

Renting office space

Oxford House in Bethnal Green



About us

'Oxford House is where East London comes together to work, learn, explore and create. We celebrate arts, community and our heritage'.

We do 3 things!

1. Provide a **community hub**; affordable office space; support new/emerging groups.
2. Provide **volunteering programme** to improve employability and build skills/confidence
3. Provide a **hub for the creative/cultural arts**: using theatre, dance studio & gallery


Office space

- ➔ Oxford House is a Grade II listed building built in 1891 and owned by Oxford House in Bethnal Green; a registered charity.
- ➔ It is 'home' to a community of arts, creative, health, advocacy and infrastructure, educational and faith organisations. See details of current resident companies [here](#).
- ➔ Office sizes vary from 2 desks to 20. All have natural light. We offer easy an 'easy in: easy out' form of agreement; similar to other managed work spaces. If you are interested we can send you a sample of the form of agreement we use.
- ➔ All offices are unfurnished.
- ➔ Sorry, but do not offer 24/365 access to office spaces. However, normal working hours are Monday - Friday 9am – 10pm, Saturday 10 .30 am – 1.30pm.
- ➔ We close on bank holidays and between Christmas and New Year.

Sample heads of terms

- ➔ **Tenancy Agreement** – We have a standard agreement for all new tenancies. Note, this will be a lease without security of tenure. This is the common format for managed work spaces.
- ➔ **Term** – Minimum of 1 year (though we can offer longer)
- ➔ **Rent** – Rents are set annually and commonly marginally increased, with reference to inflation, service costs and anticipated investment in the building.
- ➔ **Break Clause** – Either party by giving the other party usually not less than three months written notice (though again can vary according to length of tenancy)
- ➔ **Reservation fee** – 1 months' rent which is non-refundable.
- ➔ **Payment terms** – We require 3 month rent payment in advance which includes the reservation fee. Rent is then due on 1st of each month by standing order.
- ➔ **Services** – Services are within the rent and include heating/lighting/reception/communal/ office cleaning.
- ➔ **(optional) Telephony + Internet services** – There is an option to use the OH phone line and internet services, if you feel you require this service. There is a monthly charge. Many tenants also use their own provider.
- ➔ **Hire spaces** – We have other spaces including theatre, gallery and meeting rooms. See our web site for more details

Interested? Then contact us

 0207 739 9001

john.ryan@oxfordhouse.org.uk

www.oxfordhouse.org.uk