

Southbourne Parish Neighbourhood Plan Review 2019 - 2037
Policy SB6 Using Scarce Employment Land Efficiently
Supporting Evidence SB6.EV8

Freedom Works (12/8/19)

Location: First Floor, Metro House, Chichester. PO19 1BE
01243 924100

Contacts: Sara-Jane (Shane) Letham. Meeting: 12 August 2019

Set up: Part of 4 facilities located in Chichester, Worthing, Hove and Gatwick (Manor Royal). Members of any one facility may use any of the other facilities.

Provision: Approximately 19 modular office units, which apart from 2 small units, are capable of reconfiguration by means of partitions; overall desk space provision is at least 68 desks; 10-12 seater boardroom; open plan working area with up to 10 hot desk spaces; open plan kitchen and easy seating breakout area; high capacity/high speed wifi facilities.

Utilisation: 30% +

Hot Desk - £12+VAT per day

- Includes office access 09.00 – 17.00 - weekdays,
- Wifi - Freedom Works Guest network,
- Free tea and coffee, fruit and cereal, access to Free Beer Fridays (if in on a Friday),
- Access to all member networking and social events

Hot Desk - hourly package

40 hour package - £100+VAT

60 hour package - £135+VAT

100 hour package - £185+VAT

- Includes office access 09.00 – 17.00 - weekdays,
- Wifi - Freedom Works Guest network,
- Free tea and coffee, fruit and cereal, access to Free Beer Fridays (if in on a Friday),
- Access to all member networking and social events.
- This plan is fully flexible and allows hours to roll over each month. Hours can also be used across all of our spaces.

Dedicated Desk - £250+VAT per month

- Includes 24/7 office access, office address, dedicated desk and storage,
- Wifi - Freedom Works, members network,
- Meeting room access (up to 90 mins per month), free b/w printing (up to 100 sheets),
- Free tea, coffee, fruit and cereal, access to Free Beer Fridays,
- Access to all member networking and social events.
- This flexible plan also includes free hot desking across all of our spaces and meeting room allocation can also be used across all spaces, subject to availability.

Private Offices - £275+VAT per desk per month

- Includes 24/7 office access, office address, lockable office with desks and chairs,
- Wifi and networking points, meeting room access (up to 60 minutes per month),
- Free b/w printing (up to 100 sheets per desk),
- Free tea, coffee, fruit and cereal, access to Free Beer Fridays,
- Access to all member networking and social events.
- Package includes free hot desking across all of our spaces.
- Meeting room allocation can also be used across all spaces.

- **Meeting room - £15+VAT per hour**

Includes tea and coffee, access to Freedom Works guest network, TV and HDMI cable, white boards

- **Virtual Office Packages**

1. Postal Business Address - includes mail collection/signing for and use of office images for your website.

Monthly £39+VAT/Annual £390+VAT

2. Business Address - includes mail collection/signed for, 1 hour of Meeting Room per month, 4 days hot desk per month, use of office images for your website. Meeting room and hot desk inclusions can be used across all of our spaces.

Monthly £85+VAT/Annual £850+VAT

Event Space: space available at reasonable rates.

Parking: restricted on-site parking limited and mostly restricted to other occupiers.