

Renting office space

Oxford House in Bethnal Green



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About us

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Oxford House was established in 1884 as the first “settlement house” to open where students and graduates from Keble College, Oxford undertook a period of residential volunteering to learn first-hand about the realities of urban poverty. These volunteers were either graduates or worked locally and lived in Oxford House which was like a mini Oxford college in the heart of Bethnal Green.

Volunteers provided practical support to alleviate or remove the impact of poverty to the local community by creating projects such as youth clubs, poor man’s lawyer, labour exchanges and adult education classes.

The charity is still based in our lovely Grade II listed building that overlooks Derbyshire Street Pocket Park and Weaver’s Fields.

Today we have three main areas of work that to achieve our **Vision**:

- We provide **affordable office space** to circa 30 organisations, charities and social businesses. We also provide affordable meeting and events space and in partnership with others provide a programme of community classes and events.
- We are a **multipurpose arts centre** that includes a theatre, gallery and dance studio where we provide a programme of weekly activities including dance and health and fitness for all ages: from under 5s to > 90 years. Our Gallery and theatre provide excellent professional gallery space for new and emerging artists.
- We provide a range of **volunteering opportunities** where you can gain valuable work skills or donate your time to support Oxford House’s work.

Office space

Oxford House is a Grade II listed building built in 1891 and owned by Oxford House in Bethnal Green; a registered charity. A major refurbishment project that provides a new entrance, café, lifts, restored former Victorian chapel and new roof terrace will be completed in March 2019.

We are ‘home’ to a range 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.

We do not offer 24/365 access to office spaces. However, normal working hours are Monday - Friday 9am – 7pm, Saturday 10.30 am – 1.30pm & Sunday 10 am – 2pm.

We close on bank holidays and between Christmas and New Year.

Note

Our easy in easy out type of agreement is common for managed work spaces. However, we offer a lease without security of tenure. Unlike regular and more expensive leases you do not the right to stay in the office space when the agreement.

We need to provide this 'health warning' though smaller organisations like the easy in easy out option which means you can agree a term that starts at 12 months but can be extended to 36 months.

We need to let you know if you commit yourself to the lease you will be giving up these important legal rights. You will have no right to stay in the premises when the lease ends.

If you want to ensure that you can stay in the same business premises when the lease ends, you should consult your adviser about another form of lease that does not exclude the protection of the Landlord and Tenant Act 1954.

Sample heads of terms

1. **Tenancy Agreement** – We have a standard agreement for all new tenancies. Note, this will be a lease without security of tenure.
 2. **Room number** – XX
 3. **Tenancy start date** -TBC
 4. **Term** – Minimum of 1 year (though we can offer longer)
 5. **Rent** – Rents are set annually and commonly marginally increased, with reference to inflation, service costs and anticipated investment in the building.
 6. **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)
 7. **Reservation fee** – 1 months' rent which is non-refundable.
 8. **Payment terms** – We require 3 month rent payment in advance. Rent is due on 1st of each month by standing order.
 9. **Services** – Services are within the rent and include heating/lighting/reception/communal/office cleaning.
 10. **Business Rates**- At present we do not charge for these. However if the local authority decide to charge we would add the actual cost to the rent.
 11. **Phone & Broadband** – There is an option to use our phone & broadband service. See estimated cost below. Many tenants also use their own provider.
 - Broadband supply (annual charge) £218.00
 - Handset £ 30.00 ea
 - Router £ 68.50 ea.inc set up
 - Call charges (annual) £120.00
 12. **Hire spaces** – We have other spaces including theatre, gallery and meeting rooms. See our [web site](#) for more details
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CONTACT US

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