

Summary of Terms

- Leases of between three months and three years available
- Rent of £19 per square foot, for fully-serviced offices inclusive of service charge (as of September 2011)
- Tenants are responsible for keeping and leaving their offices in good repair and decoration
- Deposit required equivalent to one month's rent refundable at exit on condition the offices are left clean and in good repair
- Either party may terminate the lease on giving six months notice (unless the lease is for less than six months)
- Tenants must have charitable objectives that are compatible with those of CVS and/or The Bedford Charity (The Harpur Trust) – further details available

Contact Us

For more information and to arrange a tour of the building, please contact:

For office space enquiries: Jan Warnier
Tel: 01234 354366
Email: jan@yourcvcs.org

For meeting room bookings: Mandy Field
Tel: 01234 354366
Email: mandy@yourcvcs.org

43 Bromham Road is owned by The Bedford Charity (The Harpur Trust) and leased to CVS to operate as a facility for the benefit of the local voluntary and community sector.



The building has been recently modernised thanks to funding from The Bedford Charity (The Harpur Trust), Local Area Agreement Reward Funding and Bedford Borough Council.

Updated - October 2011

Office and Meeting Space for Voluntary and Community Organisations

43 Bromham Road, Bedford



A centrally-located facility offering:

- ***fully-serviced office space***
- ***meeting and training rooms***

for charities, voluntary organisations, community groups, and social enterprises



43 Bromham Road offers opportunities for organisations to work closer together and make limited resources stretch even further!

- *Office accommodation on the first and second floors* - affordable, clean, accessible and managed office space allowing you to reduce time spent on premises issues and concentrate on delivering your services. A mixture of small and large offices is available.



- *Hot-desk space* for organisations who do not need a permanent office, offering space to work, a postal address, access to the internet and some storage.

- *Meeting/training/interview rooms* are available to hire for both tenants and other organisations. All rooms are fully-accessible on the ground floor and the larger rooms have audio and visual equipment fitted for presentations, training videos, etc.



- *Shared back-office services* - A reception dealing with all visitors and post, one phone system (but keep your old number), one IT network (but keep your own data secure), and access to shared photocopiers and other services, helping all office users to be more efficient and cost-effective.
- *Work alongside other voluntary sector colleagues* - More opportunities to work together for the benefit of the local community.

If you are an organisation that wants to work more collaboratively then 43 Bromham Road is for you!

What is available?

Office Space

- Various-sized unfurnished offices ranging from 140 to 340 sq ft
- All offices are offered fully-serviced (inclusive of heating, lighting, electricity, water and cleaning costs of communal areas and offices)
- 24/7 access for key holders
- Building-wide IT system, providing office-users with internet access
- Building-wide phone system, providing users with voicemail and a direct dial number. Existing numbers can be redirected to any phone in the building (set-up costs and call charges apply, but rental and maintenance included in rent)



Reception

- Open Monday to Friday, 9am-5pm
- Receiving visitors, sorting incoming post and handling outgoing stamped post
- Access to a range of office equipment, including fax machine, shredder, guillotine, ring binder, heavy-duty stapler and laminator (some charges apply)
- Access to colour photocopier with stapling and folding functions (charges apply)

Meeting and Training Rooms

- Five rooms of various sizes, suitable for training courses, board meetings, drop-in events and meetings with clients (charges apply)
- Refreshments and lunches by arrangement

Other details

- The building is accessible with a lift to all floors
- Toilets (including a fully-accessible toilet on the ground floor) and hand-washing facilities with hot and cold running water
- Staff room
- Kitchenette with plumbed-in hot water urn, dishwasher, fridge (tea, coffee and milk provided)

Contact us for more information - see over for details