenants in our courtyard, and showers in the building.

**Phoenix** A pay and display car park is available next to Phoenix (entrance on Burton Street LE1 1TE). Parking costs £1 per hour, £1.50 for two hours, £2 for three hours and £4 all day, between 6am and 6pm Monday to Saturday. Parking here outside these times, and on Sunday, is free. On-street meter parking is also available in surrounding streets, some of which have disabled parking bays for Blue Badge holders. There are also cycle racks outside and in the basement, and showers available.

There are two NCP car parks in the area, Rutland Centre in Halford Street (across the road from LCB Depot), and Lee Circle. LCB Depot and Phoenix tenants and their visitors may park all day for £4.20 (normal price £20) at NCP Rutland Centre if they validate their ticket at LCB Depot's café counter or Phoenix Reception. NCP Lee Circle's normal all-day parking price is £4.00.

### **Is there a reception service?**

During office hours (Monday to Friday 9.00am to 5.30pm at LCB Depot; Monday to Friday 9.30am to 5.00pm at Phoenix) there is a reception service for workspaces that will greet visitors, take deliveries and put calls through to tenants. LCB Depot has a photocopier and fax machine for its tenants' use.

### **What kind of telephone system is available?**

There is a digital telephone system at LCB Depot and Phoenix, including handsets with full voicemail and divert capabilities. Resident companies are allocated direct dial phone numbers, and call charges are at preferential call rates. Calls to other tenants within the same building (e.g. Phoenix to Phoenix) are free of charge over the network.

### **What Internet provision is there?**

Workspaces at LCB Depot and Phoenix Square all have high-speed Internet connection. We offer packages to tenants ranging from £25 to £80 per month + VAT. We are happy to discuss individual requirements in more detail. The café-bars at LCB Depot and Phoenix offer free wifi to customers.

### **What other facilities are available?**

Our workspace tenants at LCB Depot and Phoenix can hire any of the four LCB Depot meeting rooms at a discounted rate, from £6 to £18 plus VAT per hour - see [www.lcbdepot.com.uk/meeting-rooms](http://www.lcbdepot.com.uk/meeting-rooms). At Phoenix there are meeting rooms, digital and media production facilities and a micro cinema that are available for hire. These elements are managed by Leicester Arts Centre Ltd (LAC Ltd) which is also responsible for the running of the public areas of Phoenix Square. LAC Ltd offers membership schemes to occupants of Phoenix workspaces that give a discount on these facilities.

### **What bills can I expect to receive?**

Each tenant receives a monthly utilities invoice for any services used in the previous month. The invoice recharges telephone line rental, call charges, electricity, photocopy charges, and any hire of LCB Depot facilities such as meeting rooms. Rental bills are to be paid in advance on a quarterly basis, although a regular monthly payment can be arranged by setting up a standing order/direct debit. Business Rates are charged to tenants directly by the Rates Department, and a payment schedule can be arranged with them.

### **What is included in my rent?**

The rental figure quoted for each workspace includes a service charge that includes and excludes the following (applies to both LCB Depot and Phoenix unless stated otherwise) :

Included in service charge	Excluded
Exclusive use of individual workspace, including 24 hour access	VAT Business rates, ranging from £198 to £1994 pa (most LCB workspaces qualify for <b>zero business rates</b> under the small business rate relief 'holiday' until 31 March 2016)
Heating and water	Legal costs on signing of lease (£125) Bank reference (approx £10) charged by your bank
Building insurance	Contents insurance, individual public liability insurance, employer's liability insurance
Digital telephone handsets Telephone and data points (number varies per workspace)	Telephone line rental (from £7.50 pcm plus call charges) Internet charges – different packages from £25 to £80 + VAT pcm Installation of additional data/telephone points
Reception service, including your individual post box	Administrative services (e.g. photocopier at LCB Depot)
Deliveries of mail and parcels	Hire of facilities such as meeting rooms, and hire of media production facilities at Phoenix.
Cleaning of communal areas, including kitchens, toilets and sanitary services	Cleaning of individual workspace, including windows
General waste and recycling bins, and waste collection for the building	Removal of restricted waste (e.g. paint, chemicals), electrical goods and large items
Communal kitchen including fridge, hot water boiler/kettle, sink and bin	Workspace electricity usage - this is separately metered
Cycle racks (and cycle shelter at LCB Depot) and showers	Adaptations to each studio such as shelves. (Studios must to be returned to their original state when vacating).
Security alarms, security cards and keys for each member of staff upon taking occupancy	Additional or replacement security cards and fobs, and keys, are subject to a charge
General building maintenance, including plant, fire and security alarms, lift	Furniture and office equipment (excluding telephone handsets which are provided)
Fire extinguishers in communal areas	Health and Safety issues within each individual workspace. PAT testing of electrical equipment must be carried out by the tenant
24/7 access to workspace	Parking

March 2015. This FAQs document gives a summary of our workspace offer – full terms and conditions are in our contracts.